

English language manual for SLiMS-7¹
(CENDANA)²



SENAYAN LIBRARY MANAGEMENT SYSTEM DOCUMENTATION

March 19, 2014

¹* written with LYX 2.0.6

² SLiMS official website: <http://slims.web.id>

Using free open source software / free software is like quoting statements from other people's work in the academic field, the original author didn't ask for anything at all, not even money, they only ask that you mention their name and work in your reference; is it difficult?? (Arie Nugroho, Core Programmer SLiMS)

Updated in Senayan7 (CENDANA):

Added : Admin template for Cendana (Sandalwood)

Added: Responsive OPAC template

Added: Persian language

Added: Commentary feature in OPAC

Added: Tooltip for addition field in bibliographic module (**Bibliography**)

Added: Removal of member photos and cover photos of books (**Membership and Bibliography**)

Added: More attractive format for the members card (*credit to Jushadi Arman - slims Makassar*) (**Membership**)

Added: Settings for cards , labels and barcodes using the GUI (**Membership and Bibliography**)

Added: Use Voice Search feature (using Chrome) on *mobile* devices (**OPAC**)

Added: Really Simple Syndication (**OPAC**)

Added: pdfjs to read .pdf attachments (**OPAC**)

Added: SLiMS keyword suggestion using the Enchant library (**OPAC**)

Fixed: Bugs in the Custom Report (**Reporting**)

Fixed: LDAP auth error

Fixed: Extension feature (**Circulation**)

Added: Capture member and the cover image, using html 5 (**Bibliography , System and Membership**)

Modified : Type-ahead value for Publisher , Publishing Place , Classification (**Bibliography**)

Important Note:

Sysconfig

`sysconfig.local.inc.php` is a file that does the same configuration as `sysconfig.inc.php`. However, for local changes, it's recommended to just change the file `sysconfig.local.inc.php`. Logically, if there are two common configurations in the two files, SLiMS will read `sysconfig.local.inc.php` as overriding `sysconfig.inc.php`.

For example:

If, in the file `sysconfig.inc.php` there is a line:

```
$sysconf['ucs']['enable'] = false;
```

And in the file `sysconfig.local.inc.php` there is a line:

```
$sysconf['ucs']['enable'] = true;
```

Then the SLiMS application will use the configuration of the value as = true.

Shortcuts

From SLiMS5 onwards, SLiMS has shortcut features that can be used to switch menus without using the mouse. Shortcuts apply to MODULES and Submodules. The modules use a combination of Shift + Function keys (F1-F8 and Esc), while in submodules , we use combinations of Ctrl + Number and also Ctrl + Alt + Number



Figure 0.0.1: Module Shortcuts

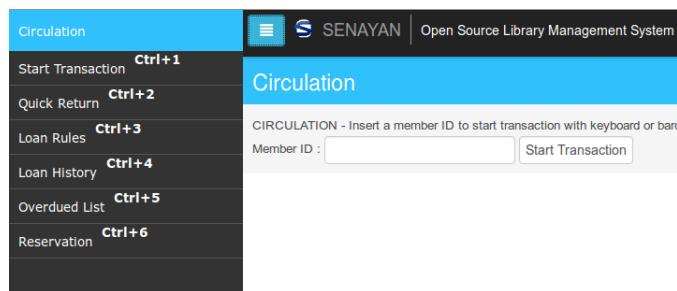


Figure 0.0.2: Submodule Hotkeys

In addition, there is also a shortcut to a menu in the Circulation submodules. Namely (L), (C), (R), (F), (H). Access it by using Alt + Shift + (L), and so on, (if you are using Firefox). For other browsers, if it's not working then you can press Alt + (L), and so on, (without shift) ..

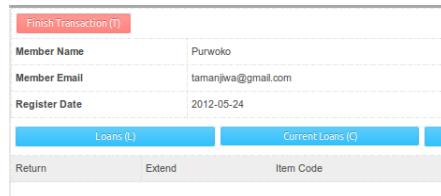


Figure 0.0.3: Circulation Hotkeys

Browser recommendation:

Browsers / Web Browsers suitable for SLiMS are:

1. Firefox 10 or greater
2. Chrome 10 or greater
3. IE 9 or greater
4. Opera 10 or greater

Translation notes: This document has been translated from Bahasa Indonesia by a native speaker of English, using Google Translate and professional knowledge of library computer systems. As such, it is neither elegant nor likely to be completely accurate, since I have little knowledge of the Bahasa Indonesian language. I have followed almost completely the format and wording of the original document and whenever uncertain as to Google Translate's output, I cross-checked by accessing an operational Senayan SLiMS 7 (Cendana) installation. The graphic screen-shots are taken directly from the Indonesian language manual, and occasionally reflect this, both in language and the fact that some screenshots are from earlier versions where they illustrate areas that haven't functionally changed

As readers find errors and think of possible improvements in this document , it would be most helpful if they could notify us about them via the SLiMS user forums (<http://forum.slims.web.id>))

- *jim richardson (gurujem)*

Donation:

If you ever get some benefit from using SLiMS, or you want to be a part of SLiMS development, the SDC (Senayan Developer Community) will accept financial or other forms of donation that will be used for further development SLiMS . Send your donation to:

Bank Syariah Mandiri KCP No. Cipinang Jaya. Rec. : 7037390113

In the Name: Arif QQ Senayan Comm Dev

If you would like to donate in another form, please contact SDC via email: senayan.slims@slims.web.id and cc SLiMS Developer: hendrowicaksono @ yahoo.com

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0.1 About SLiMS:

As a form of respect and pride for Indonesia, starting with Senayan3-stable14, SLiMS releases are named after the flora that grows in Indonesia. Senayan3-Stable14 uses the codename Seulanga, Senayan3-Stable15 uses Matoa, Senayan5 is Meranti. Detailed information on the release of each version is at <http://slims.web.id/web/?q=node/1>. If you want to know the history of the development of SLiMS, please go to:

<http://slims.web.id/web/?q=node/70> [Indonesian language]

SLiMS-7 uses the codename Cendana (Sandalwood)

We expect SLiMS Cendana can spread its fragrance to various parts of the world, becoming a solution for all requirements in library automation, especially in Indonesia and around the world.

0.2 Credits

Credits:

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0.3 Endorsements

- **DANIEL DESPOSITO** (HURIDOCs EXECUTIVE DIRECTOR):
This is my favorite, I came across it by chance in Jakarta last month, it's made by Indonesian developers and used by NGOs and the NHRI. But its unknown in the rest of the world. I am hoping it will be the winner so we can promote it like crazy. (<http://www2.law.uu.nl/english/sim/library/ecchrd/32/OpenSource.pdf>)
- **Jim Richardson** (Australia) : SLiMS is too good to be a secret - I want to help share it with the world
- **Suyoto Sudiro**: I am a person who has little knowledge of libraries, and programming is not my speciality. But since the release of Senayan SLiMS from the beginning to the present (Cendana), it has become my motivation and passion to work in libraries.

0.4 Developers

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THANKS TO OUR USERS AND COMMUNITIES, YOU ARE DEVELOPERS TOO!

0.5 Recommended URLs related to SLiMS

- <http://slims.web.id/web/?q=faq>
- <http://slims.web.id/download/docs/> (various documentation)
- <http://slims.web.id/forum> (SLiMS community discussion forum)
- <http://slims.web.id/demo> (Demo SLiMS online)
- <https://slims.web.id/fb/> (Facebook Group for SLiMS)
- <https://github.com/slisms/>
- <http://goslims.net> (various community products)
- <http://slimscommeet.web.id> (Meetup Community information) SLiMS Community:
- <http://jogjalib.net>, <http://pangkeplib.net>, <http://primurlib.net>,
<http://ambonlib.net>, <http://makassarlib.net>,

0.6 SLiMS Theme Song:

SLiMS For Us

Lyric and Music by Sonny Rockalovast (<https://www.facebook.com/saxons.sonnyrocks.suko.putro>),

Download: http://slims.web.id/download/theme_song/

SLIMS FOR US

Open Source has presented multi platform software

Senayan Library Management System

It always develops needed features

For library users who need searching engine

SliMS born in the world For Library User

Senayan is a perfect software which fulfills the need

Library automacy with various languages in it

Senayan is developed by Linux lover community

Right to be used by everyone and free modified

SliMS for human being, always arises

Library system digitally collections

Slims has been stable now can be used for library users

Chapter 1

Introduction

No furniture is so charming as books. - Sydney Smith

SLiMS is web-based Open Source Software (OSS) developed to meet the requirements of web-based library automation, from small to large scale. Because it is full-featured and still actively developed, SLiMS is suitable for libraries that have varied collections, several staff members and a networked environment, whether local network (intranet) or the Internet. Another SLiMS feature is that it is multi-platform, which means it can run natively in almost all Operating Systems that support the programming language PHP(<http://www.php.net>) and MySQL RDBMS (<http://www.mysql.com>).

SLiMS itself is developed on the platform of GNU / Linux and is running well on other platforms such as Unix * BSD and Windows. SLiMS is made up of web-based applications with cross-platform considerations and completely developed using Open Source Software, i.e : PHP Web Scripting Language, (www.php.net) and MySQL Database Server (www.mysql.com). To increase interactivity in such a desktop application, it also uses AJAX technology (Asynchronous JavaScript And XML). Senayan also uses Open Source Software to add features such as PhpThumb and SIMBIO (a development platform developed from the project Igloo). Senayan is licensed under the GPLv3 which guarantees the freedom to obtain, modify and redistribute (rights to use, study, copy, modify, and redistribute computer programs). More details about GPLv3 can be read at <http://www.gnu.org/licenses/gpl-3.0.html>.

SLiMS version 1 and 2 were not released to the public because it was still being tested and was being refined. Since version 3, SLiMS has been considered stable enough to be released to the public and it is time-tested by the librarian community. Through peer-to-peer review by the public , SLiMS will become even more stable software and has more features that accommodating many needs. To view a demo and download SLiMS software , visit <http://slims.web.id>

SLiMS features include:

- Online Public Access Catalog (OPAC) displays thumbnails on-the-fly. The thumbnail is useful for displaying the book cover. OPAC modes available include simple search (Simple Search) and advanced (Advanced Search).
- Details are also available in XML (Extensible Markup Language) record format, standard MODS for web service needs.
- OAI - PMH features as standard data exchange .
- Really Simple Syndication (RSS)
- Features Z39.50, SRU and p2p services to enable copy-cataloging from various libraries.
- Efficient data management to minimize repetition of bibliographic data.
- Management master files for referential data such as GMD (General Material Designation), Collection Type , Publisher, Author, Location, Suppliers, and others.
- Circulation with the following features:
 - Transactions of borrowing and returning
 - Reserve collection
 - Flexible lending rules
 - Information on delays and fines
- Membership management including members' pictures capture directly in the system .
- Collection inventory (stocktaking)
- Reports and statistics
- Management of periodicals
- Supports the management of multimedia documents (.FLV, .MP3) and digital documents, particularly PDFs, in *streaming* form.
- SLiMS supports a variety of languages including formats that do not Latin scripts.
- Provides a variety of languages in the interface (Indonesian, English, Spanish, Arabic, German, Bengali, Thai etc).
- Support to establish the parent catalog and federated search application :UCS and Nayanes .
- Library visitor counter

- Member area, to view and download the collection was and never borrowed.
- Notification of delays and members orders
- LDAP server
- System module with the following features:
 - Configure global system
 - Management module
 - User Management (library staff) and Access level Groups
 - Setting holiday periods
 - Creation of automated barcodes
 - Backup utilities

and various other features that we can not cover in this introduction.
Please continue reading the following chapters for full documentation.

Chapter 2

Installation

SLiMS has several methods of installation. Installing from source code (with manual editing for the database name, username and password); Psenayan installation (portable senayan); and installation using the SLiMS Installer . Here's an explanation of each method of installation. Although the examples and graphics used are for the older versions, the process is basically the same for subsequent versions of SLiMS. Adjust file names accordingly.

2.1 Installation of SLiMS from *source*

Education is the passport to the future, for tomorrow belongs to those who prepare for it today (Malcolm X)

Example: Senayan3-stable10 installation.

(Beginning from Stable15 (Matoa) after completion of a Senayan install, the database must be indexed first, in line with the index contained in the Module System)

Make sure your Web server (such as Apache web server), the MySQL database server, and PHP scripting engine are installed and running properly. It will be easier if PhpMyAdmin is also installed as it will greatly assist setting up the database via a web interface. If you are using Windows, it is recommended you use Portable Senayan for Windows (Psenayan), which has proven to be stable and easy for both SLiMS installation and backup (just copy the folder). Installing SLiMS from source is recommended for platforms other than Windows, such as GNU / Linux and Unix platforms, because the conditions are relatively more diverse.

In Unix/Linux, the installation of a Web server (eg Apache), MySQL and PHP can done through the default distro binary packages respectively. Alternatively, the installation of source code will offer flexibility. SLiMS was developed on the platform GNU / Linux (Zenwalk and Ubuntu) and has been tested in production scale across multiple servers based on Centos Linux, Open-SUSE Linux, FreeBSD and Windows.

Basically there is no problem whichever Operating System is used. The important thing is that PHP and MySQL are already both running on the Operating System. If Senayan is used on the internet (public), you are advised to increase security by adding a firewall on the TCP/IP (layer 3 and 4 of the OSI layer) side, on the application side (eg ModSecurity), and in the database (eg GreenSQL). An implementation tutorial can be found at:
<http://hendrowicaksono.multiply.com/journal/item/54>



```
hendro@hendro-laptop:~$ cd /var/www/
hendro@hendro-laptop:/var/www$ pwd
/var/www
hendro@hendro-laptop:/var/www$ ls -la senayan3-stable10-patch1.tar.gz
-rw-r--r-- 1 root root 2525002 2009-07-26 09:12 senayan3-stable10-patch1.tar.gz
hendro@hendro-laptop:/var/www$
```

Figure 2.1.1: Put the file `senayan*.tar.gz` file into the web document root

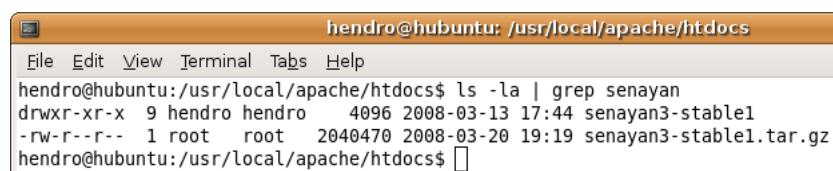
Now, place the source SLiMS web document in the root of your web server that you will use.

For example: I use Ubuntu Linux and install Apache Webserver via the source code. Its web document root is located at `/usr/local/apache/htdocs`, while in OpenSUSE it's located in `/srv/www`. If you are using xampplite in Windows, the web document root is usually located in `\xampplite\htdocs`. Still in Windows, if you install Apache individually (not through an AMP package), a web document root usually is found in "`Program Files\apachegroup\apache\htdocs`"



```
hendro@hendro-laptop:~$ sudo tar -xvf senayan3-stable10-patch1.tar.gz
```

Figure 2.1.2: Extract file `senayan*.tar.gz`



```
hendro@hubuntu:/usr/local/apache/htdocs$ ls -la | grep senayan
drwxr-xr-x  9 hendro hendro  4096 2008-03-13 17:44 senayan3-stable1
-rw-r--r--  1 root   root   2040470 2008-03-20 19:19 senayan3-stable1.tar.gz
hendro@hubuntu:/usr/local/apache/htdocs$
```

Figure 2.1.3: `Senayan*.tar.gz` extract completed

Extract the file `senayan*.*.tar.gz` in the same directory. In Windows you can use Winzip. On Linux you can use the default Linux tools. For example (I use Ubuntu) by running the command:

```
shell> sudo tar -xvxf senayan3-stable10-patch1.tar.gz
```

it will create a folder/directory named `senayan3-stable10`

```
hendro@hendro-laptop:/var/www$ cd senayan3-stable10
hendro@hendro-laptop:/var/www/senayan3-stable10$ mysql -u root -p
Enter password:
Welcome to the MySQL monitor. Commands end with ; or \g.
Your MySQL connection id is 32
Server version: 5.0.75-0ubuntu10.2 (Ubuntu)

Type 'help;' or '\h' for help. Type '\c' to clear the buffer.

mysql> CREATE DATABASE senayandb;
Query OK, 1 row affected (0.00 sec)

mysql> quit
Bye
hendro@hendro-laptop:/var/www/senayan3-stable10$ █
```

Figure 2.1.4: Creating a database using the MySQL console

Now go to the newly formed folder `senayan3-stable10`.

```
shell> cd senayan3-stable10
```

There are two sql files in which we will enter the data for the structure and Senayan application examples. To view them, run the command:

```
shell> ls -la install/*.sql
```

Assuming the user has access allowing them to create a database (eg, root), then create a database with the name “senayandb”:

```
shell> mysql -u root -p
mysql> CREATE DATABASE senayandb;
mysql> SHOW DATABASES;
mysql> quit;
```



Figure 2.1.5: Creating a database with the help of phpMyAdmin

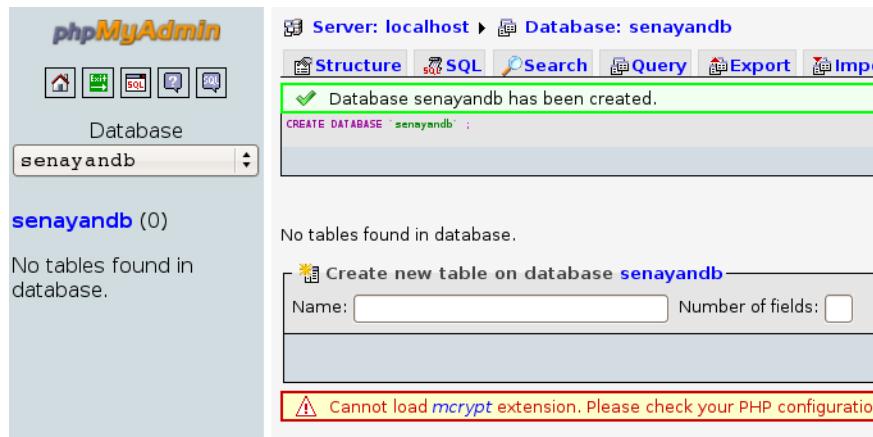


Figure 2.1.6: Database has been created with the help of phpMyAdmin

```

hendro@hendro-laptop:/var/www/senayan3-stable10$ mysql -u root -p senayandb < install/senayan.sql
Enter password:
hendro@hendro-laptop:/var/www/senayan3-stable10$ mysql -u root -p senayandb < install/sample_data.sql
Enter password:
hendro@hendro-laptop:/var/www/senayan3-stable10$ █

```

Figure 2.1.7: Dump the Senayan data to a SQL database via MySQL console

Next create a Senayan data structure and install the sample data.

```
shell> mysql -u root -p senayandb < install/senayan.sql  
shell> mysql -u root -p senayandn < install/sample_data.sql
```

