



DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT

Science Library Integrated Management System (SLIMS)

USERS' MANUAL

ACQUISITIONS MODULE

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Acquisitions Module

INTRODUCTION

Acquisitions Module records newly acquired library materials of DOST-PCAARRD. Then all the serial materials with volume and issue number will be monitored by its frequency. Library material types are books, serials, theses/dissertations, non-print, vertical files, investigatory projects, technical reports and reprints that has acquisitions blank data entry form.

In this module the user will find:

- **Getting-in to the Acquisitions Module**
- **Adding New Acquisitions Data Entry**
- **Administering Accession Record Books**
- **Monitoring of Serial Materials**
- **Acquisitions Generating Report**

I. Getting to the Acquisitions Module

A. Logging In

First, the user must have a system access Level 2 or Level 3 account which is created by a Level 1 user to login.

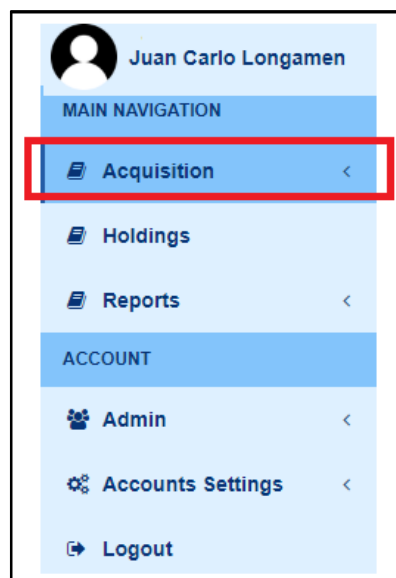
1. On the textbox, input the username and password.
2. Click Log In button.
3. If the account has successfully logged in, just click the Acquisition from the Main Navigation.



B. Acquisitions Librarian Panel

Once the account has successfully logged in, the system will direct the user to the main navigation where they can select the module they want to access.

To get into the Acquisitions Module, just simple click the Acquisition Module module.



C. Acquisitions Module Page

Below is the screenshot of the Acquisitions Module Page. The functions and procedures included in Acquisitions Module will be discussed in succeeding pages.

By clicking the acquisitions module there are sub modules that will be shown such as New Acquisition, Accession Record Book and Monitoring of Serial Material.

New Acquisitions - Accessioning

Acquired Materials

+ Add Acquisitions

MAIN NAVIGATOR

- Acquisition
- Reports
- Accounts Settings
- Logout

Sub Modules:

- New Acquisition
- Accession Record Book
- Monitoring of Serial Materials

Acquisitions ID	Title	Author	Material Type	Copyright Date	Copy Number	Catalog/Uncatalog	Created By	Created Date
PCRD-A000013	The carbonate system and organic carbon concentrations of the high and low productivity waters of the Sulu Sea	Ferrera, Charissa M.	Serials	2012	c1	Cataloged	jc	05/31/2018 02:24:53 PM
PCRD-A000004	PCAARRD Farm news	Sandra sung	Serials	2012	c1	Cataloged	jc	05/30/2018 10:19:47 AM
PCRD-A000004	PCAARRD Farm news	Sandra sung	Serials	2017	c1	Cataloged	jc	05/30/2018 10:19:47 AM

Showing 1 to 3 of 3 entries

Previous Next

Acquisitions Entry Form

II. Adding New Acquisitions Records

A. *Getting to the Acquisitions Data Entry*

This will guide the user on how to get into the Acquisitions data entry form.

By clicking the acquisitions module there are sub sections that will show such as new acquisitions, accession record book and monitoring of serials.

NOTE: Each library material types has its separate data entry form; fields vary for each material type.