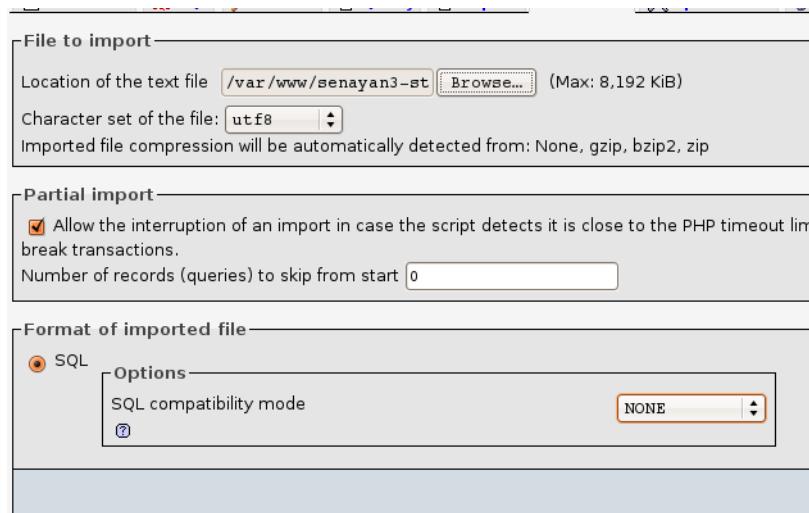


Figure 2.1.8: Import `data.sql` with PhpMyAdmin

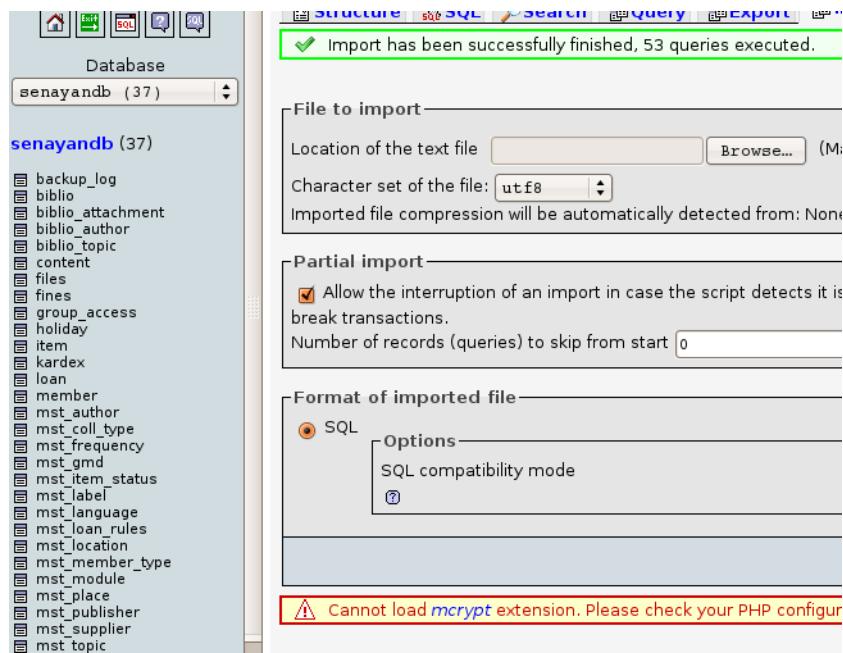


Figure 2.1.9: Successful import using PhpMyAdmin

```

hendro@hubuntu: /usr/local/apache/htdocs/se
File Edit View Terminal Tabs Help
hendro@hubuntu:/usr/local/apache/htdocs/senayan3-stable1$ mysql -u root -p
Enter password:
Welcome to the MySQL monitor. Commands end with ; or \g.
Your MySQL connection id is 9
Server version: 5.0.45-log Source distribution

Type 'help;' or '\h' for help. Type '\c' to clear the buffer.

mysql> GRANT ALL PRIVILEGES ON senayan.* TO 'senayanuser'@'localhost'
      -> IDENTIFIED BY 'password_senayanuser';
Query OK, 0 rows affected (0.00 sec)

mysql> quit
Bye
hendro@hubuntu:/usr/local/apache/htdocs/senayan3-stable1$ 

```

Figure 2.1.10: Creating a database user via the MySQL console

Optionally, for security reasons, you can create a user specifically for the Senayan database. I run the following command:

```
shell> mysql -u root -p
mysql> GRANT ALL PRIVILEGES ON senayandb.* TO
'senayanuser'@'localhost' IDENTIFIED BY 'password_senayanuser';
```

```
/* LOCAL DATABASE CONNECTION config */
// database constant
// change below setting according to your database
define('DB_NAME', 'senayan');
define('DB_USERNAME', 'senayandb_username');
define('DB_PASSWORD', 'senayandb_password');

// define any other sysconfig variables below
$sysconf['index']['type'] = 'index';
```

Figure 2.1.11: Configuring a database connection in the file `sysconfig.local.inc.php`

```
/* LOCAL DATABASE CONNECTION config */
// database constant
// change below setting according to your database
define('DB_NAME', 'senayan');
define('DB_USERNAME', 'senayanuser');
define('DB_PASSWORD', 'password_senayanuser');

// define any other sysconfig variables below
$sysconf['index']['type'] = 'index';
```

Figure 2.1.12: The configuration database that has been customized

Now edit the `sysconfig.local.inc.php`¹ file in your favorite editor (eg: notepad, or vim), and change the database connection config. If your database

¹Starting from version Matoa, SLiMS uses `sysconfig.local.inc.php` for local configuration. That is, if there is a change, or a new configuration file `sysconfig.local.inc.php`, then that will be read by SLiMS first. Or if there are two configurations in files `sysconfig.inc.php` and `sysconfig.local.inc.php` and then SLiMS will read `sysconfig.local.inc.php` first. To add a configuration or change the local configuration, simply add/copy of `sysconfig.inc.php` only.

For example:

For mysqldump, in `sysconfig.inc.php` contents: `$sysconf ['mysqldump'] = '/usr/bin/mysqldump';`

copy the line, and paste into `sysconfig.local.inc.php` then adjust to the local conditions.

For example, so: `$sysconf ['mysqldump'] = '/psenayan/mysql/bin/mysqldump.exe';`

name is different, change the value of the DB_NAME. Likewise with DB_USERNAME and DB_PASSWORD. Save the changes, then close your editor. Beginning from Senayan3-stable15, if you want to install SLiMS you do not need to change the configuration in the file `sysconfig.inc.php`, but do local database configuration in `sysconfig.local.inc.php` instead. The location of this file is the same as the location of the file `sysconfig.inc.php`. In Unix / Linux, the Apache web server must be able to write to the directories holding images and files. This can be done in two ways. Firstly by changing directory permissions so that it can be written (change mode). As root do:

```
shell> chmod -R 777 images
shell> chmod -R 777 files
shell> chmod -R 777 repository
```

A second way is to change the ownership of the user directory (you should first know the user who runs the web server process. For example, user "daemon", nobody, etc.). As root do:

```
shell> chown -R daemon images
shell> chown -R daemon files
shell> chown -R daemon repository
```

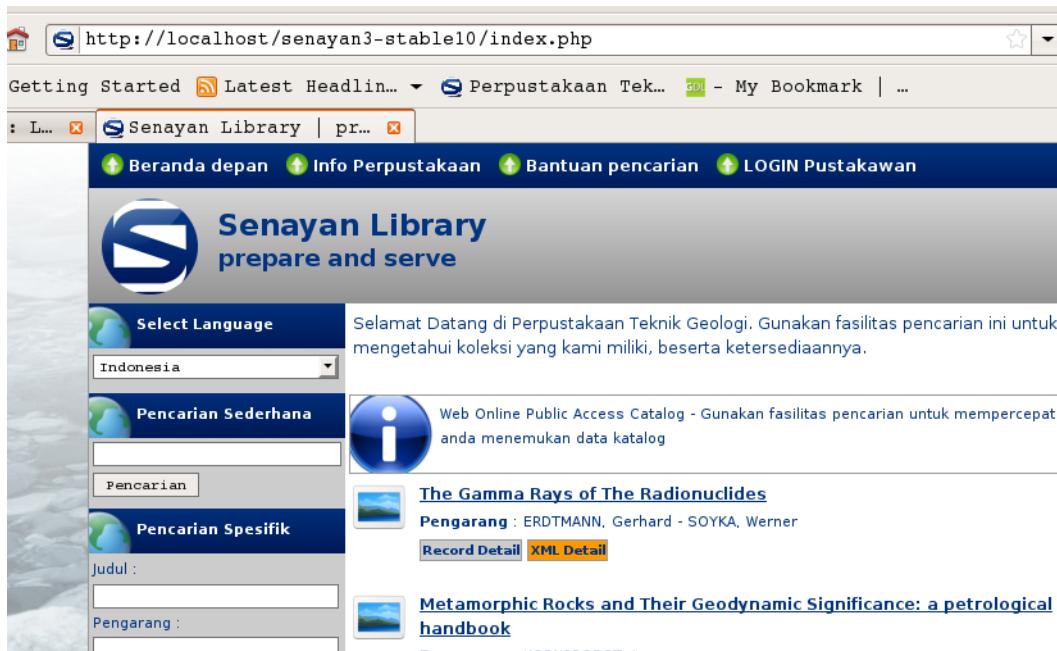


Figure 2.1.13: The Senayan application can now be used

Now try to access the address <http://localhost/senayan3-stable10/>²
SLiMS should now be able to be used.

²Beginning from Stable 15 (Matoa), to display bibliographic data in the SLiMS OPAC , indexing must be done first. Indexing is in the System module

2.2 Installing Portable Senayan in Windows

Portable Senayan for Windows (Psenayan) is a software package that consists of the Senayan application, Apache Web Server, PHP scripting engine, MySQL database server and PHPMyAdmin, with the YAZ library that is used to enable copy-cataloguing (using Z39.50) already installed. Psenayan is intended to allow an easy install in Wuindows without confusion about how to install other software (web server, mysql, php, YAZ etc) first. Just copy, extract it and run!

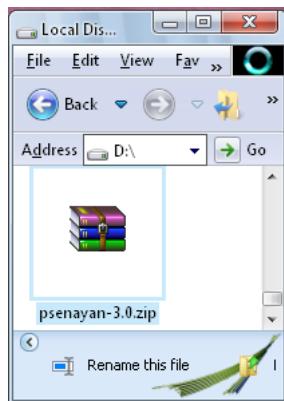
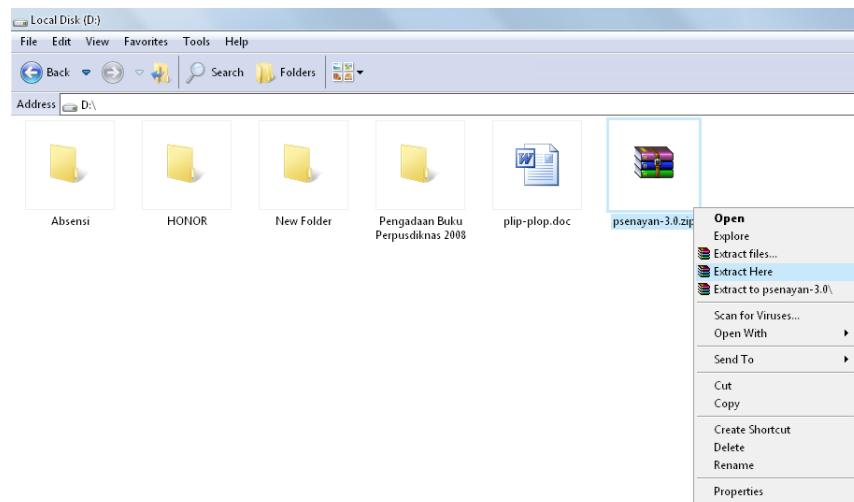


Figure 2.2.1: Copy file `psenayan*.zip` to the root directory/folder

Copy the file `psenayan-x.x.zip` (e.g `psenayan-7-cendana.zip` - please get the latest release of Psenayan at <http://slims.web.id>) to the root directory. For example to `c:\` or `d:\`. Do not place it inside a directory/folder.

Figure 2.2.2: Extract *psenayan*.zip*

Extract the file *psenayan*.zip* straight to the root directory. If you have installed a utility to extract compressed files such as Winzip or Winrar, usually right-clicking on the file will bring up the option "Extract Here". Select that option.

| Name | Size | Type | Date Modified |
|-------------------|-----------|---------------------|--------------------|
| Absensi | | File Folder | 3/5/2008 11:29 AM |
| HONOR | | File Folder | 3/5/2008 4:44 PM |
| New Folder | | File Folder | 3/18/2008 10:48 AM |
| Pengadaan Buku... | | File Folder | 3/3/2008 10:59 AM |
| plip-plop.doc | 141 KB | Microsoft Word D... | 3/30/2005 3:12 PM |
| psenayan-3.0.zip | 77,032 KB | WinRAR ZIP archive | 3/20/2008 10:55 AM |
| psenayan | | File Folder | 3/20/2008 3:20 PM |

Figure 2.2.3: Folder *psenayan* has been formed

The folder "psenayan" will automatically be created . Next go into that directory

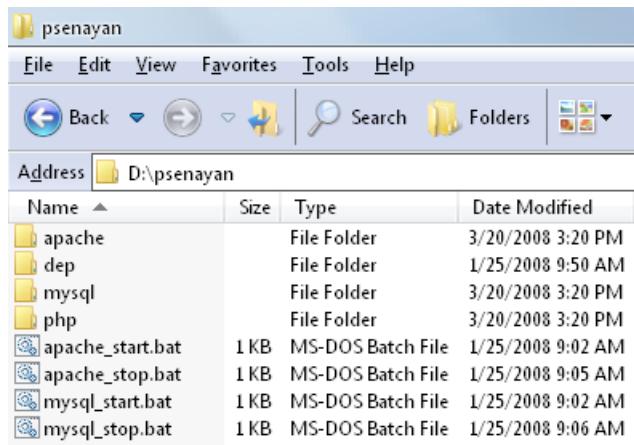


Figure 2.2.4: Files and folders contained in psenayan

Now run the file `apache_start.bat` and then `mysql_start.bat`. Always run file `apache_start.bat` first (double-click on the file).



Figure 2.2.5: In some versions of Windows, a firewall message will appear when apache is first run

When Windows Firewall is active, it will usually pop-up "Windows Security Alert ". Click the "Unblock" option to allow the computer to run the Apache web server.

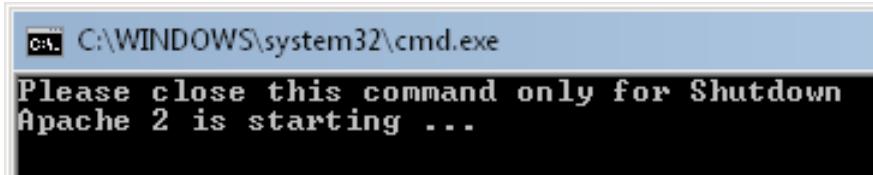


Figure 2.2.6: Apache has started OK

If the Apache process is successfully enabled, a window will appear with the message "Apache 2 is starting ". Leave the window open.



Figure 2.2.7: In some versions of Windows, a firewall message will appear when MySQL is first run

Next, activate the mysql database server by double-clicking on the file `Mysql_start.bat`. If Windows Firewall is active, a popup "Windows Security Alert" will usually appear. Click the "Unblock" option to allow the computer to run the MySQL database server.

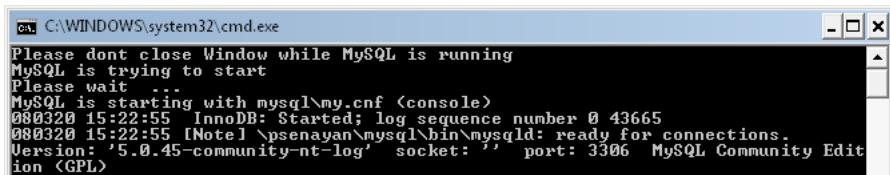


Figure 2.2.8: MySQL has started OK

If the MySQL server is successfully activated, a window will appear with the message "ready for connections ". Leave the window open.

In addition to double-clicking each of the files (`apache_start.bat` and `mysql_start.bat`), also these batch files can be run by double-clicking `psenayan_start.bat` alone. This file has been created here commencing with Psenayan-5

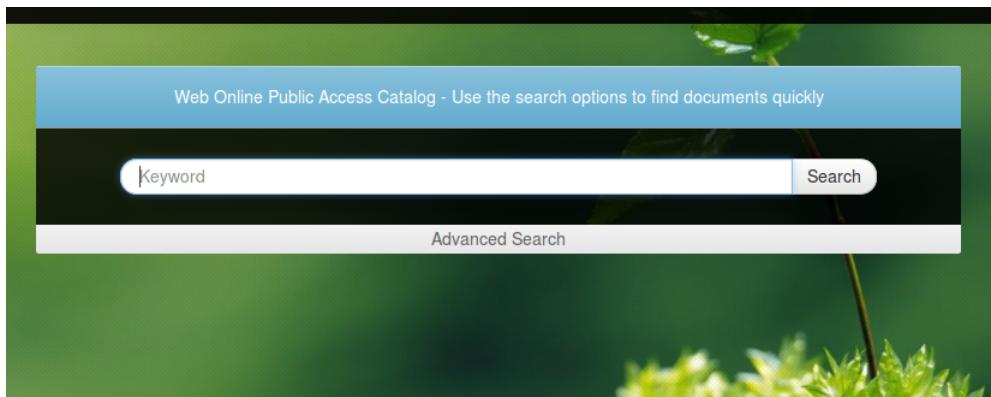


Figure 2.2.9: Senayan application can now be used

Open your browser and access `http://localhost`. The Senayan application OPAC will appear. Now Senayan can be used. If you want to turn off the Apache and MySQL processes , double-click on the files `apache_stop.bat` and `mysql_stop.bat`. To get into the administration menu, please click "Librarian Login": The default Username= **admin** and the password= **admin**. The default username and password to log into PhpMyAdmin in Psenayan is: username= **root** and password= **psenayan**. In Psenayan, the URL to enter in order to access phpMyAdmin is `http://localhost/pma/`. For security, you should always change the default logins, particularly for a production installation.

2.3 Installation using the Installer

With SLiMS Meranti, in addition to the manual installation (the first way), installation can also be performed using the SLiMS Installer features. The steps to use the SLiMS installer are:

1. Create a database
2. Create a username and password for the database
3. Call SLiMS with a webbrowser, e.g `http://localhost/slms-slims5/`, then the browser will automatically redirect to `http://localhost/slms-slims5/install/index.php`.

The appearance of the steps are as follows:

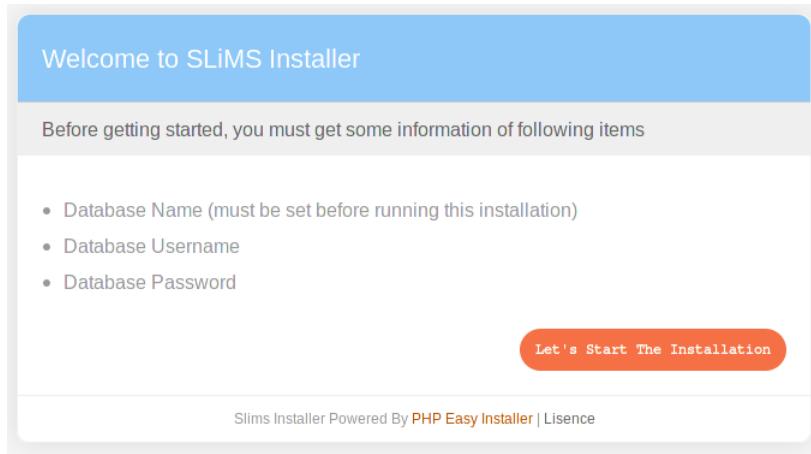


Figure 2.3.1: Installer Feature

Click on Let's Start The Installation

4. Fill in the host, database name, username and password that will be used (already made earlier). As well, specify whether to install the sample data or not. Display fields as shown below:

Step 1 - Generate the database

Please complete following form with your database connection information

| | | |
|----------------------|---|---------------------|
| Database Host | localhost | default : localhost |
| Database Name | meranti | |
| Database Username | slims-ins | |
| Database Password | slims-ins | |
| Generate Sample Data | <input type="radio"/> Yes <input checked="" type="radio"/> No | |

Cancel **Continue**

Slims Installer Powered By [PHP Easy Installer](#) | Liscence

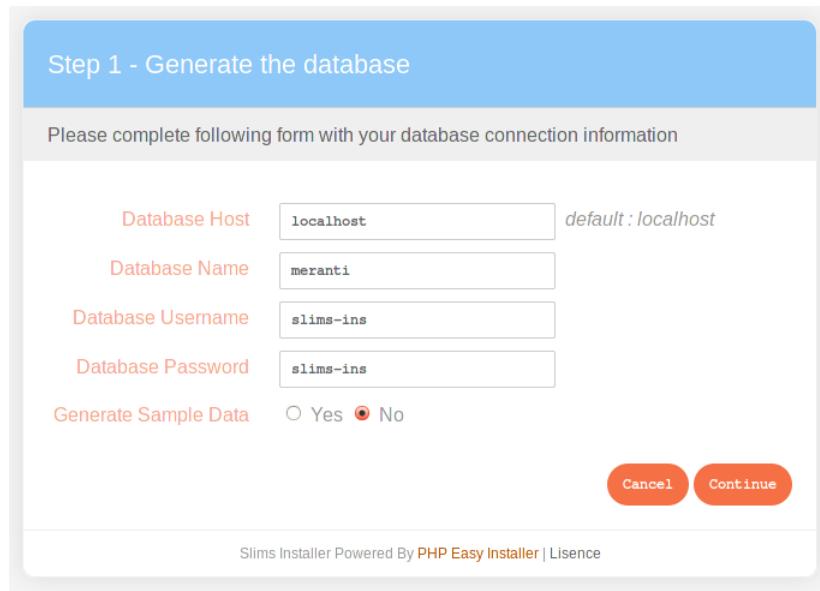


Figure 2.3.2: Filling the Installer Feature

5. Click Continue. If successful, the display will appear as follows:

Step 2 - Installation Completed

Hooray, the installation was successful

The sysconfig.local.inc.php file was sucessfully created.
For security reasons, please remove install/ folder from your server.