1. In the sidebar menu of acquisitions module click the New Acquisition link.
2. Then click the Add Acquisitions button.



B. Acquisitions Blank Data Entry Form for different library materials

Acquisitions Entry Form	
Material Type 006 Books	Series Statement 490
ISBN 020	Bibliography, Etc. Note 504
Call Number 050a Classification Number 050b Author Number 050c Publication Date/Copyright Date	Accession Number 876a Circulation Number 876b
Author 100 <input type="checkbox"/> Personal Author 110 <input type="checkbox"/> Corporate Author	Cost/Price 876c
Title 245a	Date Acquired 876d
Edition Statement 250a	Acquisitions Mode 876e Purchase
Imprint 264 Not Applicable/Not provided/Earliest	Use Restrictions 876h
Type of Imprint 264 Publication	Item Status 876j
Publication 264a Publication Place 264b Publisher 264c Publication Date	Temporary Location 876l
Physical Description 300a Extent 300b Other Physical Details 300c Dimensions	Copy Number 876t Nonpublic Note 876x

Acquisitions Blank Data Entry Form for Books

Material Type		Frequency	
006	Serials	310	Daily
ISSN		Day / M	
022	Books	1	Daily
Call Number		Volume	
050a	Theses/Dissertations		Weekly
050b	Non-Prints		Monthly
050c	Vertical Files		Quarterly
	Investigatory Projects		SemiAnnually
	Technical Reports		Yearly
Author		Issue Number	
100	Personal Author		
110	Corporate Author		
Title		Series Statement	
245a	Optional Fields	490	
Edition Statement		Bibliography, Etc. Note	
250a	Optional Fields	504	
Imprint		Accession Number	
264	Not Applicable/Not provided/Earliest	876a	
Type of Imprint		Circulation Number	
264	Publication	876b	
Publication		Cost/Price	
264a	Publication Place	876c	
264b	Publisher	Date Acquired	
264c	Publication Date	876d	
Physical Description		Acquisitions Mode	
300a	Extent	876e	
300b	Other Physical Details	Purchase	
300c	Dimensions	Use Restrictions	
		876h	
		Item Status	
		876j	
		Temporary Location	
		876l	
		Copy Number	
		876t	
		Nonpublic Note	
		876x	

Acquisitions Blank Data Entry Form for Serials

For Serials entry there are 5 additional fields such as ISSN (international standard serial number) (022) refers to the, frequency (310) refers to the interval holding records received (daily, weekly, monthly, quarterly, semi-annually, yearly and irregular), volume refers to volume number of material, issue date refers to the issue date of the material and issue number refers to the issue no. of the material.

Serials frequency:

Frequency	Frequency
310 Daily	310 Weekly
Day / Month / Year	Week / Month / Year
1 1 January 2010-2019	1 1 January 2010-2019
2 2 January 2009 2010 2011 2012	2 2 January 2009 2010 2011 2012
3 3 February 2013 2014 2015 2016	3 3 February 2013 2014 2015 2016
4 4 March 2017 2018 2019 2020	4 4 March 2017 2018 2019 2020
5 5 April 2017 2018 2019 2020	5 5 April 2017 2018 2019 2020
6 6 May 2017 2018 2019 2020	6 6 May 2017 2018 2019 2020
Issue Number	Issue Number
1 1	1 1
2 2	2 2
3 3	3 3
4 4	4 4
5 5	5 5
6 6	6 6

Frequency (Daily) Frequency (Weekly)

Frequency	Frequency
310 Monthly	310 SemiAnnually
Month / Year	Semi-annual / Year
1 January 2010-2019	1 1st Half 2010-2019
2 January 2009 2010 2011 2012	2 1st Half 2009 2010 2011 2012
3 February 2013 2014 2015 2016	3 2nd Half 2013 2014 2015 2016
4 March 2017 2018 2019 2020	4 2nd Half 2017 2018 2019 2020
5 April 2017 2018 2019 2020	5 2nd Half 2017 2018 2019 2020
6 May 2017 2018 2019 2020	6 2nd Half 2017 2018 2019 2020
Issue Number	Issue Number
1 1	1 1
2 2	2 2
3 3	3 3
4 4	4 4
5 5	5 5
6 6	6 6

Frequency (Monthly) Frequency (Semi/Annually)

Frequency	Frequency
310 Quarterly	310 Yearly
Quarter / Year	Year
1 1st Quarter 2010-2019	1 2010-2019
2 1st Quarter 2009 2010 2011 2012	2 2009 2010 2011 2012
3 2nd Quarter 2013 2014 2015 2016	3 2013 2014 2015 2016
4 3rd Quarter 2017 2018 2019 2020	4 2017 2018 2019 2020
5 4th Quarter 2017 2018 2019 2020	5 2017 2018 2019 2020
Issue Number	Issue Number
1 1	1 1
2 2	2 2
3 3	3 3
4 4	4 4
5 5	5 5
6 6	6 6

Frequency (Quarterly) Frequency (Yearly)

Frequency
310 Irregular
Month / Year
1 1 January 2010-2019
2 2 January 2009 2010 2011 2012
3 3 February 2013 2014 2015 2016
4 4 March 2017 2018 2019 2020
5 5 April 2017 2018 2019 2020
6 6 May 2017 2018 2019 2020
Issue Number
1 1
2 2
3 3
4 4
5 5
6 6

Frequency (Irregular)

Acquisitions Entry Form			
Material Type		Series Statement	
006	Theses/Dissertations	490	
Call Number		Bibliography, Etc. Note	
050a	Classification Number	504	
050b	Author Number	Accession Number	
050c	Publication Date/Copyright Date	876a	
Author		Circulation Number	
100	<input type="checkbox"/> Personal Author	876b	
110	<input type="checkbox"/> Corporate Author	Cost/Price	
Title		876c	
245a		Date Acquired	
<input type="checkbox"/> Optional Fields		876d	
Edition Statement		Acquisitions Mode	
250a		876e	Purchase
<input type="checkbox"/> Optional Fields		Use Restrictions	
Imprint		876h	
264	Not Applicable/Not provided/Earliest	Item Status	
Type of Imprint		876j	
264	Publication	Temporary Location	
Publication		876l	
264a	Publication Place	Copy Number	
264b	Publisher	876t	
264c	Publication Date	Nonpublic Note	
Physical Description		876x	
300a	Extent		
300b	Other Physical Details		
300c	Dimensions		

Acquisitions Blank Data Entry Form for Theses/Dissertation, NonPrints, Vertical Files, Investigatory Projects, Technical Reports and Reprints.

For Theses/Dissertation, NonPrints, Vertical Files, Investigatory Projects, Technical Reports and Reprints there are no changes and additional fields.

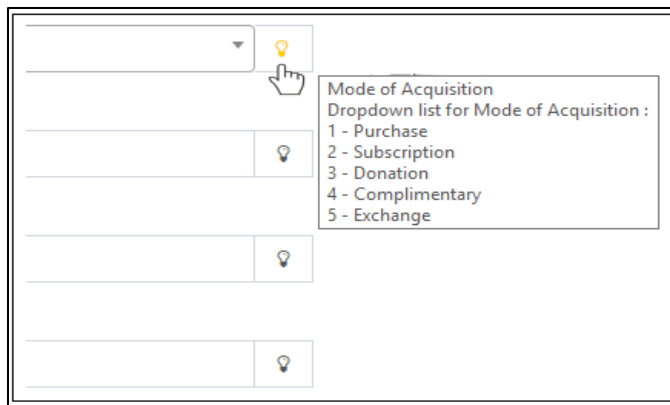
C. *Filling out the Acquisitions Form*

NOTE: Different library material types have different fields. Books has additional fields such as ISBN. Serials has 5 additional fields such as ISSN, Frequency, Volume, Issue Date and Issue Number. Other material types have the same fields.

Tool Tips

Tool tips are provided for standard inputting of data in each field. The tool tip icon is located beside the input text fields.

1. Tool tip will show once the user put their mouse pointer over the tool tip icon.
2. To close the tool tip just remove the mouse pointer to the tool tip icon.



Predefined Entries

Predefined entries are entries that are automatically provided by the system once the empty form is loaded. Below are the lists of all predefined entries upon form loading.

- **Material Type**
- **Personal Author Type**
- **Corporate Author Type**
- **Imprint**
- **Type of imprint**
- **Frequency**
- **Acquisitions Mode**

Required Inputs

Required fields are fields that requires input and cannot be blank. Title, accession number, circulation number, cost/ price and author type are the required fields in Acquisitions Data Entry. If the user accidentally clicked the submit button without having an input on the required fields, the record will not be added and the system will prompt the user to fill out the required fields.

Title 245a Title is required. <input type="checkbox"/> Optional Fields	Accession Number 876a Accession Number is required.
Circulation Number 876b Circulation Number is required.	Cost/Price 876c Cost is required.

Please select an Author Type.