OK, start the SLiMS

Slims Installer Powered By [PHP Easy Installer](#) | Liscence

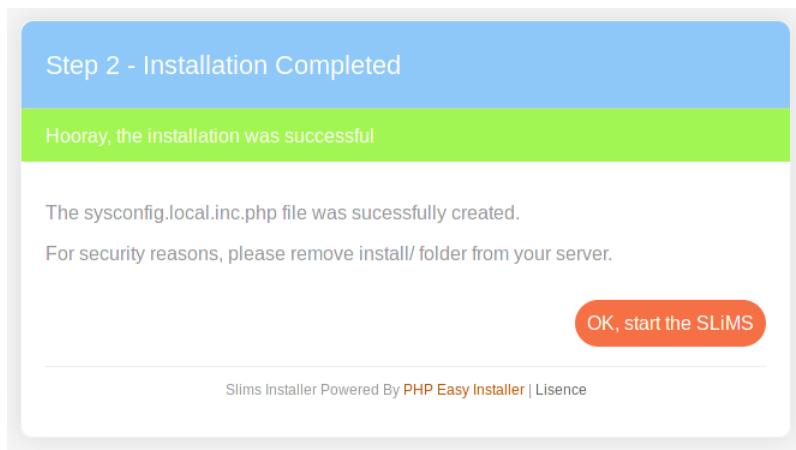


Figure 2.3.3: Installation using the Installer Feature completed successfully

As shown in the figure above, for security, please remove the install folder.

Chapter 3

Home

Since it (SLiMS) was originally developed with state funds, the public must be able to obtain it freely – (Hendro Wicaksono)

When you go to the SLiMS admin page for the first time, there is a Home view, as in the following figure:

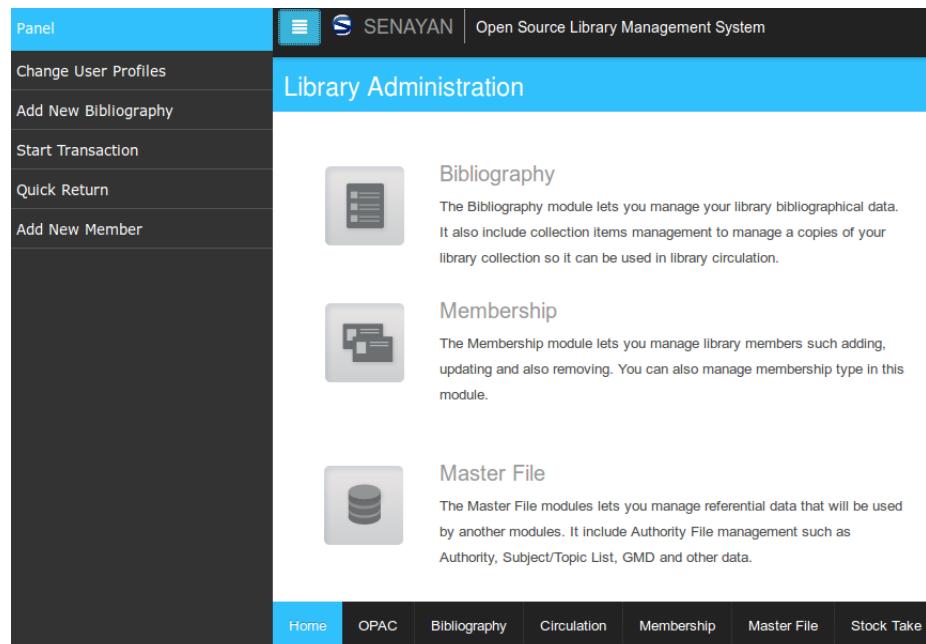


Figure 3.0.1: Home view

As seen in the Home page above, on the left there are 5 menus. "Change User Profile" is used to change the user's name, and the login username and

password. The 4 other menus below are menus that are often used - here the menu items are actually part of particular modules. "Add New Bibliography", is part of the Bibliography Module, "Start Transaction" and "Quick Return" are parts of the Circulation module. "Add New Member" is part of the Membership module.¹.

If there is a red text section, it's a warning sign of overdues and/or that access rights to several folders are still limited. Under ideal conditions, there should be no red section . If there is a folder that still can't be written to, then you should change the permissions on the folder.

¹To learn about these menus please go to the relevant module.

Chapter 4

Bibliography

Libraries are not made; they grow. - Augustine Birrell

[Note: The term “BIBLIOGRAPHY” here refers to an entry for a title in 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.

4.1 “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:

The screenshot shows the SENAYAN Open Source Library Management System interface. At the top, there is a logo and the text "SENAYAN | Open Source Library Management System". Below the header, there is a green "Save" button. The main area contains several input fields:

- Title***: This field has a yellow tooltip that says "Main title of collection. Separate child title with colon and parallel title with equal (=) sign." An input field and a "Save" button are next to it.
- Author(s)**: This field has a "Add Author(s)" button next to it.
- Statement of Responsibility**
- Edition**
- Specific Detail Info**
- Item(s) code batch generator**: This section includes fields for "Pattern" (B00000), "From" (0), "To" (0), and "Collection Type" (Reference).
- GMD**: This section includes a dropdown menu set to "Text".

At the bottom, there is a navigation bar with links: Home, OPAC, Bibliography (which is highlighted in blue), Circulation, Membership, Master File, Stock Take, System, Reporting, and Serial Control.

Figure 4.1.1: Form for adding bibliographic data / cataloguing - with Tooltip

The metadata fields we should complete are :

- Title
- Statement of Responsibility
- 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.



Figure 4.1.2: 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. Commencing with SLiMS Cendana, there are additional features so that cover scans can be directly stored by SLiMS. This feature may be used on condition that it is activated in advance, and there is a connection to the scanner. Activation of this feature is by changing the value 'false' to 'true' at line \$sysconf ['scanners'] = True; contained in the file `sysconfig.inc.php` (It is advisable to perform local changes in `sysconfig.local.inc.php`, as noted above)

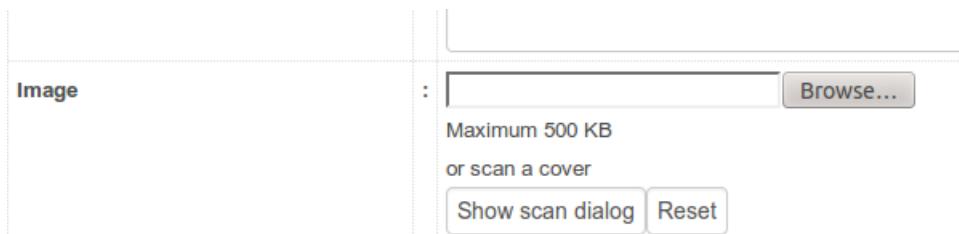


Figure 4.1.3: Cover scan feature

- 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, .m4v, .wmv, .jpg, .jpeg, .png, .gif, .ogg, .mp3, .wma, and .csv. If what you have uploaded is a multimedia file, then later Senayan versions 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.

| | |
|-----------------------------|---|
| Upload Now | |
| Title | : Alexandria 1 |
| Attachment | : alex.flv |
| URL | : http://youtube.com |
| Description | : Film tentang Perpustakaan Alexandria |
| Access | : Private |
| Access Limit by Member Type | <input type="checkbox"/> Mahasiswa <input type="checkbox"/> Dosen <input type="checkbox"/> Karyawan |

Figure 4.1.4: 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 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. A label must be defined in the Master File first. The label field may be completed with the appropriate bibliography URL .

| | |
|--|---|
| <input type="button" value="Show scan dialog"/> <input type="button" value="Reset"/> | |
| File Attachment | : <div style="background-color: #00aaff; color: white; padding: 5px; border-radius: 5px; text-align: center;"> Add Attachment </div> |
| Hide in OPAC | : <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input checked="" type="radio"/> Show <input type="radio"/> Hide </div> |
| Promote To Homepage | : <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input checked="" type="radio"/> Don't Promote <input type="radio"/> Promote </div> |
| Label | : <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">  <input type="checkbox"/> New Title URL : <input type="text"/>  <input type="checkbox"/> Favorite Title URL : <input type="text"/>  <input type="checkbox"/> Multimedia URL : <input type="text"/> </div> |

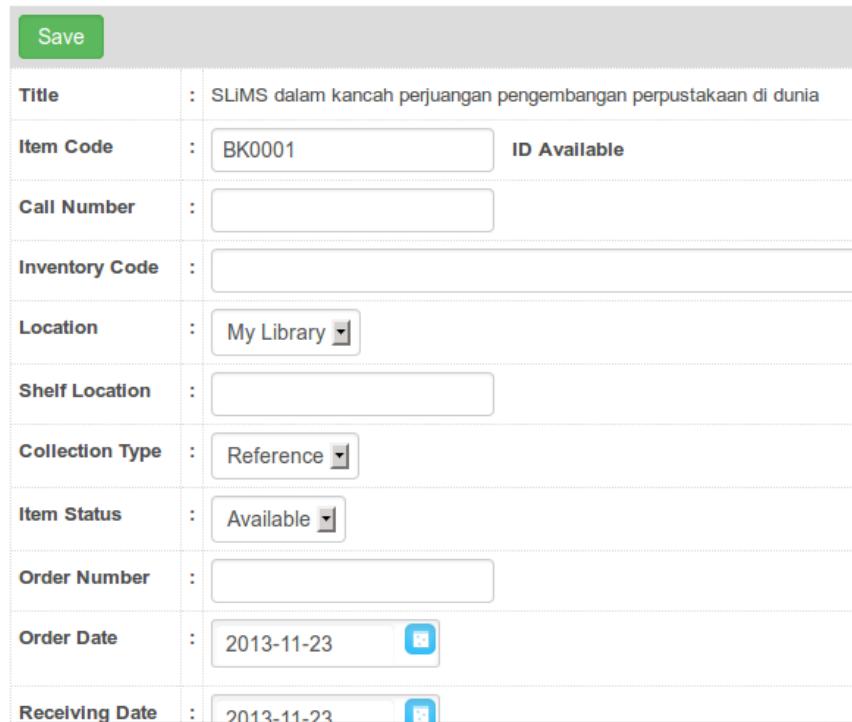
Figure 4.1.5: Features: Hide in OPAC, Labels, and Promote to Homepage

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.

| | | | | | | | | |
|--|---------------|----------------------|-------------|---------------|------|-------------|---------------|------|
| Update | Cancel | Delete Record | | | | | | |
| Title* : SLiMS dalam pembangunan perpustakaan | | | | | | | | |
| Statement of Responsibility : Hendro Wicaksono <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="..."/> | | | | | | | | |
| Edition : | | | | | | | | |
| Specific Detail Info : | | | | | | | | |
| Item(s) code batch generator : Pattern: B00000 From: 0 To 0 | | | | | | | | |
| Item(s) Data : | | | | | | | | |
| <table border="1"><tr><td style="text-align: center;">Edit</td><td style="text-align: center;">Delete</td><td style="text-align: center;">B003</td></tr><tr><td style="text-align: center;">Edit</td><td style="text-align: center;">Delete</td><td style="text-align: center;">B004</td></tr></table> | | | Edit | Delete | B003 | Edit | Delete | B004 |
| Edit | Delete | B003 | | | | | | |
| Edit | Delete | B004 | | | | | | |

Figure 4.1.6: 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:



A screenshot of a pop-up window titled "Save". The window contains a form with the following fields:

| Field | Value |
|-----------------|--|
| Title | SLIMS dalam kancah perjuangan pengembangan perpustakaan di dunia |
| Item Code | BK0001 |
| Call Number | |
| Inventory Code | |
| Location | My Library |
| Shelf Location | |
| Collection Type | Reference |
| Item Status | Available |
| Order Number | |
| Order Date | 2013-11-23 |
| Receiving Date | 2013-11-23 |

Figure 4.1.7: 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

| Bibliographic | | | |
|--------------------------|---|--|----------------------|
| Search : | | All Fields | Search |
| | | Bibliographic List | Add New Bibliography |
| DELETE | EDIT | Title | ISBN/ISSN |
| <input type="checkbox"/> |  | Web application architecture : principles, protocols, and practices Shkhar, Leon - Rosen, Richard | 0471486566 |
| <input type="checkbox"/> |  | Information Architecture for the World Wide Web: Designing Large-Scale Web Sites Morville, Peter - Rosenfeld, Louis | 9780596000356 |

Figure 4.2.1: Bibliographic list

- Received Date
- Supplier
- Item Source
- Invoice
- Invoice Date
- Price

4.2 “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.

You are going to edit biblio data : Linux In a Nutshell
Last Updated 2007-11-29 16:26:10

| | | | |
|------------------------------------|--|---------------|-------------------|
| Title* | : Linux In a Nutshell | | |
| Author(s) | : Add Author(s) <input type="button" value="Delete"/> Weber, Aaron <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> | Personal Name | Additional Author |
| Statement of Responsibility | : | | |
| Edition | : Fifth Edition | | |

Figure 4.2.2: Edit bibliography

4.3 “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.

4.4 “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).

| | | <input type="button" value="Delete Selected Data"/> | <input type="button" value="Check All"/> | <input type="button" value="Uncheck All"/> | | | |
|-------------------------------------|--------------------------|---|---|--|-----------------|------------|--|
| DELETE | EDIT | Item Code | Title | | Collection Type | Location | |
| <input type="checkbox"/> | <input type="checkbox"/> | B00010 | Linux In a Nutshell Siever, Ellen - Love, Robert - Robbins, Arnold - Figgins, Stephen - Weber, Aaron | | Reference | My Library | |
| <input type="checkbox"/> | <input type="checkbox"/> | B00009 | Linux In a Nutshell Siever, Ellen - Love, Robert - Robbins, Arnold - Figgins, Stephen - Weber, Aaron | | Reference | My Library | |
| <input type="checkbox"/> | <input type="checkbox"/> | B00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary Raymond, Eric | | Reference | My Library | |
| <input type="checkbox"/> | <input type="checkbox"/> | B00007 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary Raymond, Eric | | Reference | My Library | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | B00006 | Corruption and development Robinson, Mark | | Reference | My Library | |

Figure 4.3.1: Item list

You are going to edit Item data: **Linux In a Nutshell**
Last Updated 2008-12-26 22:19:57

| | | |
|------------------------|---|---|
| Title | : | Linux In a Nutshell |
| Item Code | : | B00010 |
| Call Number | : | 005.4/32-22 Ell I |
| Inventory Code | : | INV/B00010 |
| Location | : | My Library <input type="button" value="▼"/> |
| Shelf Location | : | |
| Collection Type | : | Reference <input type="button" value="▼"/> |
| Item Status | : | Available <input type="button" value="▼"/> |

Figure 4.3.2: Edit item

| Daftar Eksemplar Keluar | | | | |
|-------------------------|------------|--|----------------|-----------------|
| Pencarian : | | <input type="button" value="Submit Query"/> | | |
| Kode Eksemplar | ID Anggota | Judul | Tanggal Pinjam | Tanggal Kembali |
| B00005 | 123 | Corruption and development : the anti-corruption campaigns | 2012-03-24 | 2012- |
| B00010 | 123 | Linux In a Nutshell | 2012-03-24 | 2012- |

Figure 4.4.1: Checkout item

Z3950 SRU

Search : All fields SRU Server:

* Please make sure you have a working Internet connection.

Found 12 records from Z3950 SRU Server.

- Album musical laskar pelangi: original cast recording**
Lesmana, Mira. - Aristo, Salman - Bagir, Haidar. - Widjanarko, Putut. - Rahardjo, Slamet - Noer, Jajang C.
- Laskar pelangi**
Lesmana, Mira. - Riza, Riri - Aristo, Salman - Unru, Yayu A. W. - LC Purchase Collection (Library of Congress)
- Laskar pelangi**
- Sang pemimpin**
Lesmana, Mira. - Riza, Riri - Aristo, Salman - Unru, Yayu A. W. - LC Purchase Collection (Library of Congress)

Figure 4.5.1: Copy-cataloging Process using Z39.50 SRU

4.5 Copy Cataloging

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

4.5.1 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 4.5.2: The initial Z39.50 process



Figure 4.5.3: The second Z39.50 process

4.5.2 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 4.5.4: The third Z39.50 process

| | | Update | Cancel | Delete Record |
|----------------------|---|--|---------------------------------|---------------|
| Title* | : | Sams teach yourself C Linux Programming in 21 days | | |
| Edition | : | | | |
| Specific Detail Info | : | | | |
| Item(s) Data | : | No Data | | |
| Author(s) | : | Delete | De Castro Lopo, Erik. | |
| | | Delete | Aitken, Peter G. | |
| | | Delete | Jones, Bradley. | |
| GMD | : | <input type="button"/> | | |
| Frequency | : | <input type="button"/> NONE | Use this for Serial publication | |
| ISBN/ISSN | : | 0672315971 | | |
| Classification | : | 005.26/8 | | |
| Publisher | : | [Sams, | | |
| Publsh Year | : | 2000 | | |

Figure 4.5.5: The Z39.50 Results



Figure 4.5.6: P2P Service

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://irspn.indexdata.com/>. In addition to major libraries, SLiMS can also retrieve data (copy-catalog), using the Z39.50 protocol, from another application, such as KOHA.

4.5.3 “P2P Service” Menu

P2P Service is a new feature that commenced with Senayan3-Stable14. The basic purpose 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 that can also be searched include Author, GMD and Subject.

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

Find the line shown below,

```
$sysconf['p2pserver'][1] = array('uri' => 'http://127.0.0.1/slims7_cendana',
'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:

| Labels Printing | | |
|---|---|-------------------|
| Search : <input type="text"/> | | Search |
| Maximum 50 records can be printed at once. Currently there is 5 in queue waiting to be printed. | | |
| Add To Print Queue | Check All | Uncheck All |
| Add | Title | Call Number |
| <input type="checkbox"/> | Linux In a Nutshell | 005.4/32-22 Ell I |
| <input checked="" type="checkbox"/> | Linux In a Nutshell | 005.4/32-22 Ell I |
| <input checked="" type="checkbox"/> | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 005.4/3222 Ray c |
| <input checked="" type="checkbox"/> | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 005.4/3222 Ray c |

Figure 4.6.1: Labels printing

```
$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 version stable-13 onwards.

4.6 “Labels Printing” Menu

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

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

- 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.

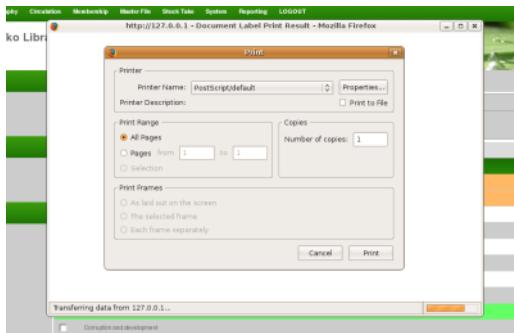


Figure 4.6.2: Select printer options

Labels can also be setup through the label size-setting feature:

4.7 “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:

- 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.