Please fill out required fields.

The user does not have to complete the form when adding a record. Just fill out the all the required fields.

Repeatable Entries

Call Number (Classification Number, Author Number, Publication Date/Copyright Date), Author (Personal Author, Corporate Author) , Title (Remainder of Title and Statement of Responsibility), Edition Statement(Remainder of Edition Statement), Imprint (Not Applicable/Not Provided/Earliest, Intervening and Current/Last), Type of Imprint(Production and Publication), Publication (Publication Place, Publisher, Publication Date), Physical Description (Extent, Other Physical Details, Dimensions) Series Statement, Bibliography, Etc. Note, Accession Number, Circulation Number, Cost/Price, Date, Acquired Acquisitions Mode, Use restrictions, Item Status, Temporary Location, Copy Number, Non-public Note are all the repeatable fields together with their subfields in Acquisitions Data Entry Form.

NOTE: The standard input for all of these fields are available at the field's respective tool tip.

Call Number		
050a	Classification Number	
050b	Author Number	
050c	Publication Date/Copyright Date	

Call Number refers to the call number of the publication.

It includes Classification Number (050a) LC, DDC, UDC or any number used to identify each publication and locate it within a subject arrangement on the shelf.

Author Number (050b) refers to the letter(s) and number corresponding to the author's last name as taken from a published source.

Title			
245a	The carbonate system and organic carbon	<input checked="" type="checkbox"/> Optional Fields	💡
245b	Remainder of Title		💡
245c	Charissa M. Ferrera		💡

Title refers to the title taken from the title page of a book, serials, theses/dissertations, non-prints, vertical files, investigatory projects, technical reports, reprints and title of the articles taken from journals.

It includes Remainder of title (245b) and Statement of Responsibility (245c).

Edition Statement			
250a		<input checked="" type="checkbox"/> Optional Fields	💡
250b	Remainder of Edition Statement		💡

Edition Statement on the first edition should not be presented. In addition, copy what is written on the material except for the word "edition" which should be abbreviated as "ed."

It includes Remainder of Edition Statement.

Imprint	
264	<div> <div>Not Applicable/Not provided/Earliest</div> <div> <input type="text"/> <div> <div>Not Applicable/Not provided/Earliest</div> <div>Intervening</div> <div>Current/Last</div> </div> </div> </div>

Imprint statement relates to the publication, printing, distribution, issue, release, or production of a work. (e.g. changes in name or place of publisher or producer).

Not applicable/no information provided/earliest is selected when a resource is first catalogued. Intervening is selected when the place of production, publication, distribution, manufacture or the name of the producer, publisher, distributor, manufacturer changes. Current/last is selected when the name of the producer, publisher, distributor, manufacturer changes, or when the place of production, publication, distribution, manufacture associated with the earliest statement changes.

Type of Imprint	
264	<div>Publication</div> <div> <div></div> <div>Production</div> <div>Publication</div> </div>

Type of imprint includes Production, which is selected when a statement relating to the inscription, fabrication, construction, etc., of a resource in an unpublished form. Publication field is selected when it contains a statement relating to the publication, release, or issuing of a resource.

Publication		
264a	Diliman, Quezon City	
264b	University of the Philippines	
264c	2012	

Publication refers to a statement relating to the publication, release, or issuing of a resource.

It includes Publication place (264a) refers to the place where the publication was published. Publisher (264b) refers to the name of the publisher. Publication date (264c) refers to the copyright date of the publication or date it was published and usually found at the back of the title page. Get only the year.

Physical Description		
300a	Extent	
300b	Other Physical Details	
300c	Dimensions	

Physical description refers to any illustrations, graphs or tables found inside the document, separated by a comma. It may also include the total number of references for the case of Analytics.

It includes Extent (300a) which refers to number of physical pages, volumes. Other physical details (300b)

Dimensions (300c) expressed in centimeters, millimeters, or inches; may include a parenthetical qualifier giving the format of the item.

Series Statement		
490		

Series Statement (490) refers to the number of items within the series. Use numerals.

Bibliography, Etc. Note	
504	Includes bibliographical references

Bibliography, Etc. Note refers to the bibliographic references of the materials e.g. Includes index, includes bibliographical references and indexes, includes bibliography and etc.

Accession Number	
876a	18-0000551

Accession Number (876a) refers to the unique number assigned to a book as these are received in the library.

Circulation Number	
876b	PCAARRD-TH-00081

Circulation Number (876b) refers to the Barcode.

Cost/Price	
876c	

Cost/Price refers to the amount paid for any purchase or subscription of the library item.

Date Acquired	
876d	05/31/2018

Date Acquired (876d) refers to the date when the library acquired the book. Enter as MM/DD/YYYY.

Acquisitions Mode	
876e	Donation
<input type="text"/>	
Purchase	
Subscription	
Donation	
Complimentary	
Exchange	
Download	

Acquisitions Mode (876e) refers to how the publication was acquired which could either be by Purchase, subscription, Donation, Complimentary, Exchange and Download.

Use Restrictions	
876h	<input type="text"/>

Use restrictions (876h) restrictions of item use e.g. room use, for borrowing, etc.

Item Status	
876j	Inventoried

Item Status (876j) refers to the current status of an item (e.g. lost, withdrawn, inventoried etc.)

Temporary Location	
876l	<input type="text"/>

Temporary Location (876t) location where the material is currently placed for (e.g. processing room, reserved room, reference room, circulation etc).

Copy Number	
876t	c1

Copy Number refers to the number of copies, if more than one copy.

Nonpublic Note	
876x	<input type="text"/>

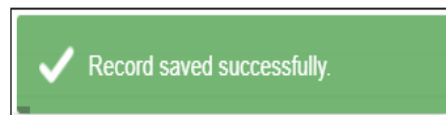
Nonpublic Note (876x) is note or a comment for staff use only about the material.

D. Add Records

1. To add records, just click the *Submit* button found at the bottom part of the acquisitions data entry form.



2. After adding the record, the system alerts/prompts that the user have successfully added a record.

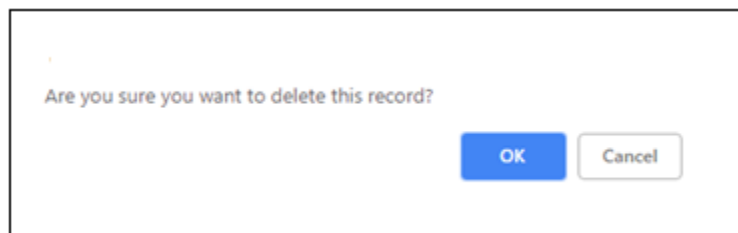


E. Delete Records

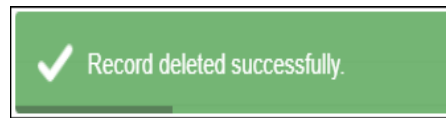
1. To delete records, just click the *Delete* button found at the bottom part of the form.



2. Before deleting a record, the system will prompt a confirmation to the user that they are about to delete a record. Then click *Ok* button.



3. Once the user click the *Ok* button a notification will show that a chosen record was deleted.



F. Clear Button

If the user wants to fill out the form again, just click the *Clear* button.

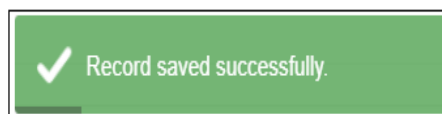


G. Save Button

1. To save records, just click the *Save* button found at the bottom part of the form.



2. After saving the record the system will send a notification that the selected record was updated.



III. Administering Accession Record Books

Accession Records Books allows the user to view all the acquired library materials records.

A. Getting to the Accession Record Book Page

In the sidebar menu of acquisitions module click the Accession Record Book sub module.

By default, the different library material records list will show.