Barcodes can also be varied via the feature barcode size settings feature

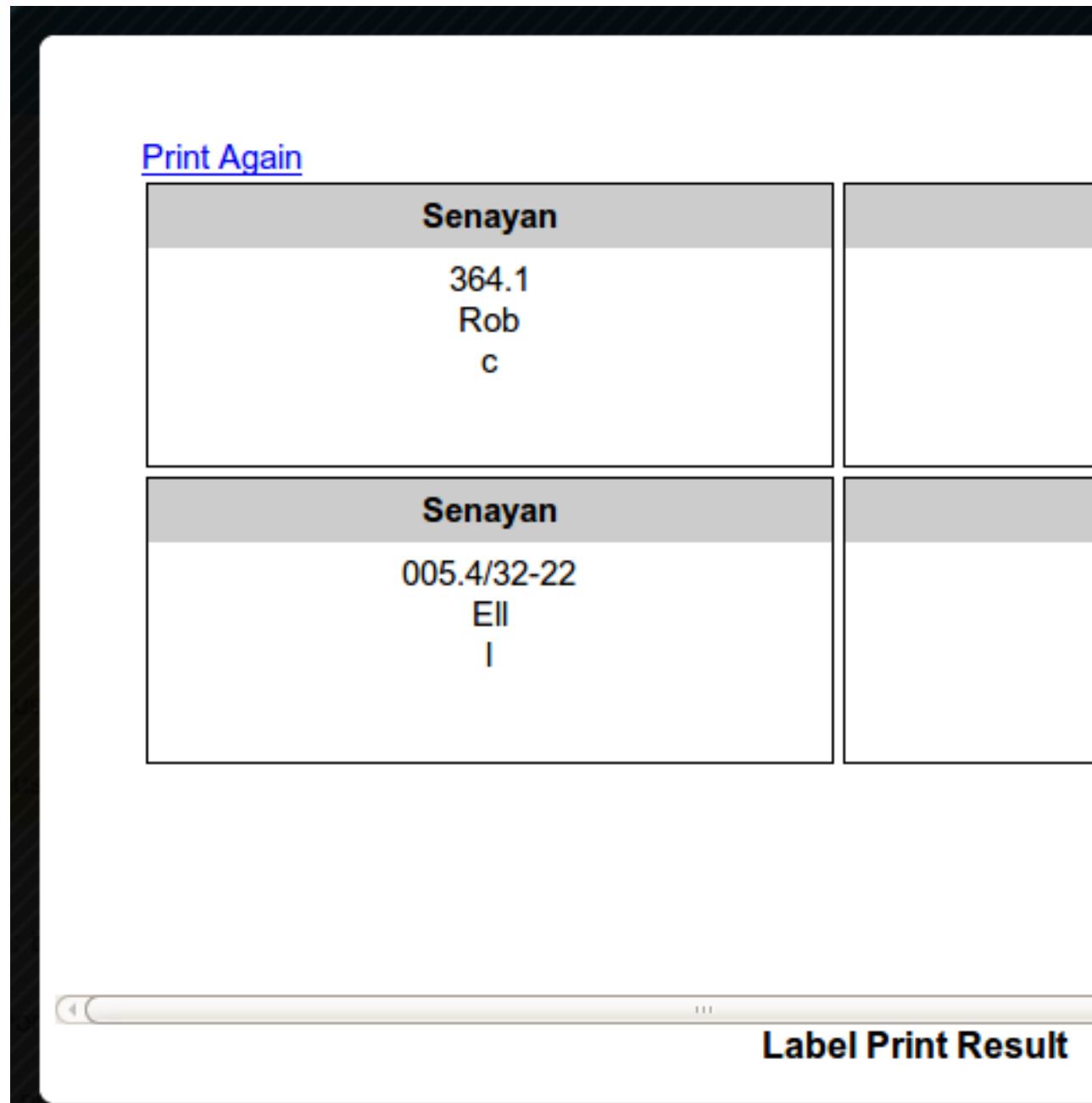


Figure 4.6.3: The results

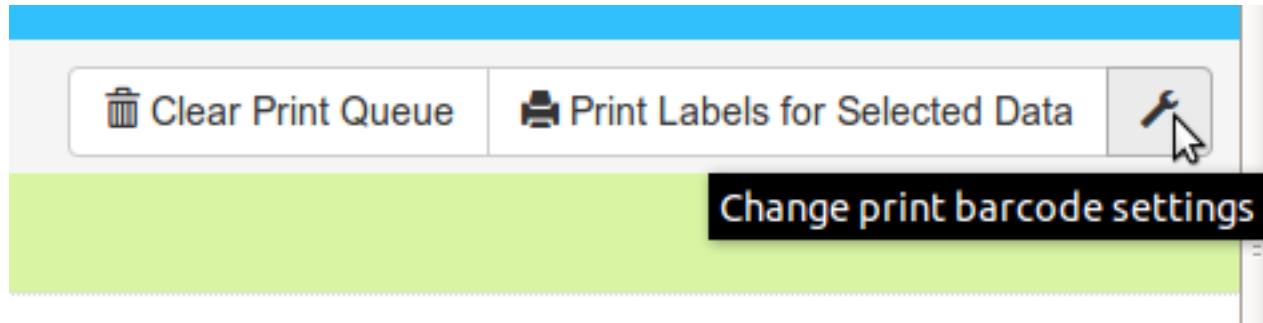


Figure 4.6.4: Setting the label

| Search : <input type="text"/> <input type="button" value="Search"/> | | | <input type="button" value="Clear Print Queue"/> | <input type="button" value="Print Barcodes for Selected Data"/> |
|---|-----------|---|--|---|
| Add | Item Code | Title | | |
| <input checked="" type="checkbox"/> | B00010 | Linux In a Nutshell | | |
| <input checked="" type="checkbox"/> | B00009 | Linux In a Nutshell | | |
| <input checked="" type="checkbox"/> | B00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | | |
| <input checked="" type="checkbox"/> | B00007 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | | |

Figure 4.7.1: Item barcode printing

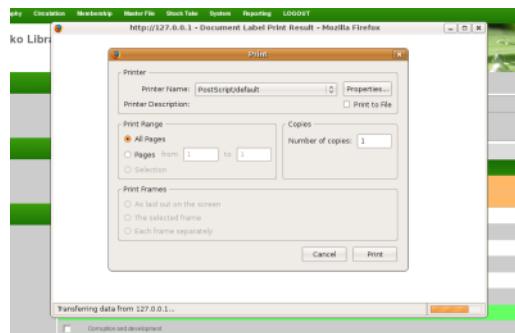


Figure 4.7.2: Select printer options

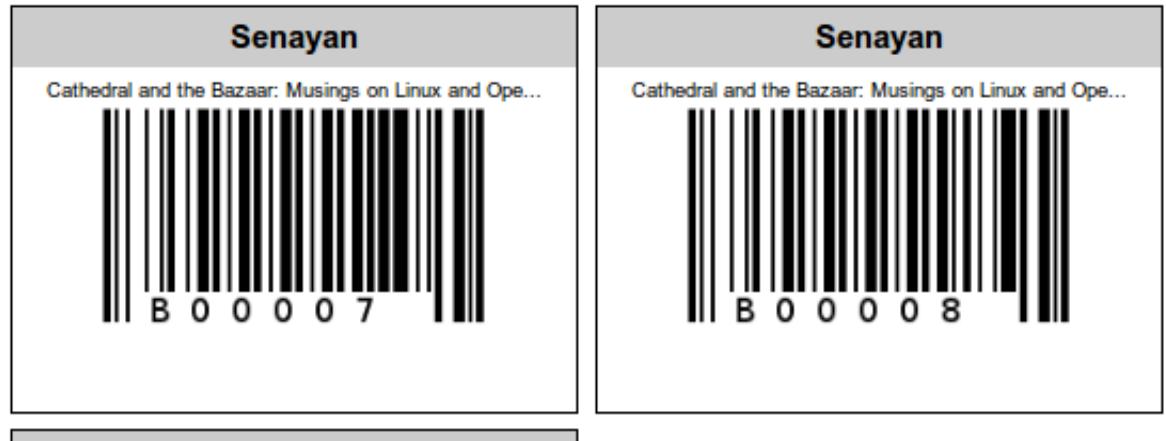
[Print Again](#)

Figure 4.7.3: Done printing



Figure 4.7.4: Print outs

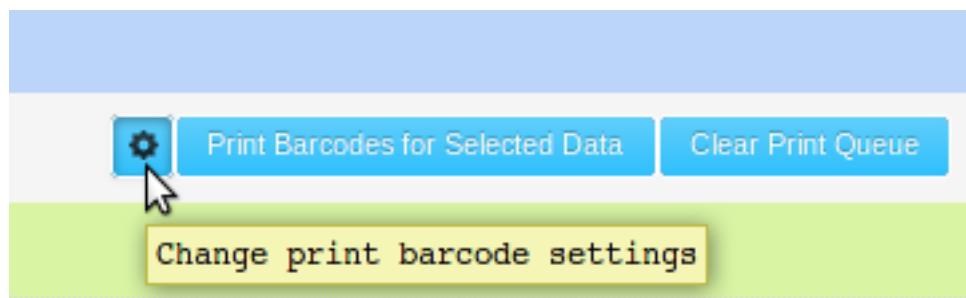


Figure 4.7.5: Adjust Barcodes

A screenshot of a configuration dialog box titled 'Change print barcode settings'. It contains several input fields:

- Print setting for : Barcode
- Barcode Page Margin : 0.2
- Barcode Items Per Row : 3
- Barcode Items Margin : 0.1
- Barcode Box Width : 7

A 'Save Settings' button is located at the top left, and a 'Change print barcode settings' button is at the bottom right.

Figure 4.7.6: Barcodes settings fields

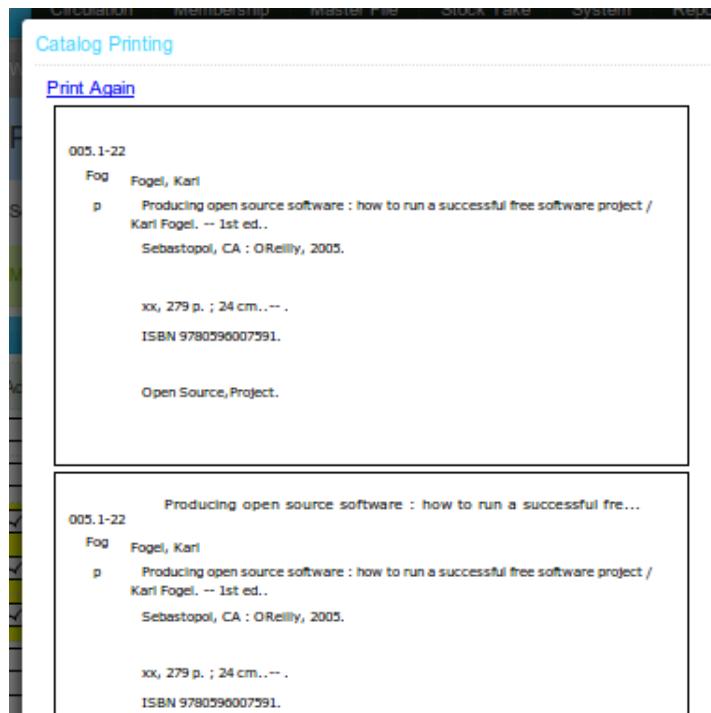


Figure 4.8.1: Print catalog

4.8 “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:

4.9 “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:

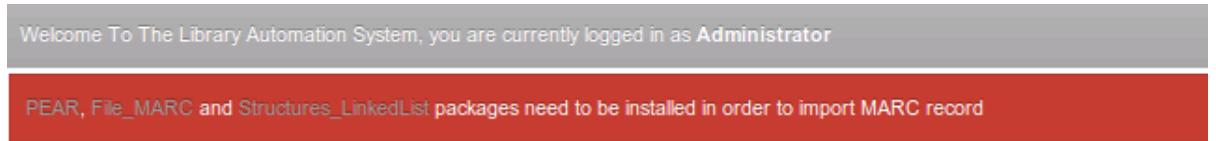


Figure 4.9.1: MARC Import does not work

The screenshot shows the "MARC Import tool" interface. It includes a descriptive text block: "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". Below this are two input fields: "File To Import" with a browse button and a maximum size of 1024000 KB, and "Number of records to import" set to 0. Both fields have a "(0 for all records)" note below them. A blue "Import Now" button is located at the bottom left.

Figure 4.9.2: MARC Import ready for use

If they are already installed, then the display is:

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:

4.10 “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.



Figure 4.9.3: MARC Import successfully executed

Manuals for the conversion can be found at
[thehttp://slims.web.id/download/docs/tutorial-athen2senayan.pdf](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/>

4.11 “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","O'Reilly",
"2005","xiv, 925 p. : ill. ; 23 cm.","In a Nutshell","005.4/32-22 Ell
  1","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:

Description:

Export bibliographies data to CSV file

| | | |
|--|---|---|
| Export Now | | |
| Field Separator* | : | <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value=","/> |
| Field Enclosed With* | : | <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value=""/> |
| Record Separator | : | <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="NEWLINE"/> ▼ |
| Number of Records To Export (0 for all records) | : | <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="0"/> |
| Start From Record | : | <input style="width: 150px; height: 25px; border: 1px solid #ccc;" type="text" value="1"/> |
| Export Now | | |

Figure 4.11.1: Export Bibliography Process

- Field Separator : the character to define the separation of fields
- Field Enclosed with : the character which defines the beginning and end of each field
- Field Record Separator : the character separating each record
- Number of Records to Export:
- Start From Record: begin exporting from Record number X

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

Import for bibliographics data from CSV file. For guide on CVS fields order and format please refer to documentat

Import Now

| | | | | |
|--|---|------------------------|------------------|-------------------|
| File To Import | : | <input type="text"/> | Browse... | Maximum 102400 KB |
| Field Separator* | : | <input type="text"/> | | |
| Field Enclosed With* | : | <input type="text"/> | | |
| Number of Records To Export (0 for all records) | : | <input type="text"/> 0 | | |
| Start From Record | : | <input type="text"/> 1 | | |

Import Now

Figure 4.11.2: Import Bibliography Process

4.12 “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 format in the csv file (e.g via a spreadsheet).

4.13 “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.

4.14 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 you
'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', 'checkbox' 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”

| | | |
|----------------------------|---|--|
| Librarian | : | |
| Hide in OPAC | : | <input checked="" type="radio"/> Show <input type="radio"/> Hide |
| Promote To Homepage | : | <input checked="" type="radio"/> Don't Promote <input type="radio"/> Promote |
| Label | : |  <input type="checkbox"/> New Title URL : <input type="text"/>  <input type="checkbox"/> Favorite Title URL : <input type="text"/>  <input type="checkbox"/> Multimedia URL : <input type="text"/> |

Figure 4.14.1: Biblio Custom

Chapter 5

Membership

Your library is your portrait. - Holbrook Jackson

The Membership module is used to manage the members' data . The menu sections are as follows:

5.1 “View Member List” Menu

This is used to view the members who have been registered in the system. Information shown is the Member ID, Member Name, Membership Type, Email and Last update. This section is provided with facilities to DELETE and EDIT.

If any user's membership has expired, we can extend it by clicking the EDIT menu. Membership renewal can be done automatically or manually. Automatically, we can do it with the checkbox EXTEND : the membership will be extended for a specified period from the date of renewal. Manually, it can also be done by editing Expiry Date.

As well, extensions can also be done in bulk. The trick is to click “View Expired Member”, Checkbox the member(s) who will be extended, and then click “Extend Selected Member (s)”.

| Membership | | | | |
|--|-------------------------------------|--|--|-----------------|
| Member Search : <input type="text"/> <input type="button" value="Search"/> | | | | |
| <input type="button" value="Delete Selected Data"/> | | <input type="button" value="Check All"/> | <input type="button" value="Uncheck All"/> | |
| DELETE | EDIT | Member ID | Member Name | Membership Type |
| <input type="checkbox"/> | <input type="button" value="edit"/> | 1234 | Hendro Wicaksono | Standard |
| <input type="button" value="Delete Selected Data"/> | | <input type="button" value="Check All"/> | <input type="button" value="Uncheck All"/> | |

Figure 5.1.1: List members data

You are going to edit member data : **Hendro Wicaksono**
 Last Updated 2013-11-23 (**Membership Already Expired**)
 Leave Password field blank if you don't want to change the password

| | | |
|-------------------|---|--|
| Extend Membership | : | <input type="checkbox"/> Extend |
| Member ID* | : | 1234 |
| Member Name* | : | Hendro Wicaksono |
| Birth Date | : | 0000-00-00 <input type="button" value="edit"/> |

Figure 5.1.2: Renew membership

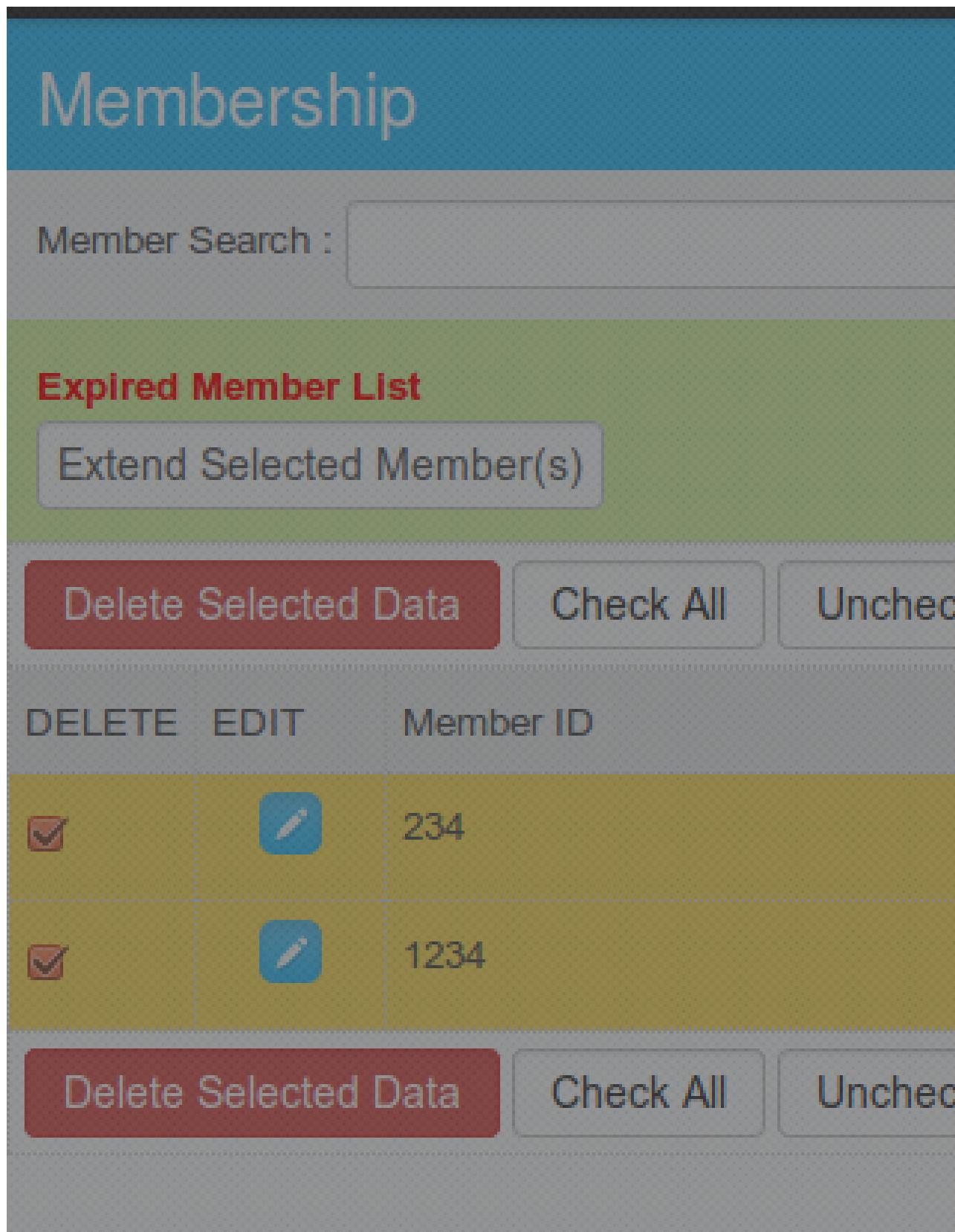


Figure 5.1.3: Bulk Membership Renewal-confirm

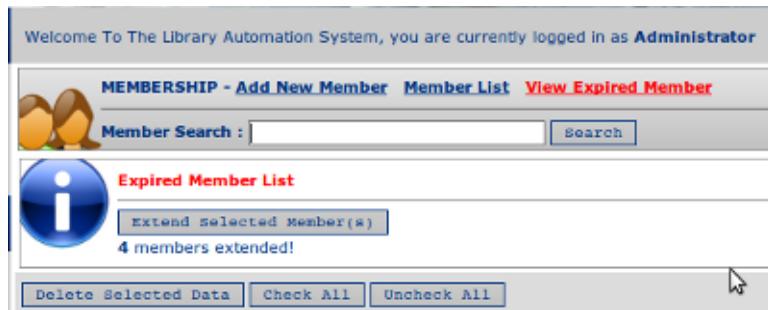


Figure 5.1.4: Bulk Membership Renewal-complete

5.2 “Add New Member” Menu

This provides the facility to add new members to the data in the Senayan system. Members’ information included are: Member ID (ID -barcode/RFID for the member), Member Name (Full Name of the member), Register Date (date horizontal), Expiry Date (the expiration date), Institution (name of institution, agency or organization name), Membership type (type of membership), Gender (gender), E-mail, address (home or work address), Postal Code (zip code), Phone Number (phone number), Fax Number (fax number), Personal ID Number (Personal ID number such as identity card number), Notes (short note), and upload a photo (photo file of member). Expiry date is contained in the Auto Set, The intent of this facility, is that if the Auto Set is checked, the member’s expiry date will then be calculated based on Membership Type. However, if unchecked, then the Expiry date can be determined manually, by selecting the date of expiry.

This form also provides the feature Pending Membership. If Pending Membership is checked, then that member will not be able to borrow, although their membership is still active. It can be applied as a sanction against members who break the library rules .