Accession Record Book

Acquired Materials

Show/Hide Column : Show/Hide All · Holdings ID · Acquisitions ID · Material Type · ISBN/ISSN · Call Number · Author · Title · Accession Number · Circulation Number · Edition Statement · Type of Imprint · Place of Publication · Publisher · Publication Date · Extent · Other Physical Details · Dimensions · Frequency · Volume · Issue Date · Issue Number · Series Statement · Bibliography, Etc. Note · Acquisitions Mode · Date Acquired · Cost/Price · Donor · Use Restriction · Item Status · Temporary Location · Nonpublic Note · Copy Number

Search:


Holdings ID	Acquisitions ID	Material Type	Author	Title	Accession Number	Circulation Number
PCRD-H000002	PCRD-A000002	Theses/Dissertations	Alaira, Sofia T.	Ecological and socio-economic impacts of the cage culture of maliputo (Caranx ignobilis Forsskal) in Taal lake, Batangas, Philippines	18-0000542	1
PCRD-H000002	PCRD-A000002	Theses/Dissertations	Alaira, Sofia T.	Ecological and socio-economic impacts of the cage culture of maliputo (Caranx ignobilis Forsskal) in Taal lake, Batangas, Philippines	18-0000542	1
PCRD-H000002	PCRD-A000002	Theses/Dissertations	Alaira, Sofia T.	Ecological and socio-economic impacts of the cage culture of maliputo (Caranx ignobilis Forsskal) in Taal lake, Batangas, Philippines	18-0000542	1
PCRD-H000003	PCRD-A000004	Serials	Sandra sung	PCAARRD Farm news		PCAARRD-S-00001
PCRD-H000003	PCRD-A000004	Serials	Sandra sung	PCAARRD Farm news		PCAARRD-S-00001

Showing 1 to 5 of 136 entries

Previous 1 2 3 4 5 ... 28 Next

B. Searching Records

1. In the side bar menu click the Accession Record Book sub module.
2. Acquired Materials data table will show.

3. In the search box,  input the keyword/s the user want to search, then the system will automatically filter and show the record/s.

Acquired Materials								
Show/Hide Column : Show/Hide All • Holdings ID • Acquisitions ID • Material Type • ISBN/ISSN • Call Number • Author • Title • Accession Number • Circulation Number • Edition Statement • Type of Imprint • Place of Publication • Publisher • Publication Date • Extent • Other Physical Details • Dimensions • Frequency • Volume • Issue Date • Issue Number • Series Statement • Bibliography, Etc. Note • Acquisitions Mode • Date Acquired • Cost/Price • Donor • Use Restriction • Item Status • Temporary Location • Nonpublic Note • Copy Number								
Holdings ID	Acquisitions ID	Material Type	Call Number	Author	Title	Accession Number	Circulation Number	Publication Date
PCRD-H000522	PCRD-A000520	Books	Fl(B) S495 B66S no. 58/1987	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)	Research evaluation systems in agriculture and natural resources in the Philippines	18-0001686	PCAARRD-FB-00251	1987
PCRD-H000522	PCRD-A000684	Books	Fl(B) S495 B66S no. 58/1987	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)	Research evaluation systems in agriculture and natural resources in the Philippines	18-0001849	PCAARRD-FB-00414	1987
PCRD-H000099	PCRD-A000100	Theses/Dissertations	T HD9750 M36 1995	Mangabat, Cecilia Balagtas	Performance evaluation of the marketing system for rattan poles in selected sites in the province of Isabela	18-0000734	PCAARRD-TH-00264	1995
PCRD-H000099	PCRD-A000131	Theses/Dissertations	T HD9750 M36 1995	Mangabat, Cecilia Balagtas	Performance evaluation of the marketing system for rattan poles in selected sites in the province of Isabela	18-0001284	PCAARRD-TH-00826	1995
PCRD-H000026	PCRD-A000027	Theses/Dissertations	T SH167 B46 1996	Beniga, Zosipat Murillo	Growth performance evaluation of genetically improved Nile tilapia (<i>Oreochromis niloticus</i> L.) in floating cages in Lake Sebu, South Cotabato	18-0000565	PCAARRD-TH-00095	1996
PCRD-H000080	PCRD-A000081	Theses/Dissertations	T T65.5 R47 2015	Resuello, Rubiriza Dela Cruz	Evaluation of the technopreneurial learning projects implemented by selected state university and colleges in the Philippines	18-0000719	PCAARRD-TH-00249	2015

C. To show / hide fields:

1. Just click the fields that the user wants to view. Once the user clicked any fields and the color changed to blue then the fields will show to the data table. By default, all fields are selected.