Commencing with SLiMS-5, SLiMS has a new feature associated with membership. The new feature is the capacity to take photos of members and directly store them in the SLiMS application . This feature can be found when editing membership or data entry for new members. The appearance of the feature is as below:

To be able to take photos, do the following:

1. This feature is enabled by ensuring the value of \$sysconf ['webcam'] = true; in the file **sysconfig.inc.php**
2. Make sure your browser supports Flash player

Membership

Member Search :

| | |
|-----------------------|--|
| Member ID* | <input type="text"/> |
| Member Name* | <input type="text"/> |
| Birth Date | <input type="text"/> <input type="button" value=""/> |
| Member Since* | <input type="text" value="2013-11-23"/> <input type="button" value=""/> |
| Register Date* | <input type="text" value="2013-11-23"/> <input type="button" value=""/> |
| Expiry Date* | <input checked="" type="checkbox"/> Auto Set <input type="text"/> <input type="button" value=""/> |
| Institution | <input type="text"/> |

Figure 5.2.1: Add New Member Form



Figure 5.2.2: Membership Photos feature

3. Click “Load Camera”
4. Click “Capture”
5. Click “Use It!”
6. Don’t forget to specify the file format and size

As shown in the picture above, SLiMS provides two choices: take the direct image (pictured above) that facilitate members who forget to bring a digital photo, or upload an existing file photo.

5.3 “Member Type” Menu

This defines the types of membership. The type of membership controls Loan Limit (limit number of borrowed copies), Loan Period (the length of a loan), Reserve (whether reservations can be made), Reserve Limit (limit number of copies reserved), Membership Period (length of membership), Reborrow Limit (limits extensions), Fine each day (fine per day for overdues), and Overdue Grace Period (tolerance in days for late returns).

5.4 “Import Data” Menu

This menu is used to retrieve member data from outside applications to put into Senayan applications. The data format of the import is .csv .

| DELETE | EDIT | Membership Type | Loan Limit |
|--------------------------|------|-----------------|------------|
| <input type="checkbox"/> | | Dosen | 3 |
| <input type="checkbox"/> | | Standard | 2 |

Delete Selected Data Check All Uncheck All

Figure 5.3.1: Member Type

The screenshot shows a web-based application interface titled 'EXPORT DATA'. At the top, there is a large blue arrow pointing upwards. Below it, the text 'Export member(s) data to CSV file' is displayed. A prominent 'Export Now' button is located at the top left. The form contains several configuration fields:

- Field Separator***: A dropdown menu currently set to a dot (".")
- Field Enclosed With**: A dropdown menu currently set to double quotes ("")
- Record Separator**: A dropdown menu currently set to 'NEWLINE'
- Number of Records To Export
(0 for all records)**: An input field containing the value '0'
- Start From Record**: An input field containing the value '1'

At the bottom left of the form is another 'Export Now' button.

Figure 5.5.1: Member Export

5.5 “Export Data” Menu

This menu is used to retrieve the membership data within the Senayan application , and the result is data output as a .csv file

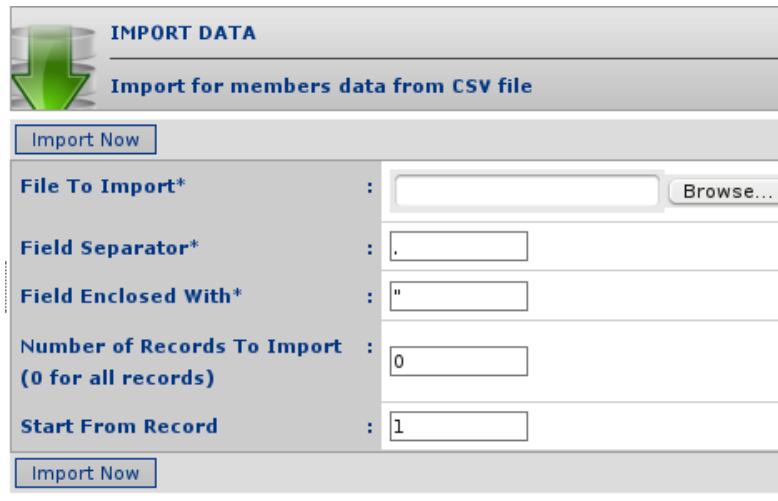
An example csv data record of a member is:

```
"M001","Hendro Wicaksono","0","Mahasiswa","hendrowicaksono@yahoo.com",
"Jakarta","999999","Perpustakaan DIKNAS","","member_M001.jpeg","KTP No.
123","999999","999999","2008-12-25","2008-12-25","2009-12-25",
"Anggota Teladan tahun 2006"
```

5.6 “Member Card” Menu

This menu is used to print the member card. The printing method is similar to barcode label printing. The information contained in this membership card is: ID, Name, Member Type, Barcode, Photo (if any) and the name of the Library.

In the Member Card printing feature there is also provided the facility to adjust the size of cards, library name, and so forth.



IMPORT DATA

Import for members data from CSV file

Import Now

File To Import* : **Browse...**

Field Separator* :

Field Enclosed With* :

**Number of Records To Import
(0 for all records)** : 0

Start From Record : 1

Import Now

Figure 5.5.2: Member Import

[Print Again](#)

Figure 5.6.1: Member Card

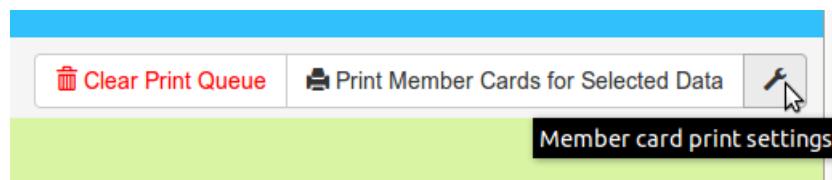


Figure 5.6.2: Member Card Settings

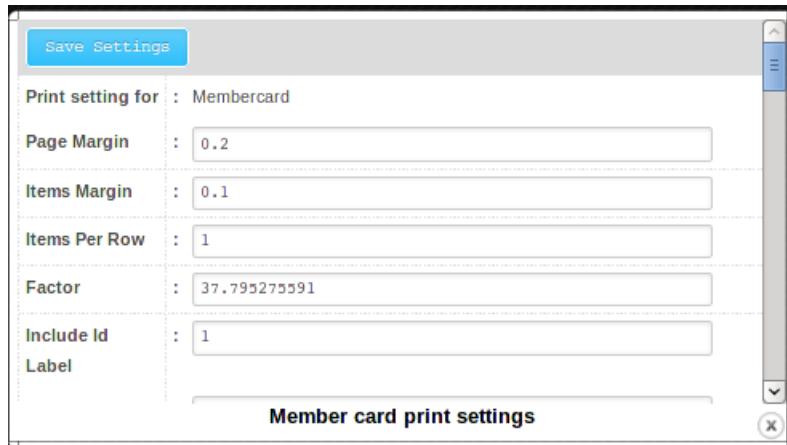


Figure 5.6.3: Member Card Settings fields

5.7 Member Custom Field

Similar to the Biblio Custom field, using this feature Senayan users can add information (fields) that have to be filled in the membership information form. To add a new field, the steps are as follows:

Open the member_custom_fields.inc.php file located in the folder /admin/-modules/membership

In this file there are 5 custom fields that can be used. Custom fields can be removed or reduced. For example, one new filed will be added to update the status of marriage, then custom 2-5 are uninstalled first.

- The Custom Field 1 is completed as follows:

```
'dbfield' => 'status', // name of field in 'biblio' table in database, make sure you
'label' => __('Status Pernikahan'), // 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', 'checkbox' 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 add a field/column status in the member table .
- The result of this modification is as follows (can be seen in Add New Member):

The form consists of several input fields:

- Status Pernikahan**: A text input field.
- Pending Membership**: A checkbox labeled "Yes".
- Photo**: A file upload field with a "Browse..." button and a size limit of "Maximum 500 KB".
- E-mail**: A text input field.
- New Password**: A text input field.
- Confirm New Password**: A text input field.

At the bottom is a blue "Save" button.

Figure 5.7.1: Member Custom Field

Circulation

What in the world would we do without our libraries? -Katherine Hepburn

This module is used for circulation. Some of the menus in it are:

5.8 “Start Transaction” Menu

To make transactions via the Member ID (ID of member). Once Member ID is inserted, it will display the member's information , namely: Member Name (name of member), Member E-Mail (member's email address), Register Date (date the member registered), Member ID (member ID), Member Type (type of membership) Expiry date (membership end date) and member photo. Underneath there are tabs: Loans (to make borrowing transactions), Current Loans (list the current loans the member has), Reserve (for ordering literature needs), Fines (fines), Loan History (history of borrowing undertaken by the member). In Current Loans there are also facilities for returns (Return) and to extend lending (Extend).

The screenshot shows the following interface elements:

- Member Details:**

| | | | |
|---------------|---------------------------|-------------|------------|
| Member Name | Hendro W | Member ID | 123 |
| Member Email | hendrowicaksono@yahoo.com | Member Type | Standard |
| Register Date | 2012-03-23 | Expiry Date | 2013-03-23 |
- Profile Picture:** A small thumbnail image of a person.
- Transaction Tabs:** Loans (selected), Current Loans, Reserve, Fines, Loan History.
- Loan History Table:**

| Return | Extend | Item Code | Title | Col. Type | Loan Date | Due Date |
|--------|--------|-----------|--|-----------|------------|------------|
| | | B00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary OVERDUE for 53 days(s) with fines value 477000 | Reference | 2012-03-24 | 2012-01-31 |

Figure 5.8.1: Circulation process

Note:

After completing the process of borrowing (Loans) and reservations (Reserve) do not forget to click Finish Transaction. Without pressing the Finish Transaction, all of the transactions will not be recorded into the system.

Starting with Senayan3-stable13 a feature is available to print a transaction note . To enable this feature, one must first enable the module in System Setup. See the documentation of the System. The Print command will appear after clicking Finish Transaction.

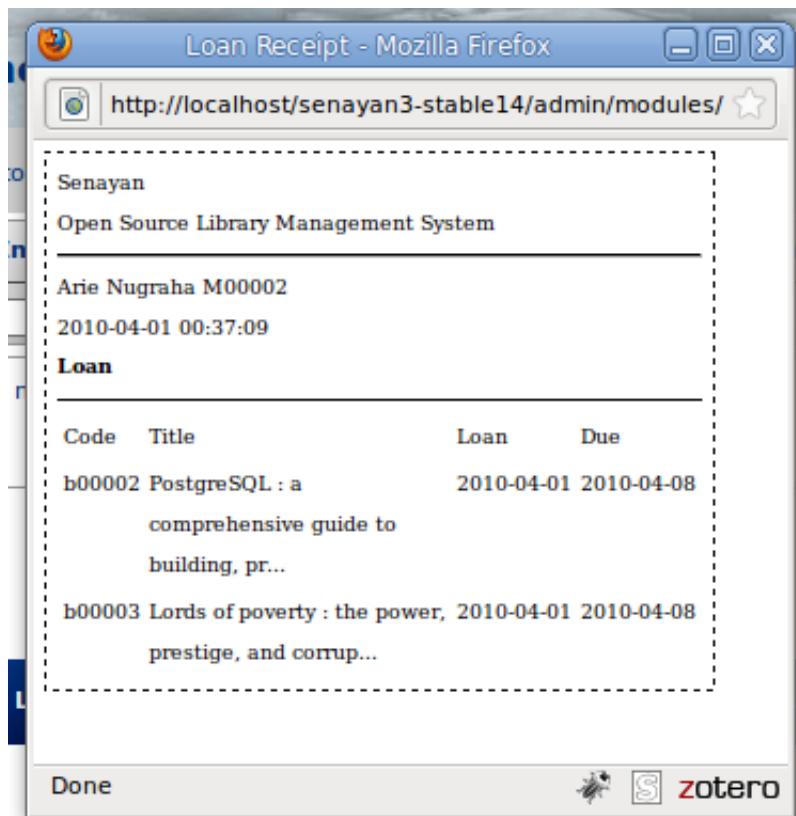


Figure 5.8.2: Printing Transaction Notes

Commencing with Senayan3-stable11, it is possible to determine the date of loan and return manually. That is, the date of loan and

Quick Return

| | | | |
|--|------------|---------------|------------|
| Item ID : | b00008 | Return | Inser |
| Title: Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary OVERDUE for 53 days(s) with fines value of477000 Item b00008 is being reserved by member (345) | | | |
| Member Name | Hendro W | Member ID | 123 |
| Loan Date | 2012-03-24 | Due Date | 2012-01-31 |

Figure 5.9.1: Quick Return

return can be determined without being based on the configuration in Loan Rules. For activation please see the Module System Configurations.

| | | | |
|---|---------------------------|--|--|
| Finish Transaction | | | |
| Member Name | Hendro W | Member ID | 123 |
| Member Email | hendrowicaksono@yahoo.com | Member Type | Standard |
| Register Date | 2012-03-23 | Expiry Date | 2013-03-23 |
| Loans | | Current Loans | Reserve |
| Fines | | Loan History | |
| Insert Item Code/Barcode : <input type="text"/> Loan | | | |
| Remove | Item Code | Title | Loan Date Due Date |
| | B00005 | Corruption and development : the anti-corruption campaigns | 2012-03-24 <input type="text" value="2012-03-31"/> |

Figure 5.8.3: Determining Loan and Due date manually

Loan and Due Date: determination of this can be done by clicking on the date that we want to change.

5.9 “Quick Return” Menu

To make a return, using the Item ID code.

QUICK RETURN - Insert an item ID to return collection with keyboard or barcode reader

| | | |
|--|-------------------------------------|---------------------------------------|
| Item ID : | <input type="text" value="B00004"/> | <input type="button" value="Return"/> |
| <p>Pigs at the trough : how corporate greed and political corruption are undermining America</p> <p>OVERDUE for 60 days(s) with fines value of60000</p> <p>Total items until current item.</p> <p>B00010 - Linux In a Nutshell</p> <p>b00004 - Pigs at the trough : how corporate greed and political corruption are undermining America</p> <p>Remain item(s) should be returned:</p> <p>B00004 - Pigs at the trough : how corporate greed and political corruption are undermining America</p> <p>Total fines until current item 120000</p> <p>Total fines of all Items 120000</p> | | |

Figure 5.9.2: Quick Return

5.10 “Loan Rules” Menu

This is a facility to define lending rules based on the Member Type, Collection Type and GMD. The rules set out in this facility are: Limit number of loan items (Loan Limit), the period of the loan (Loan Period), Limit loan extensions (Reborrow Limit), the penalty per day overdue (Fine Each Day), and overdue tolerance (Overdue Grace Period)

An example of defining Loan Rules:

1. In the library you have 3 types of collections: books, audiovisual (AV) and theses.
2. One type of membership your library has is : Student loans, with a total allowance of 2 items, namely: one item from the book collection and one more from the AV collection.
3. For that you would need to create the membership type: "Students" , with total borrowing from two collections.
4. So, in Loan Rules this must be defined:
 - Member type "Student", borrowing allowance for collection="Book" is 1.
 - Member type "Student", borrowing allowance for collection="AV" is 1.

Loan Rules

Search : Search

Save

| | | |
|----------------------|---|------------------------|
| Member Type | : | Standard |
| Collection Type | : | Reference |
| GMD | : | All |
| Loan Limit | : | <input type="text"/> |
| Loan Period | : | <input type="text"/> |
| Reborrow Limit | : | <input type="text"/> 0 |
| Fines Each Day | : | <input type="text"/> 0 |
| Overdue Grace Period | : | <input type="text"/> 0 |

Save

Figure 5.10.1: Loan Rules

Member ID/Member Name

Apply Filter **Show More Filter Options**

5 record(s) found. Currently displaying page 1 (20 record each page) **Print Current Page**

| Member ID | Member Name | Item Code | Title | Loan Date | Due Date | Loan Status |
|-----------|-------------|-----------|---|------------|------------|-------------|
| 123 | Hendro W | b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 2012-03-24 | 2012-01-31 | On Loan |
| 123 | Hendro W | B00010 | Linux In a Nutshell | 2012-03-23 | 2012-03-23 | Returned |
| 123 | Hendro W | b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 2012-03-23 | 2012-03-30 | Returned |
| 123 | Hendro W | B00010 | Linux In a Nutshell | 2012-03-23 | 2012-03-23 | Returned |
| 123 | Hendro W | b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 2012-01-23 | 2012-02-23 | Returned |

Figure 5.11.1: Loan History

- Member type "Student", borrowing allowance for collection="Thesis" is 0.

Everything must be defined, otherwise it can be exceeded.

5.11 “Loan History” Menu

Contains data of every transaction ever undertaken. Resulting data comprises: Member ID, Member Name, Item Code, Title, Loan date, Due date. In this menu the facility is also provided to print a list of borrowing history. In addition it is also possible to perform a search of history data. History data search can be done by Member ID/Member Name, Document Title, Item Code, Date From and Loan Loan Until Date. This facility can be displayed by clicking the Show More Filter Options.

| Member ID | Title | Overdue: 53 day(s) | Loan Date: 2012-03-24 | Due Date: 2012-01-31 |
|-----------|---|--------------------|-----------------------|----------------------|
| b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | | | |
| | Price: 0 | | | |

Figure 5.12.1: Overdue Loans

5.12 “Overdued List” Menu

A facility to find members with overdue status. Information displayed in this facility is Member ID, Member Name, Title, Days overdue, Loan Date, Due Date. With this menu we can also do printing and search overdues. Overdues seraches are done by Member ID/Member Name, Loan Date From, Loan Date Until.

5.13 “Reservation” Menu

This menu is used to view a list of reservations by the members. Item information contained in this menu is : Item Code, Title, Member, Reserve Date

| Reservation | | |
|---|--|------------------------------|
| Report Filter | | |
| Member ID/Member Name | | |
| | <input type="text"/> | |
| | Show More Filter Options | Apply Filter |
| 1 record(s) found. Currently displaying page 1 (20 record each page) Print Current Page | | |
| Item Code | Title | Member Name |
| 00001 | Ajax : creating Web pages with asynchronous JavaScript and XML | Arte Nugroho |

Figure 5.13.1: List of reservations by members

Chapter 6

StockTake

I have always imagined that Paradise will be a kind of library. –Jorge Luis Borges

The StockTake Module is a facility in SLiMS to help librarians conduct stock-taking. When the stock-taking process begins, all items except those being borrowed (status = on loan) will be marked as lost, and appear in the menu Current Lost Item until the item concerned is checked in the stock-take. Menus contained in this module are:

6.1 “Stock Take History” Menu

Contains reports of when stock-taking has been done. Information in this menu are: StockTake Name, Start Date, End Date, The report contains links to a document in .html form for each stock-take report ever done.

6.2 “Initialize” Menu

The Initialize menu is used to start stock-taking. In this menu, there are the following sub-menus:

- StockTake Name: the name of the stock-taking activities undertaken. Customize the name to your liking. This field MUST be filled.
- GMD: (See the module guide Master File -> GMD (below Authority Files)).
- Collection Type: (See the module guide Master File -> Collection Type (under Lookup Files)).

The screenshot shows a web-based library management system interface. At the top, there is a header with the SENAYAN logo and the text "Open Source Library Management System". Below the header, the title "Stock Take" is displayed. A search bar with the placeholder "Search:" and a "Search" button is present. Below the search bar is a table with three columns: "EDIT", "Stock Take Name", and "Start Date". There is one row in the table containing the data: "2013" under "Stock Take Name" and "2013-11-23 13:17:59" under "Start Date".

| EDIT | Stock Take Name | Start Date |
|------|-----------------|---------------------|
| | 2013 | 2013-11-23 13:17:59 |

Figure 6.1.1: StockTake History

- Location: (See the module guide Master File -> Location (below Authority Files)).
- Shelf Location : referring to the information item in the Bibliography module.
- Classification: referring to the classification field in the Bibliography module. For defining a classification range use the wildcard (*), For example, if we want to do stock-taking of classifications with a range of 100 through to 300, just enter 1 * to 3 *. If the range of classifications we stock-take is in the 100's, enter 1 *.

After the Initialization is done, the Current StockTake menu and StockTake Report will serve as menus for stock-take activities, coupled with the navigation menu to be used to conduct a stock-take along with the StockTake Finish menu, Current Lost Items, StockTake Log, and Resynchronise. (See picture)

6.3 “Current Stock Take” Menu

This menu is the main menu for doing a stock-take. It is used to restore the status of library collections that are considered lost by the system, In this menu, item id (barcode number) is the main item reference to change the status of the items that are considered lost to existing (there), Do this by entering the barcode

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

Stock Take History **Initialize Stock Take**

Initialize **Stock Take Name*** : Tahun 2012

GMD : ALL

Collection Type : ALL

Location : ALL

Shelf Location :

Classification :

Separate each class comma sign. Use * for wildcard

Initialize Stock Take

Figure 6.2.1: Initializing

Initialize Stock Take

Stock Take Name* : Tahun 2012

GMD : ALL

Collection Type : ALL

Location : ALL

Shelf Location :

Classification :

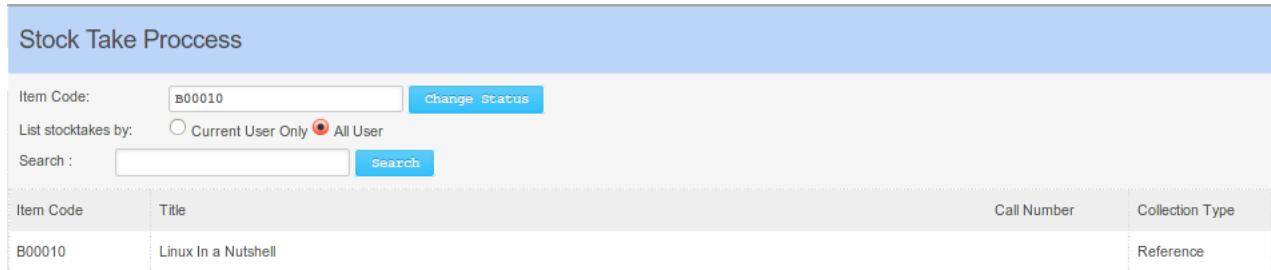
Separate each class comma sign. Use * for wildcard

Stock Taking Initialized

OK

Initialize Stock Take

Figure 6.2.2: Initializing process



The screenshot shows a web-based application titled "Stock Take Process". At the top, there is a search bar with "Item Code: B00010" and a "Change Status" button. Below it, there is a selection for "List stocktakes by:" with options "Current User Only" (unchecked) and "All User" (checked). A search bar with "Search" button follows. The main area displays a table with columns "Item Code", "Title", "Call Number", and "Collection Type". One row is visible, showing Item Code B00010 and Title "Linux In a Nutshell".

| Item Code | Title | Call Number | Collection Type |
|-----------|---------------------|-------------|-----------------|
| B00010 | Linux In a Nutshell | | Reference |

Figure 6.3.1: Current StockTake

number in the field Item Code. This menu will work when the Initialize process is completed.

Commencing with version stable11, there is a feature “List stocktakes by:” to choose Current User Only, (which means that the list of records that appear are stock-takes by the user in question). Or All Users, (the list is of stock-take records by all users who do stock-take).

6.4 “StockTake Report” Menu

Use this menu to see the results of the activities that have been performed in stock-take. The form of the report contains information about the number of items checked, items lost, and number of items on loan . This menu does not work if the Initialization is not done.

6.5 “Finish StockTake” Menu

Click on this link if you have finished stock-taking. In the menu, there is a field labelled Purge Lost Item. If we give a checkmark on Yes, the data items in the collection that are in Current Lost items will be marked as "Missing".

6.6 “Current Lost Items” Menu

The contents of this menu is a list of items that are considered missing at the time of stock-taking, in addition to items on loan.

| Current Stock Take Report | |
|---------------------------------|---|
| Download Report | |
| Stock Take Name | : Tahun 2012 |
| Total Item Stock Taked | : 1 |
| Total Item Lost | : 1 |
| Total Item On Loan | : 1 |
| Total Checked/Scanned Items | : 0 (0%) |
| Stock Take Participants | : Administrator (2 items already checked) |
| Start Date | : 2012-03-24 12:05:35 |
| End Date | : |
| Classification | Lost Items Existing Items On Loan Items |
| 0 classes | : 1 0 0 |
| 1 classes | : 0 0 0 |

Figure 6.4.1: StockTake Report

The screenshot shows a user interface for a library stocktake process. On the left, there is a vertical menu bar with the following items:

- Stock Take
- Stock Take History
- Current Stock Take
- Stock Take Report
- Finish Stock Take
- Current Lost Item
- Stock Take Log
- Resynchronize
- Upload List

The main area of the screen displays a message: "Welcome To The Library Automation System, you are currently logged in". Below this, a blue header bar says "Finish Stock Take". A green message bar asks, "Are you sure to end current stock take process? Once it finished there will be no way to undo this action". At the bottom of this bar is a red-bordered button labeled "Finish Stock Take".

Below the message bar, there is a form field with the label "Purge Lost Item" followed by a checkbox. The checkbox is checked and has the value "Yes".

Figure 6.5.1: Finish StockTake

Welcome To Library Automation System, you currently login as **Administrator**

Current Stock Take Report Filter

| | |
|---|----------------------|
| Title/ISBN | <input type="text"/> |
| Item Code | <input type="text"/> |
| Classification | <input type="text"/> |
| Collection Type | All |
| Location | All |
| <input type="button" value="Apply Filter"/> | |

2 record(s) found. Currently displaying page 1

| Item Code | Title | Class | Type | Call Number |
|-----------|---------------------------------|--------------|-----------|--------------------|
| B00002 | Linux in a Nutshell | 005.4/32 22 | Reference | 005.4/32-22 Ell I |
| B00003 | The Definitive Guide to MySQL 5 | 005.75/85 22 | Reference | 005.75/85-22 Kof d |

Figure 6.6.1: Current Lost Items

Stock Take Log

Search :

| Time | Message |
|---------------------|--|
| 2012-03-24 12:06:54 | Stock Take ERROR : Item Code B00989 doesnt exists in stock take data. Invalid Item Code OR Maybe out of Stock Take range |
| 2012-03-24 12:06:49 | Stock Take ERROR : Item Code B00090 doesnt exists in stock take data. Invalid Item Code OR Maybe out of Stock Take range |

Figure 6.7.1: StockTake Log

6.7 “StockTake Log” Menu

The function of this menu is to find and view log records when doing the stock-take

6.8 “Resynchronize” Menu

This menu is used to synchronize newly edited bibliographic data during ongoing activities to take stock of existing bibliographic data using the stock-take module. The goal is that when we do editing of bibliographic data while doing the stock-take, in order to produce a change in the bibliographic data contained in the stock-take module , it is necessary to do resynchronization of data. Click the button, and that Resyncronizes bibliographic data .

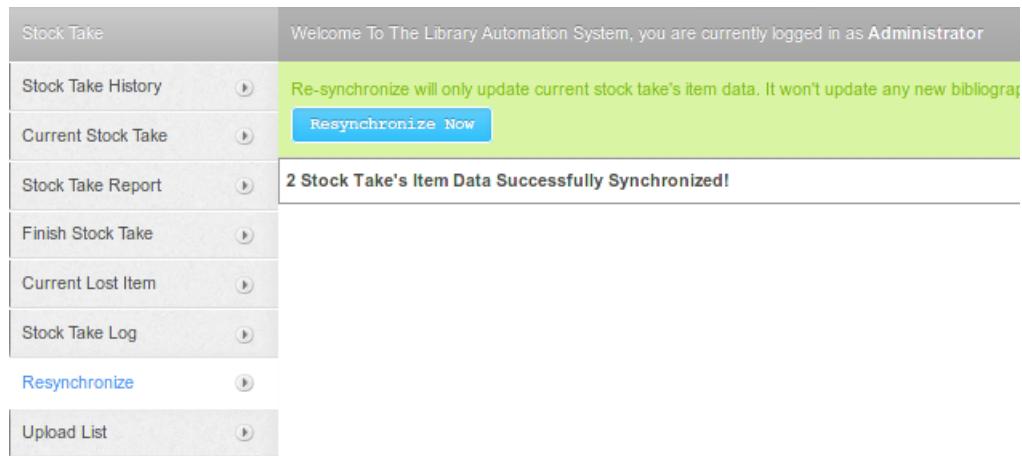
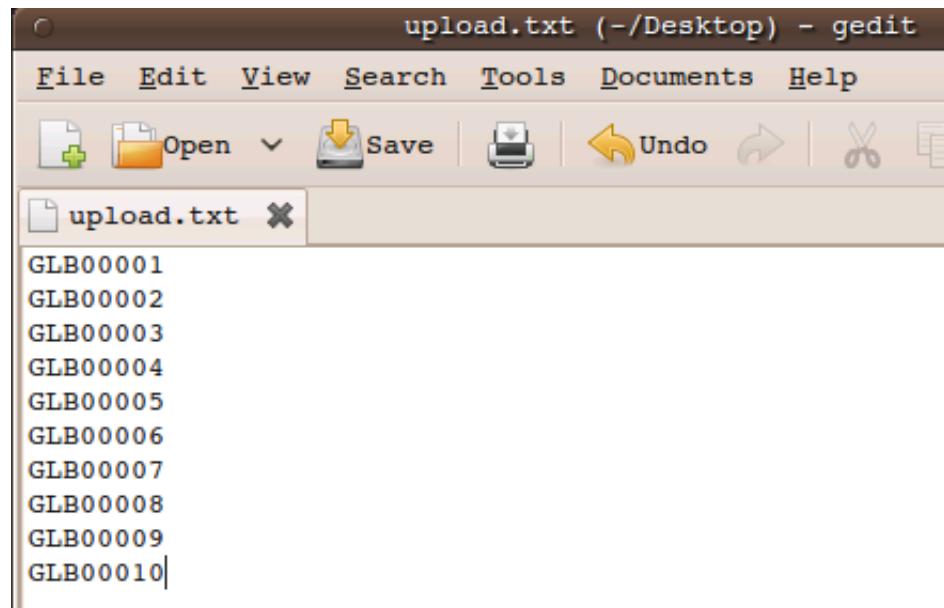


Figure 6.8.1: Resynchronize

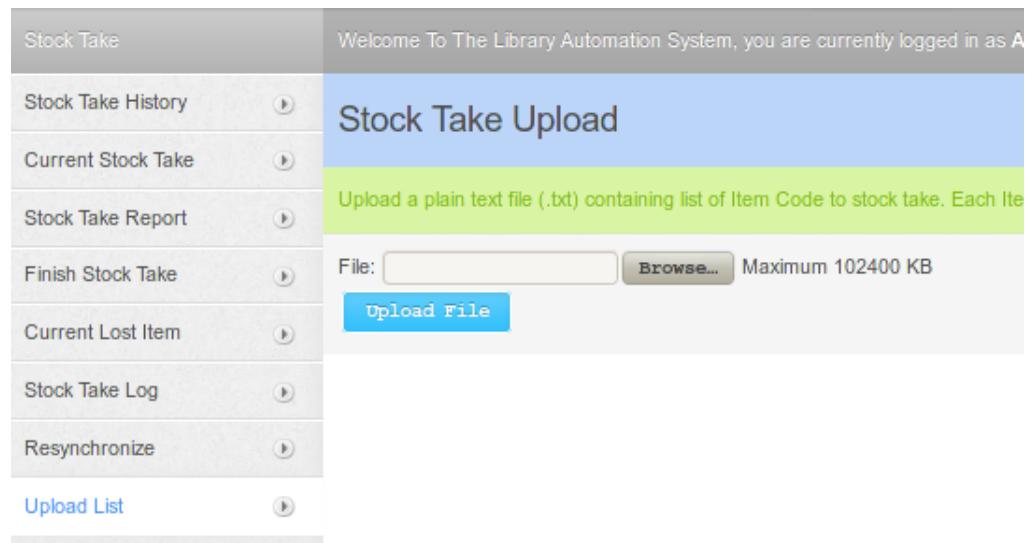
6.9 “Upload List” Menu

This menu is used to perform automated stock-take using a data file listing the items. To be able to use the Upload List, first the data items should be exported from Senayan, then specific items are stored in a .txt file in rows.



```
upload.txt (-/Desktop) - gedit
File Edit View Search Tools Documents Help
Open Save Undo
upload.txt ×
GLB00001
GLB00002
GLB00003
GLB00004
GLB00005
GLB00006
GLB00007
GLB00008
GLB00009
GLB00010|
```

Figure 6.9.1: Sample .txt File for Upload List



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

Stock Take Upload

Upload a plain text file (.txt) containing list of Item Code to stock take. Each It

File: [Browse...](#) Maximum 102400 KB

[Upload File](#)

Figure 6.9.2: Upload List

Chapter 7

Reporting

Librarians are subversive. You think they're just sitting there at the desk, all quiet and everything. They're like plotting the revolution. -Michael Moore

The Reporting module contains library activity reports. Such information can be accessed by pressing the menu located on the left hand navigation menu:

7.1 “Collection Statistic” Menu

Contains the total collection information for titles, total items, total items being borrowed, the total items that were in the library (not borrowed), total titles based GMD, total collection of items by type, and 10 (ten) most popular collection of titles (most borrowed).

7.2 “Loan Report” Menu

Contains information about borrowing. Consists of: total lending, lending based on GMD, lending by the collection type, total lending transactions, the average transaction per day, a member who have loans, members who do not have loans, and total overdues loans.

7.3 “Membership Report” Menu

Contains membership information, ie the total registered members, the total active members, total members by members type , total members who are not active and a list of 10 (ten) most active members.

| Collection Statistic | |
|---------------------------------|--|
| Download Report | |
| Collection Statistic Summary | |
| Total Titles | : 13 (including titles that still don't have items yet) |
| Total Titles with items | : 8 (only titles that have items) |
| Total Items/Copies | : 10 |
| Total Checkout Items | : 1 |
| Total Items In Library | : 9 |
| Total Titles By Medium/GMD | : Show in chart/plot Text : 13, |
| Total Items By Collection Type | : Show in chart/plot Reference : 10, |
| 10 Most Popular Titles | : Linux In a Nutshell Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary |

Figure 7.1.1: Display Collection Statistics

| Download Report | |
|---------------------------------|--|
| Loan Data Summary | |
| Total Loan | : 4 |
| Total Loan By GMD/Medium | : Show in chart/plot Text : 4, |
| Total Loan By Collection Type | : Show in chart/plot Reference : 4, |
| Total Loan Transactions | : 2 |
| Transaction Average (Per Day) | : 1 |
| Total Peak Transaction | : 3 |
| Members Already Had Loans | : 1 |
| Members Never Have Loans Yet | : 1 |
| Total Overdue Loans | : 0 |

Figure 7.2.1: Loan Report Menu

| Download Report | |
|----------------------------------|---|
| Membership Data Summary | |
| Total Registered Members | : 2 |
| Total Active Member | : 2 |
| Total Members By Membership Type | : Show in chart/plot Standard : 2, |
| Total Expired Member | : 0 |
| 10 most active members | : Hendro W (123) |

Figure 7.3.1: Member Report

| Download Report | |
|---------------------------------|--|
| Collection Statistic Summary | |
| Total Titles | : 14 (including titles that still don't have items yet) |
| Total Titles with items | : 8 (only titles that have items) |
| Total Items/Copies | : 10 |
| Total Checkout Items | : 1 |
| Total Items In Library | : 9 |
| Total Titles By Medium/GMD | : Show in chart/plot Text : 13, Sound Recording : 1, |
| Total Items By Collection Type | : Show in chart/plot Reference : 10, |
| 10 Most Popular Titles | : Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary Linux In a Nutshell |

Figure 7.3.2: Show in chart/plot

The report is available in .html format and can be printed by clicking [Download Report](#)

Commencing Senayan3-stable14, the three types of report are equipped with a print feature of various Pie charts. You get this graph simply by clicking the “Show in Chart/Plot “ which appears in all three types of report (Statistics Collection, Loan Report, and Membership Report).

7.4 “Custom Recapitulations” Menu

This menu displays the recapitulation of titles, based on Classification, GMD, Collection Type or Language. This option can be set by selecting the recapitulation filter available. Senayan also supports recap for classifications not based on decimal numbers. For example, REF for reference.

Commencing with the Senayan3-Stable10 Report module, there is a development to allow users to create a new report on a Senayan module.

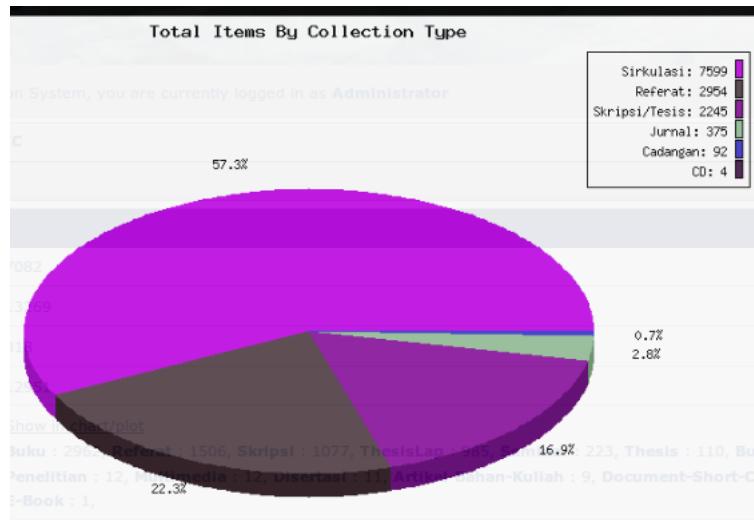
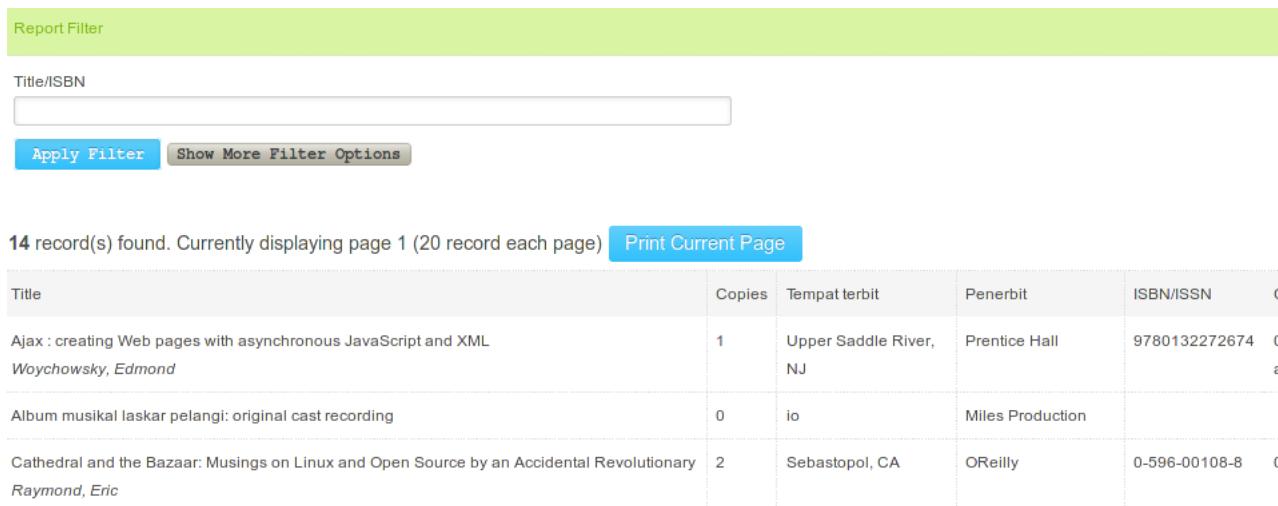


Figure 7.3.3: Pie display

| Custom Recapitations | | | |
|--|---|---|---|
| Report Filter | | | |
| Recap By: | <input type="button" value="Classification"/> | <input type="button" value="Apply Filter"/> | |
| Title and Collection Recap by Classification | | <input type="button" value="Print Current Page"/> | <input type="button" value="Export to spreadsheet format"/> |
| Classification | Title | Items | |
| 000 | 9 | 6 | |
| 000 | 7 | 6 | |

Figure 7.4.1: Recap by Classification



The screenshot shows a web-based reporting interface. At the top, there's a green header bar with the text "Report Filter". Below it is a search bar labeled "Title/ISBN" with a placeholder text area. Underneath the search bar are two buttons: "Apply Filter" (in blue) and "Show More Filter Options" (in grey). Below these buttons, a message indicates "14 record(s) found. Currently displaying page 1 (20 record each page)" followed by "Print Current Page". The main content area is a table with the following columns: Title, Copies, Tempat terbit, Penerbit, ISBN/ISSN, and C. The table contains four rows of data:

| Title | Copies | Tempat terbit | Penerbit | ISBN/ISSN | C |
|---|--------|---------------------------|------------------|---------------|--------|
| Ajax : creating Web pages with asynchronous JavaScript and XML <i>Wojchowsky, Edmond</i> | 1 | Upper Saddle River, NJ | Prentice Hall | 9780132272674 | 0 a |
| Album musical laskar pelangi: original cast recording | 0 | io | Miles Production | | |
| Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary <i>Raymond, Eric</i> | 2 | Sebastopol, CA | O'Reilly | 0-596-00108-8 | 0 |

Figure 7.5.1: Title Report

In the folder `/slims7_cendana/admin/modules/reporting/custom/` there exists a file, `customs_report_list.inc.php`. In this file, report modifications and additions can be made.

Custom Recapitulation - "Print Current Page" provides the facility to print reports, and "Export to spreadsheet format" to place the report in a spreadsheet.

7.5 “Titles List” Menu

Contains reports/lists of titles held by the library. In this menu there is a facility to sort and print, as well as a collection of desired filters. In this menu, filtering can also be done by writing the Title/ISBN, or by other filters. You do this by clicking `ShowMoreFilterOptions`. Existing filters are: Title/ISBN, Author, Classification, GMD, Langage and Location, and can be specified by the number of page views.

This feature also provides the facility to create a spreadsheet file download. Files can be obtained by clicking "Export to spreadsheet format".

7.6 “Items Title List” Menu

Contains reports/lists of copies of titles held by the library. In this menu there is a facility to sort and print, as well as a collection of desired filters. In this menu, filtering can also be done by writing the Title/ISBN, or by other filters. You do this by clicking `ShowMoreFilterOptions`. Available filters are: Title/ISBN,

Title/ISBN

Item Code

Classification

GMD

- Text**
- Art Original
- Chart
- Computer Software

Press Ctrl and click to select multiple entries

Collection Type

- ALL
- Reference
- Textbook
- Fiction

Item Status

Location

Record each page
 Set between 20 and 200

Apply Filter **Show More Filter Options**

Figure 7.6.1: Item Title List Report

Item Code, Classification, Collection Type, Item Status, Location. This filter facilities can be hidden by clicking `HideFilterOption`

7.7 “Item Usage” Menu

This is a report that lists the item, and how many times the copy has been borrowed on a monthly basis. Item usage also can be filtered by Title/ISBN, Item code or Year.

| ITEMS USAGE STATISTICS - Report Filter | | | | | | |
|--|---|--------|-----|-----|-----|-----|
| Title/ISBN | | | | | | |
| Item Code | | | | | | |
| Year | | 2008 ▾ | | | | |
| <input type="button" value="Apply Filter"/> | | | | | | |
| 10 record(s) found. Currently displaying page 1 (20 record each page) [Print Current Page] | | | | | | |
| Item Code | Title | Jan | Feb | Mar | Apr | May |
| B00001 | Ajax : creating Web pages with asynchronous JavaScript and XML | 0 | 0 | 0 | 0 | 0 |
| B00007 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 0 | 0 | 0 | 0 | 0 |
| B00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 0 | 0 | 0 | 0 | 0 |
| B00006 | Corruption and development | 0 | 0 | 0 | 0 | 0 |

Figure 7.7.1: Item Usage

7.8 “Loan by Classification” Menu

This is a classification-based lending report. In addition to classes 0-9, the report also makes possible class-based reporting and Non- DeweyDecimal Class 2X. Loans can be filtered by Class, Type and Year.

This feature also provides the facility to create a spreadsheet file download. Files can be obtained by clicking "Export to spreadsheet format".

7.9 “Member List” Menu

This contains a report/list of library members. In this menu there is a facility to sort and print. In addition, there are also filter amenities , ie based on Membership Type, Member ID/Member Name, Gender, Address, “Register Date From”, “Register Date Until” .

This feature also provides the facility to create a spreadsheet file download. Files can be obtained by clicking "Export to spreadsheet format".

7.10 “Loan List by Member” Menu

This is a report that contains a list of items that are still borrowed by Members.

Classification:

▼

[Apply Filter](#)
[Show More Filter Options](#)

| Loan Recap By Class 0 for year 2011 | | | | | | | | | | | [Print Current Page] | Export to spreadsheet format |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------------|------------------------------|
| Classification | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | |
| 000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 010 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 030 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 040 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

Figure 7.8.1: Loan by Class

Membership Type

▼

[Apply Filter](#)
[Show More Filter Options](#)

| 2 record(s) found. Currently displaying page 1 (20 record each page) | | | [Print Current Page] |
|--|-------------|-----------------|------------------------------|
| Member ID | Member Name | Membership Type | Export to spreadsheet format |
| 3456789Z | Arie N | Standard | |
| 123 | Hendro W | Standard | |

Figure 7.9.1: Member List Report

Member ID/Member Name

1 record(s) found. Currently displaying page 1 (20 record each page)

| Member ID | |
|--|--|
| Hendro W (123) E-mail: hendrowicaksono@yahoo.com - Phone Number: | |
| B00005 | Corruption and development : the anti-corruption campaigns |
| | Loan Date: 2012-03-24 Due Date: 2012-03-31 |

Figure 7.10.1: Loan list by Member

Member ID/Member Name

6 record(s) found. Currently displaying page 1 (20 record each page)

| Member ID | Member Name | Item Code | Title | Loan Date | Due Date | Loan Status |
|-----------|-------------|-----------|---|------------|------------|-------------|
| 123 | Hendro W | b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 2012-03-24 | 2012-01-31 | Returned |
| 123 | Hendro W | B00005 | Corruption and development : the anti-corruption campaigns | 2012-03-24 | 2012-03-31 | On Loan |
| 123 | Hendro W | B00010 | Linux in a Nutshell | 2012-03-23 | 2012-03-23 | Returned |
| 123 | Hendro W | b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 2012-03-23 | 2012-03-30 | Returned |
| 123 | Hendro W | B00010 | Linux in a Nutshell | 2012-03-23 | 2012-03-23 | Returned |
| 123 | Hendro W | b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | 2012-01-23 | 2012-02-23 | Returned |

Figure 7.11.1: Loan History Report

7.11 “Loan History” Menu

This contains reports/lists of library borrowing history for Members. In this menu there is a facility to sort and print. In this menu, filtering can also be done by writing the Member ID/Member Name, or by other filters. You do this by clicking `ShowMoreFilterOptions`

This feature also provides the facility to create a spreadsheet file download. Files can be obtained by clicking "Export to spreadsheet format".

The screenshot shows a web-based reporting interface. At the top, there is a green header bar labeled "Report Filter". Below it is a search bar with the placeholder "Member ID/Member Name" and two buttons: "Apply Filter" and "Show More Filter Options". A message indicates "1 record(s) found. Currently displaying page 1 (20 record each page)" with a "Print Current Page" button. The main content area has a header "Member ID" followed by a table row for "Hendro W (123)". The table includes columns for Member ID (b00008), Item Details (Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary), and Overdue Status (Overdue: 53 day(s)).

| | | |
|--------|---|--------------------|
| b00008 | Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary | Overdue: 53 day(s) |
| | Price: 0 | |

Figure 7.12.1: Overdue Report

7.12 “Overdued List” Menu

This contains reports/lists of overdue items borrowed by library members. In this menu there is a facility to sort and print.

7.13 “Staff Activity” Menu

This menu shows the activities of the library staff who have an account in the Senayan application. The information shown is the Username, Login Name, Bibliographic data entry, Items data entry , Member data entry, and Circulation. So this menu will make visible which staff did what, and how many times.

For accurate information, a filter is provided that lets us see the activity from a beginning to the end date (as defined).

7.14 “Visitor Statistic” Menu

This is a report that contains statistics of library visitors. This report contains Member Type, and the number of visits in each month in the year specified. Determination based on this year’s report can be done through the filter.

Activity Date From
2000-01-01

Activity Date Until
2012-03-24

1 record(s) found. Currently displaying page 1 (20 record each page)

| Real Name | Login Username | Bibliography Data Entry | Item Data Entry | Member Data Entry | Circulation Tasks |
|---------------|----------------|-------------------------|-----------------|-------------------|-------------------|
| Administrator | admin | 4 | 0 | 2 | 12 |

Figure 7.13.1: Staff Activity

Year

Visitor Count Report for year 2012

| Member Type | Jan | Feb | Mar | Apr | May |
|--------------------|-----|-----|-----|-----|-----|
| Standard | 0 | 0 | 2 | 0 | 0 |
| NON-Member Visitor | 0 | 0 | 3 | 0 | 0 |
| Total visit/month | 0 | 0 | 5 | 0 | 0 |

Figure 7.14.1: Visitor Statistic

7.15 “Visitor Statistic (by Day)” Menu

This is a report based on the number of visitors per weekday.

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A screenshot of a web-based visitor report for the year 2012. At the top left, there is a dropdown menu labeled "Year" with "2012" selected. Below it is a blue button labeled "Apply Filter". To the right, there are two buttons: "Visitor Report for year 2012" and "Print Current Page". The main area is a grid representing the month of December 2012. The columns are labeled Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday. The rows are labeled with dates: 4, 11, 18, 25 (Sunday); 5, 12, 19, 26 (Monday); 6, 13, 20, 27 (Tuesday); 7, 14, 21, 28 (Wednesday); 8, 15, 22, 29 (Thursday); and 9, 16, 23, 30 (Friday). The number "2" is highlighted in red in the bottom-right corner of the grid.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 |
| 25 | 26 | 27 | 28 | 29 | 30 |

Figure 7.15.1: Visitors by Day

7.16 “Visitor List” Menu

This report contains a list of names of library members or non-members who visit the library. This report contains information on the Member ID, Member Name, Member Type, Institution and Visit date.

A screenshot of the "Visitor List" menu. At the top, the title "Visitor List" is displayed in a blue header bar. Below it, a green bar contains the text "Report Filter". Underneath, there is a section for "Membership Type" with a dropdown menu set to "ALL". Below the dropdown are two buttons: "Show More Filter Options" and "Apply Filter". At the bottom of the page, a message states "3 record(s) found. Currently displaying page 1 (20 record each page)" followed by a "Print Current Page" link. A table displays the results with columns for Member ID, Visitor Name, and Membership Type. Two records are listed: one for Member ID 123 with Visitor Name Purwoko and Membership Type Standard, and another for Member ID 234 with Visitor Name Arie Nugraha and Membership Type Standard.

| Member ID | Visitor Name | Membership Type |
|-----------|--------------|-----------------|
| 123 | Purwoko | Standard |
| 234 | Arie Nugraha | Standard |

Figure 7.16.1: Visitor List

For a description of the missing features, please see the section “Absence.”

7.17 “Fines Report” Menu

This is a report based on the numbers of members fined each day.

The screenshot shows a web-based reporting interface for fines. At the top, there are dropdown menus for 'Year' (set to 2012) and 'Month' (set to Mar). Below these are buttons for 'Apply Filter' and 'Show More Filter Options'. A title bar reads 'Fines Count Report for year 2012, month 03' with links for 'Print Current Page'. The main area is a 7x7 grid representing the days of the month:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | 9000 |

Figure 7.17.1: Fines Report

7.18 “Due Date Warning” Menu

This report contains the items of the borrower that will be due within 3 days.

Due Date Warning

Report Filter

This report loan items which will due in 3 to 0 days

Member ID/Member Name

Record each page
20 Set between 20 and 200

Apply Filter **Show More Filter Options**

No Data

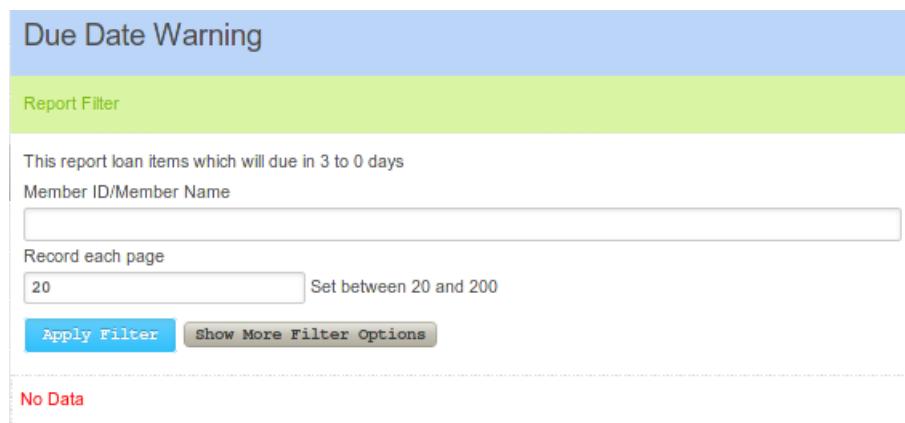


Figure 7.18.1: Due date Warning

Chapter 8

Serial Control

"Open Source is about respecting others peoples creation, sharing knowledge , and trying not to use piracy program" (Arie Nugraha)

Serial Control has been implemented since Senayan3-Stable10. This feature is used to manage a collection of serials/magazines/publications subscribed to by the library. The Serial Control Module supports the library to manage more than one copy subscription (from more than one vendor) for each magazine title. Serial Control functions can be accessed via the Administration menu by clicking on Serial Control.