Show/Hide Column : Show/Hide All - Holdings ID - Acquisitions ID - Material Type - ISBN/ISSN - Call Number - Author - Title - Accession Number - Circulation Number - Edition Statement - Type of Imprint - Place of Publication - Publisher - Publication Date - Extent - Other Physical Details - Dimensions - Frequency - Volume - Issue Date - Issue Number - Series Statement - Bibliography, Etc. Note - Acquisitions Mode - Date Acquired - Cost/Price - Donor - Use Restriction - Item Status - Temporary Location - Nonpublic Note - Copy Number

2. Just click the fields that the user wants to hide. Once they clicked any fields and the color changed to red, then the fields will be hidden in the data table.

Show/Hide Column : Show/Hide All - Holdings ID - Acquisitions ID - Material Type - ISBN/ISSN - Call Number - Author - Title - Accession Number - Circulation Number - Edition Statement - Type of Imprint - Place of Publication - Publisher - Publication Date - Extent - Other Physical Details - Dimensions - Frequency - Volume - Issue Date - Issue Number - Series Statement - Bibliography, Etc. Note - Acquisitions Mode - Date Acquired - Cost/Price - Donor - Use Restriction - Item Status - Temporary Location - Nonpublic Note - Copy Number

IV. Monitoring of Serial Materials

This module will monitor all the acquired serial materials records.

A. Getting to the Monitoring of Serials Page

1. In the side bar menu click the Monitoring of Serial Materials sub module.
2. Acquired Materials data table will be displayed.

The screenshot shows the SLIMS interface for the 'Monitoring of Serial Materials' module. The left sidebar contains a 'MAIN NAVIGATION' section with the following items: Acquisition, New Acquisition, Accession Record Book, Monitoring of Serial Materials (highlighted with a red box and a mouse cursor), Holdings, Reports, Content Management, Circulation, ACCOUNT, Admin, Accounts Settings, and Logout. The main content area is titled 'Monitoring of Serial Materials' and displays 'Acquired Serial Materials'. It includes search filters: 'Search for:' with a dropdown menu showing 'Title (245a)', 'Uniform Title' with a dropdown menu, 'From Year' with a calendar icon, and 'To Year' with a calendar icon. Below the filters is a search bar labeled 'Search:'. The table below has columns: Acquisition ID, Date, Mode of Acquisition, Issue Number, and Frequency. The table content shows 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. At the bottom, there is a 'Records' label.

B. Searching for Serial Materials

1. There are two options for searching a serial material's record, it is either choose the title (245a) or series statement (490) from the drop-down box.

- Title

The screenshot shows a search interface with two main panels. The left panel, labeled 'Search for:', contains a dropdown menu with 'Series Statement (490)' selected. Below it is a text input field. The right panel, labeled 'Uniform Title', contains a list of titles: 'Cosmopolitan', 'Life', 'PCAARRD Farm news', 'The carbonate system and organic carbon concentrations of the high and low productivity waters of the Sulu Sea', 'The Wonders of your love', and 'Time'. The 'Uniform Title' panel also has a search input field at the top.

- Series Statement

The screenshot shows a search interface with two main panels. The left panel, labeled 'Search for:', contains a dropdown menu with 'Series Statement (490)' selected. Below it is a text input field. The right panel, labeled 'Series Title', contains a list of titles: 'Free', 'Starbooks', 'Camphor', 'Logitech', 'Square', and 'Farm News'. The 'Series Title' panel also has a search input field at the top.

2. Click the uniform title and choose the title or series statement of a serial material records.

3. Choose a start year on the "From Year" date picker.

The screenshot shows a date picker interface. At the top is a text input field labeled 'From Year'. Below it is a calendar grid showing years from 2009 to 2020. The year 2019 is highlighted in the grid.

- Choose an end year on the "To Year" date picker to proceed.

The screenshot shows a 'To Year' date picker. At the top, there is a header '2010-2019' with left and right navigation arrows. Below this, a grid of years is displayed: 2009, 2010, 2011, 2012 in the first row; 2013, 2014, 2015, 2016 in the second row; and 2017, 2018, 2019, 2020 in the third row. The year 2019 is highlighted with a grey background.

- Then the record will show to a data table format with an information such as acquisitions ID, date, mode of acquisitions, issue number, and frequency.

Acquisition ID	Date	Mode of Acquisition	Issue Number	Frequency
PCRD-A000125	January, 2014	Purchase	1	Monthly
PCRD-A000126	February, 2014	Purchase	2	Monthly
PCRD-A000127	March, 2014	Purchase	3	Monthly
PCRD-A000128	April, 2014	Purchase	4	Monthly
PCRD-A000129	May, 2014	Purchase	5	Monthly

- To show the year, volume number and exact frequency record of a serial materials there is also another data tables that show if the serial materials was.

Year	Volume	January	February	March	April	May	June	July	August	September	October	November	December
2014	1	✓	✓	✓	✓	✓							

- If there are no records found, the data table will display "No data available in table".

Acquisition ID	Date	Mode of Acquisition	Issue Number	Frequency
No data available in table				

Juan Carlo Longamen Monitoring of Serial Materials

Acquired Serial Materials

Search for:

From Year: To Year:

5

Acquisition ID	Date	Mode of Acquisition	Number	Frequency
PCRD-A000125	January, 2014	Purchase	1	Monthly
PCRD-A000126	February, 2014	Purchase	2	Monthly
PCRD-A000127	March, 2014	Purchase	3	Monthly
PCRD-A000128	April, 2014	Purchase	4	Monthly
PCRD-A000129	May, 2014	Purchase	5	Monthly

Showing 1 to 5 of 5 entries

Records

Year	Volume	January	February	March	April	May	June	July	August	September	October	November	December
2014	1	✓	✓	✓	✓	✓							

Showing 1 to 1 of 1 entries

Previous **1** Next Previous **1** Next

V. Administering Acquisitions Report

This will guide the user to generate the reports of all the acquired library materials.

A. Getting to the Acquisitions Report Page

From the main navigation, click the Reports Module, then there will be two sub module that will show. Choose and click the *Acquisitions Report* sub module.



B. Acquisitions Report Page

Reports

Material Type

☐ ☒ Books ☒ Serials ☒ Theses/Dissertations
☒ Non-Prints ☒ Vertical Files
☒ Investigatory Projects ☒ Technical Reports
☒ Reprints

☒ Select All

Acquisition Mode

☐ ☒ Purchase ☒ Subscription ☒ Donation
☒ Complimentary ☒ Exchange ☒ Download

☒ Select All

Acquired By

☐ ☒ superadmin ☒ jc ☒ nelly ☒ testlib ☒ krystal

☒ Select All

Date Acquired

Apr 2019							May 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

C. Acquisitions Report Generation

This will enable the user to generate all the reports that have been created by an authorized user.

1. Choose a library material type.
2. Choose the acquisitions mode of chosen type.
3. Choose the user that acquired the library material type.

4. Choose the date.

Note: the date format is *mm/dd/yyyy*.

5. Click the *Apply* button.
6. Click the *Generate Report* button.

Reports

Material Type 1
 ☐ Select All

Acquisition Mode 2
 ☐ Select All

Acquired By 3
 ☐ Select All

Date Acquired 4
 01/31/1940 - 12/31/2019

6

5

01/31/1940 12/31/2019

Jan 1940							Feb 1940						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9

Then the system will automatically redirect the user to another tab and load the results.

Acquisitions Report

DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE

INFORMATION RESOURCES AND ANALYSIS DIVISION (IRAD)
LIBRARY SECTION - CATALOGING AND ACQUISITIONS UNIT

ACQUISITIONS LIST
(01/31/1940 - 12/31/2019)

A. Books - 3

1. Gray Lo, Neil Rest, Dessa Lopez, Amelia Mondragon, Andy Suns, Samantha Jones, Daniela Andrada, Cassie Moo, sandra and Paulo Contis. (2011). *Evaluation of the antimicrobial activity of Lyngbya majuscula Gomont crude methanolic extract against aquaculture pathogens*. Visayas: University of the Philippines. *Donation. T SH389 A88 (2011)*.
2. Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD). (1977 A). *The Philippines recommends for abaca 1977*. Los Baños, Laguna: Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD). *Donation. Fil(B) S539 P45r (1977 A)*.
3. Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD). (1977 Gr). *The Philippines recommends for grapes 1977*. Los Baños, Laguna: Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD). *Donation. Fil(B) S539 P45r (1977 Gr)*.

This is the example of the results of any library material record that has been generated.