The Serial Control Module will run if bibliographic data is subscribed for magazine titles. The information that distinguishes between magazine bibliographic data and other document types is the frequency/time the serial is published. If there is no bibliographic data in a table that indicates the frequency, this functionality will not work.

The initial view of the module when activated will show a list of magazines that include titles owned by the library and the publication frequency. Improvement to a serial's bibliographic data is possible by clicking the series title. A bibliographic data window will appear to allow for editing.

To display a list of subscriptions, use the folder icon (with magnifier) to the right of the list.

To use KARDEX you should start by doing initialising first. Initializing the data for the arrival of subscribed magazine is intended to identify the initial number of items expected to be received, and the estimated arrival time of the item/issue. Click the icon in the top right corner (with a + sign) to start initialization of the KARDEX list.

- Subscription Start: fill in the date the subscription will start to be received at the library.
- Total Exemplar Expected: enter the total number you expect to receive in a period of a subscription. E.g to subscribe for a year on a monthly

Serial Title
Jurnal Ilmu Perstakaan (Weekly)
CLOSE

| | | | |
|--------------------------|---|-----------------------------------|------------------------------------|
| Subscription Start* | : | <input type="text"/> | <input type="button" value="..."/> |
| Total Exemplar Expected* | : | <input type="text" value="1"/> | |
| Period Name* | : | <input type="text"/> | |
| Subscription Notes | : | <input type="text"/> | |
| GMD | : | <input type="text" value="Text"/> | <input type="button" value="..."/> |

Figure 8.0.1: Making KARDEX

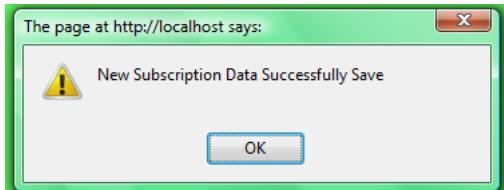


Figure 8.0.2: Kardex storage

basis insert 12.

- Period Name: Name the subscription period to provide differentiation between periods. Also give a name to distinguish copy subscription one, a second subscription, and so on.
- Subscription Notes: Insert important or useful notes on the subscription.
- GMD: if necessary, replace it with the appropriate GMD of the item to be subscribed
- Click 'Save' to store data initialization.

If the KARDEX data storage process is successful, the following window will be displayed. Click 'OK' to return subscription list for the title question.

Commence entering KARDEX information.

When serials/magazines subscribed to arrive at the library, open the KARDEX list by clicking the "View / Edit KARDEX Detail".

The screenshot shows a software interface titled 'Serial Title' for 'Jurnal Ilmu Perpustakaan (Weekly)'. A red 'CLOSE' button is at the top right. Below it are three buttons: 'Delete Selected Data', 'Check All', and 'Uncheck All'. A table header row has columns for 'DELETE', 'EDIT', and 'Period Name'. Under 'Period Name', there is a single entry: 'Tahun 2012' with a blue edit icon. Below the table are three more buttons: 'Delete Selected Data', 'Check All', and 'Uncheck All'.

Figure 8.0.3: KARDEX stored

The screenshot shows a software interface titled 'Serial Title' for 'Jurnal Ilmu Perpustakaan (Weekly)'. A red 'CLOSE' button is at the top right. Below it is a 'Save' button. The main area is titled 'Kardex Detail for subscription Tahun 2012'. It contains two rows of date input fields. The first row has a '+' icon and a calendar icon. The second row has a calendar icon and a date field containing '2013-01-01'. At the bottom is a 'Save' button.

Figure 8.0.4: Kardex form

SLiMS KARDEX provides 4 columns of information: 1. The Expected arrival date is automatically filled in during KARDEX initialization. If required, this date can be fixed by clicking on the calendar icon 2. Fill in the "Date Received" with the date the library received the magazine. 3. The sequence number of the magazine received. 4. Notes - If necessary, this can be used to identify who receives the edition, when, and the condition of the documents received etc. Click the 'Save' and 'CLOSE' to update the date received and continue with another new edition of magazine titles.

Note: Do not forget to click the 'Save' when changing data in KARDEX. If not, changes that have been made will be ignored.

Chapter 9

System

The library is an arena of possibility, opening both a window into the soul and a door onto the world. –Rita Dove

The System Module consists of:

9.1 “System Configuration” Menu

Using this form you can make changes to the global preferences in Senayan applications, such as: Library Name, Public Template (of the OPAC display), Default Application Language, Admin Template (Admin view), Number of Collections to Show in OPAC Result List (number of titles that will be displayed on every page in the OPAC), Show Promoted Titles at Homepage (showing title in the home page), Disable/Enable Quick return (to allow the return of items with a quick method), Enable/Disable Loan Limit Overrride (ability for staff to override limits), Disable/Enable XML details in the OPAC, Disable/Enable XML results in the OPAC, Allow (allow) or Forbid (forbid) visitors/users to download the file attachment in the OPAC, Enable Search Spellchecker for checking keywords (this feature uses the Enchant library - lease read Tips and Tricks), Session Login Timeout, and Barcode Encoding. In this menu too, we can see which version of Senayan we are using.

Show Promoted Titles at Homepage Module Feature on this system: if the check box is checked, the front of the OPAC display will be blank, unless there is a set of bibliographic data to display on the front page. See the Add New Bibliography menu in the bibliography module.

Commencing with Senayan3-stable11, there is a feature to specify the date of loan and for return, manually. This feature can be enabled through the System Configuration Module, using the setting for Loan and Due Date Manual Change (Enable/Disable). (This feature is accessed in the Circulation Module)

| | | |
|--|---|---------------------------------------|
| Senayan Version | : | SLiMS 7 (Cendana) |
| Library Name | : | Senayan |
| Library Subname | : | Open Source Library Management System |
| Public Template | : | default |
| Admin Template | : | meranti |
| Default App. Language | : | English |
| Number Of Collections To Show In OPAC Result List | : | 10 |
| Show Promoted Titles at Homepage | : | <input type="checkbox"/> Yes |
| Quick Return | : | Enable |
| Print Circulation Receipt | : | Don't Print |
| Loan and Due Date Manual Change | : | Enable |
| Loan Limit Override | : | Disable |
| Ignore Holidays Fine Calculation | : | Disable |
| OPAC XML Detail | : | Enable |
| OPAC XML Result | : | Enable |
| Enable Search Spellchecker | : | Enable |

Figure 9.1.1: Senayan Global Configuration

| Content | | | |
|--|-------------------------------------|--------------------------------|-----------------------|
| Search : <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Delete Selected Data"/> <input type="button" value="Check All"/> <input type="button" value="Uncheck All"/> | | | |
| DELETE | EDIT | Content Title | Path (Must be unique) |
| <input type="checkbox"/> | <input type="button" value="edit"/> | SDC | sdc |
| <input type="checkbox"/> | <input type="button" value="edit"/> | Lisensi SLiMS | lisensi_slims |
| <input type="checkbox"/> | <input type="button" value="edit"/> | Tentang SLiMS | about_slims |
| <input type="checkbox"/> | <input type="button" value="edit"/> | Model Pengembangan Open Source | opensource |
| <input type="checkbox"/> | <input type="button" value="edit"/> | Modul yang Tersedia | modul_tersedia |
| <input type="checkbox"/> | <input type="button" value="edit"/> | Welcome To Admin Page | adminhome |
| <input type="checkbox"/> | <input type="button" value="edit"/> | Library Information | libinfo |

Figure 9.2.1: Default Content Menu configuration

9.2 “Content” Menu

This menu is used to change the appearance of the Senayan application content . By default, views that already exist and can be modified in this menu are: Homepage info, located at the front of the OPAC [displayed when “Home” is clicked]; Welcome to Admin page, [the initial display when entering the Admin menu (Senayan Management Console)]; Help On Usage, [accessed from the OPAC]; and Library Information, [also accessed from the OPAC].

Please see the URL for displaying the content, above.

Consider a path created for the new content that is 'librarian'. To display this content with librarians path, then we need to write the url:

`http://localhost/slims5_meranti/index.php?p=librarian`

We can create the navigation to this URL in the OPAC by editing the template.

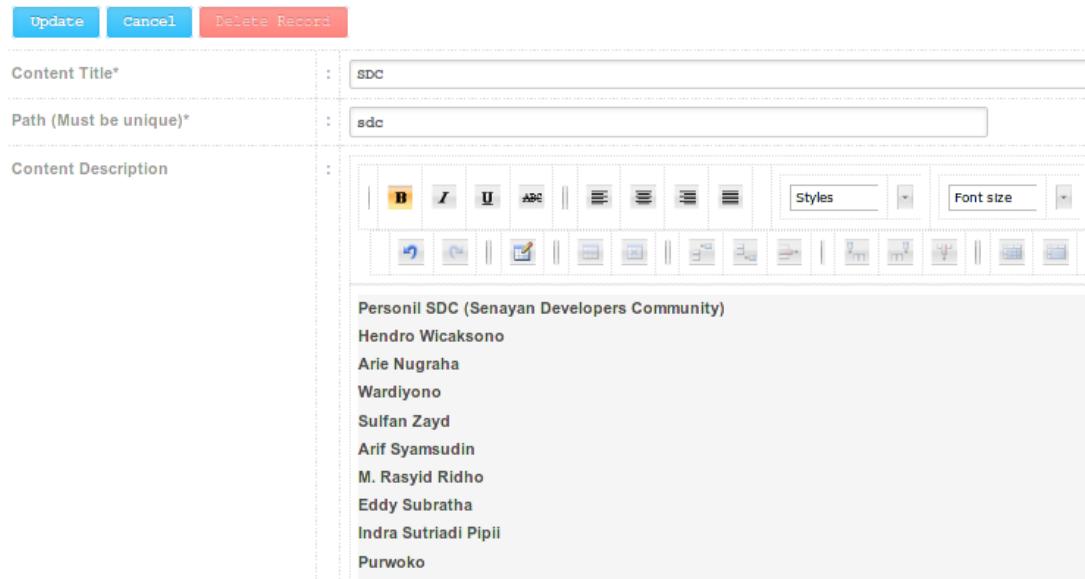


Figure 9.2.2: Adding Content

9.3 “Biblio Indexes” Menu

This menu is used to index the bibliographic databases used by SLiMS. Given this indexing, the search performance of SLiMS will be improved .

There are three functions in this menu:

- Emptying the index: to clear the existing index results
- Re-Create Index: to re-index the database of bibliographic data
- Update the index: to index new bibliographic data that has not yet been indexed.

9.4 “Modules” Menu

Provides the functions of Module List (listing existing modules), Search (search for a module), Edit and Delete Modules, and Add New Module (add a module).

To add a module, the module folder must already be placed in the folder admin/modules/. Then click the Add New Modules, fill in the information of the new module, namely: Module Name (the name of the module), Module Path (path/location of the module), Module Description (brief description of the module), and then click “Save”.



Figure 9.2.3: The appearance of the new content

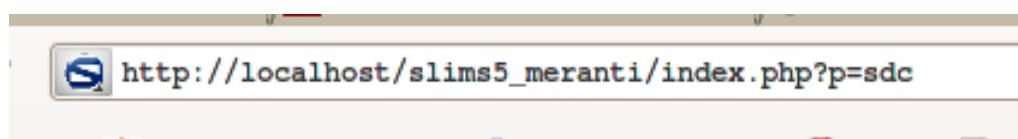


Figure 9.2.4: The URL to display the content (adjust according to your version)

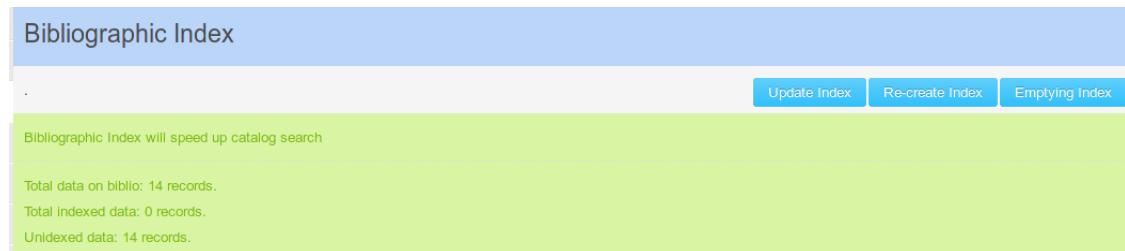


Figure 9.3.1: Bibliographic Index System Module

| DELETE | EDIT | Module Name | Module Description |
|-------------------------------------|------|----------------|--|
| <input type="checkbox"/> | | bibliography | Manage your bibliographic/catalogue data |
| <input type="checkbox"/> | | circulation | Module for doing library items circulation |
| <input type="checkbox"/> | | master_file | Manage your referential data that |
| <input type="checkbox"/> | | membership | Manage your library membership |
| <input type="checkbox"/> | | reporting | Real time and dynamic report ab |
| <input type="checkbox"/> | | serial_control | Serial publication management |
| <input type="checkbox"/> | | stock_take | Ease your pain in doing library s |
| <input checked="" type="checkbox"/> | | system | Configure system behaviour, use |

Figure 9.4.1: Module List

The screenshot shows a web-based application interface for adding new modules. The top navigation bar includes a folder icon, the title 'MODULES - Add New Modules Modules List', and a 'Search' bar with a placeholder 'Search :'. Below the search bar is a large blue 'Save Changes' button. The main content area contains three data entry fields, each preceded by a bold label and a colon. The first field is 'Module Name*', the second is 'Module Path*', and the third is 'Module Description'. Each label has a corresponding multi-line text input field below it. At the bottom of the form is another blue 'Save Changes' button.

Figure 9.4.2: Add New Module

9.5 “Librarian and System Users” Menu

A facility to determine which users can access the system, according to their permissions. These users will be able to perform a login according to their username and password respectively. This menu contains the options: Add New User (adding users), Users List (list of users), Search (search for a user), Edit and Delete user. To add a new user, click Add New User, and then fill in the Login Username, Real Name, Groups (that they will belong to), and Password.

A facility to determine which users can access the system according to their own right. The user will be able to login according to his username and password, respectively. In this menu there are several facilities: Add New User (adding users), Users List (see the list of users), Search (search user), edit and delete user. To add a new user, click Add New User, then fill in the Login Username, Real Name, Groups (User Type), and Password. In addition, there are facilities to upload photos of librarians and enter librarians social media addresses and email address.

The profile of each librarian will be usually displayed on the OPAC page unless a modified template is used.

9.6 “User Groups” Menu

A facility to define Groups of Users. In this you can create groupings of your system users and grant read (Read) or Write (Write) permissions for the Senayan modules. Each user can be placed in more than one group.

| | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|----------|---------------------------------------|---------|--------------------------------------|----------|---------------------------------------|--------|-------------------------------------|-----------|--|--------------|---|---------|--------------------------------------|------|-----------------------------------|--------|---|-----------|----------------------|
| Login Username* | : | <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| Real Name* | : | <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| User Type* | : | <input type="text" value="Librarian"/> | | | | | | | | | | | | | | | | | | | | |
| E-Mail | : | <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| Social Media | : | <table><tr><td>Facebook</td><td><input type="text" value="Facebook"/></td></tr><tr><td>Twitter</td><td><input type="text" value="Twitter"/></td></tr><tr><td>LinkedIn</td><td><input type="text" value="LinkedIn"/></td></tr><tr><td>Reddit</td><td><input type="text" value="Reddit"/></td></tr><tr><td>Pinterest</td><td><input type="text" value="Pinterest"/></td></tr><tr><td>Google Plus+</td><td><input type="text" value="Google Plus+"/></td></tr><tr><td>YouTube</td><td><input type="text" value="YouTube"/></td></tr><tr><td>Blog</td><td><input type="text" value="Blog"/></td></tr><tr><td>Yahoo!</td><td><input type="text" value="Yahoo! Messenger"/></td></tr><tr><td>Messenger</td><td><input type="text"/></td></tr></table> | Facebook | <input type="text" value="Facebook"/> | Twitter | <input type="text" value="Twitter"/> | LinkedIn | <input type="text" value="LinkedIn"/> | Reddit | <input type="text" value="Reddit"/> | Pinterest | <input type="text" value="Pinterest"/> | Google Plus+ | <input type="text" value="Google Plus+"/> | YouTube | <input type="text" value="YouTube"/> | Blog | <input type="text" value="Blog"/> | Yahoo! | <input type="text" value="Yahoo! Messenger"/> | Messenger | <input type="text"/> |
| Facebook | <input type="text" value="Facebook"/> | | | | | | | | | | | | | | | | | | | | | |
| Twitter | <input type="text" value="Twitter"/> | | | | | | | | | | | | | | | | | | | | | |
| LinkedIn | <input type="text" value="LinkedIn"/> | | | | | | | | | | | | | | | | | | | | | |
| Reddit | <input type="text" value="Reddit"/> | | | | | | | | | | | | | | | | | | | | | |
| Pinterest | <input type="text" value="Pinterest"/> | | | | | | | | | | | | | | | | | | | | | |
| Google Plus+ | <input type="text" value="Google Plus+"/> | | | | | | | | | | | | | | | | | | | | | |
| YouTube | <input type="text" value="YouTube"/> | | | | | | | | | | | | | | | | | | | | | |
| Blog | <input type="text" value="Blog"/> | | | | | | | | | | | | | | | | | | | | | |
| Yahoo! | <input type="text" value="Yahoo! Messenger"/> | | | | | | | | | | | | | | | | | | | | | |
| Messenger | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | |
| User Photo | : | <input type="text"/> Browse... Maximum 500 KB or take a photo <input type="button" value="Load Camera"/> Ratio: <input type="text" value="2x3"/> Format: <input type="text" value="PNG"/> <input type="button" value="Capture"/> <input type="button" value="Reset"/> | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |

Figure 9.5.1: Add User

User Group

Search : Search

Delete Selected Data Check All Uncheck All

| DELETE | EDIT | Group Name |
|--------------------------|---|-------------------|
| <input type="checkbox"/> |  | pustakawan |
| <input type="checkbox"/> |  | staf administrasi |

Delete Selected Data Check All Uncheck All

Figure 9.6.1: Example of Senayan groups

The screenshot shows a 'HOLIDAY SETTING' page. At the top, there's a small calendar icon and a clock icon. Below them are three blue links: 'Set holiday', 'Special holiday', and 'Add Special holiday'. The main area contains seven checkboxes, each with a day of the week and a corresponding radio button to its left. The days listed are Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Below these checkboxes is a 'Save Settings' button.

Figure 9.7.1: Set Holiday

The screenshot shows a form titled 'Add Special Holiday'. It has three input fields: 'Holiday Date Start' with value '2012-03-01', 'Holiday Date End' with value '2012-03-08', and 'Holiday Description*' with value 'Liburan Semester'. Each input field has a small calendar icon to its right. Below the form is a 'Save' button.

Figure 9.7.2: Add Special Holiday

9.7 “Holiday Setting” Menu

A facility to determine days off, where the library is not open for service. Defining these holidays will effect calculation of weekdays the library is active/open, and fine calculation. There are two types of holidays that can be defined in this menu, regular days off (Monday till Sunday) and special holidays (defined by date, month and year).

To Set Holidays, librarians just choose the day(s) that is a routine holiday.
In Add Special Holiday, librarians can determine the date, month, year and

The form consists of a header with a dropdown menu set to 'Medium'. Below this is a 2x2 grid of input fields. The first row contains 'B100' and 'B564'. The second row contains 'B102' and 'B203'. To the right of each input field is an empty rectangular box. At the bottom left is a blue button labeled 'Generate Barcodes'.

Figure 9.8.1: Form for creating barcode(s)

description of the holiday. In addition, Special Holidays can also be configured with a range of time-off (from the start date until the date of completion of holidays).

9.8 “Barcode Generator” Menu

A facility to create barcodes.

Enter the code that will be made into a barcode in the columns on the screen. Determine the size of the barcode (Small, Medium, or Big), and click the Generate Barcode. Then it will be seen in the form of a barcode , in Html and can be printed in a printer. The default encoding used is barcode 128B. You can modify this barcode encoding in the Senayan global configuration file , `sysconfig.inc.php`.

Find the line that reads:

```
$sysconf['barcode_encoding'] = '128B';
```

Change the value of type 128B to the encoding you want. Make sure the images directory is writable by the web server.

Note:

The characters that can be processed in the Barcode Generator are limited to the alphanumeric character set.



Figure 9.8.2: Resulting barcodes from Barcode Generator

9.9 “System Log” Menu

This is a menu to view the recorded processes conducted by the Senayan system. Records that are produced list Time, Location (module name), and Message (description). Messages that appear in the System Logs include Who (User/Administrator), conducted what ,and where.

When the Senayan application has been used, it will automatically log the Senayan work and the log size and load will also increase. Therefore, the system log menus, also contains the facility to SAVE LOGS TO FILES. This process will save the existing log, and then we clean the screen with a click on CLEAR LOGS.

9.10 “Database Backup” Menu

A facility to backup the Senayan database . To be able to back up, the mysqldump file path must be defined. The trick is to edit the file `sysconfig.inc.php`. Find the line that reads:

```
$sysconf['mysqldump'] = '/usr/bin/mysqldump';
```

and replace `/usr/bin/mysqldump` with the location of the mysqldump binary on the server computer. After the mysqldump path has been set accurately, click Start New Backup and Senayan will back up automatically. The format of backup files created by Senayan is .sql in layout and named according to the

| System Log | | |
|---------------------|-------------|--|
| Search : | | <input type="button" value="Search"/> |
| Time | Location | Message |
| 2012-03-24 12:20:27 | system | Administrator add new group (Sirkulasi) |
| 2012-03-24 12:20:15 | system | Administrator add new group (Pustakawan) |
| 2012-03-24 12:14:22 | system | Administrator add new content (SDC) with contentname () |
| 2012-03-24 12:09:04 | stock_take | Stock Take Re-Synchronization |
| 2012-03-24 12:06:54 | stock_take | Stock Take ERROR : Item Code B00989 doesnt exists in stock take data. Invalid Item |
| 2012-03-24 12:06:49 | stock_take | Stock Take ERROR : Item Code B00090 doesnt exists in stock take data. Invalid Item |
| 2012-03-24 12:05:35 | stock_take | Administrator initialize stock take (Tahun 2012) from address 127.0.0.1 |
| 2012-03-24 12:04:18 | stock_take | Administrator finish stock take (2012) from address 127.0.0.1 |
| 2012-03-24 11:49:20 | stock_take | Administrator initialize stock take (2012) from address 127.0.0.1 |
| 2012-03-24 11:47:34 | circulation | Administrator return item (b00008) with title (Cathedral and the Bazaar: Musings on Lin OVERDUED for 53 days(s) with fines value of477000 Item b00008 is being reserved by member (345)) with Quick Return method |

Figure 9.9.1: System Logs

creation date- for example: `backup_20080501_123106.sql`. This Backup file name means: made on the 1st of the month 5-year 2008, at 12:31:06.

Note: to do this backup, the mysql database user must have the right to LOCK TABLES

Chapter 10

Master Files

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 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.

SUBJECT -

Search :

You are going to edit Subject data : Paleontology
Last Update2012-03-23

| | | |
|---------------------------------------|---------------------------------------|--|
| <input type="button" value="Update"/> | <input type="button" value="Cancel"/> | <input type="button" value="Delete Record"/> |
| Subject* | : | Paleontology |
| Classification Code | : | 560 |
| Subject Type | : | Topic |
| Authority Files | : | DDC ed.21 |

Figure 10.0.1: Master File-Subject

- 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.

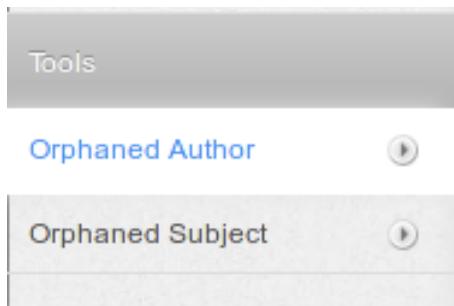


Figure 10.0.2: Orphaned Feature

Chapter 11

OPAC (Online Public Access Catalog)

The library is not only a diary of the human race, but marks an act of faith in the continuity of humanity. –Vartan Gregorian

The OPAC (Online Public Access Catalog), is a search tool that is targeted at the user. The OPAC in Senayan consists of Simple Search , Advanced Search , Library Information (information about the library), Help on Search, and Librarian login. In the Simple Search, the search can be done by typing a keyword (title, author, subject ...) in the field provided. In Advanced Search, there are three columns, namely search: Title particular, specific Author, ISBN/ISSN and special Subject. To narrow the search, provide the optional Location, Collection Type and GMD. Information contained in Library Information can be tailored to libraries/institutions by editing file `libnfo.inc.php` located in the `/lib` folder. As for changing Help on Search, this is done by editing the file `help.inc.php` located in the `/lib` folder. The initial view of search results in the OPAC loads bibliographic picture/image, title and author. In addition, it is coupled with the Detail button (to see detail bibliographic data) and XML (for XML format). The Detail view, includes the information: Title , Edition, Call Number, ISSN/ISBN, Author, Topics, Classification, Series, Title, GMD, Language, Publisher, Publish Year, Publish place, Collation, Abstract/Notes, File Attachment, Availability (availability: contains item location information , and if the item is available), It also features Topics and Author document linkages. So when we click on Topics or Author in the Detail view, the OPAC will display documents with the same topic or author.

In the OPAC also, there is the capacity to change the interface language. The Senayan OPAC has an increasing number of languages of instruction, including Arabic, Bahasa Indonesia, English, German, Persian, Bengali and Spanish.



Figure 11.0.1: Language choices in the OPAC

A screenshot of the Senayan Open Source Library Management System OPAC. The top navigation bar includes links for Facebook, Twitter, YouTube, Github, Forum, and a search icon. On the right, there are links for "Select Language" (set to English), Home, Library Information, Member Area, Librarian, Help On Search, and Librarian LOGIN. The main search interface features a title input field and a "Search" button. Below this are fields for "Author(s)", "Subject(s)", and "ISBN/ISSN", each with dropdown menus for "GMD", "Collection Type", and "Location". At the bottom of the search form is a link for "Advanced Search". The background of the page has a green, nature-themed design.

Figure 11.0.2: OPAC

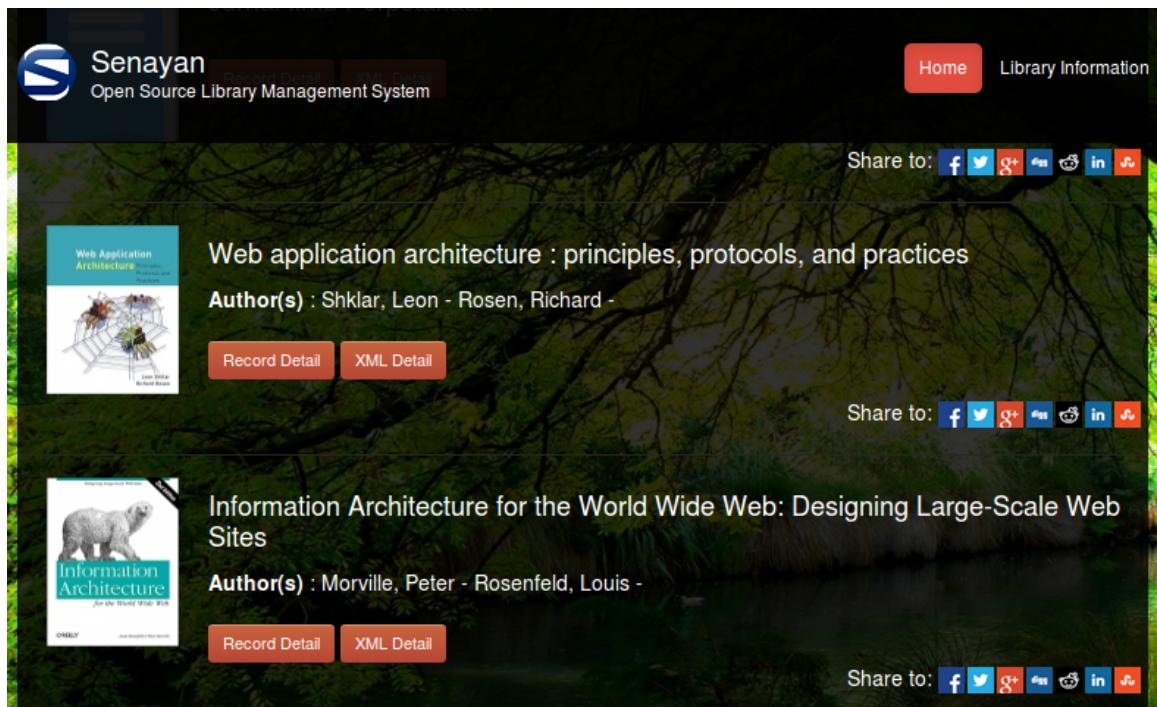


Figure 11.0.3: Catalog list

Slims OPAC is now able to display a variety of features to social media.

In the OPAC with the default template is also provided views "promote" collection. Collections are displayed is a collection of bibliographic be set to "Show Promote"

11.1 Calling RSS (Really Simple Syndication)

RSS is a feature that can show information collection at SLiMS and tacked on another application. RSS SLiMS can be accessed via the URL:`http://host/folder-slims/index.php?rss=true` or by clicking the RSS logo on the default template OPAC page.

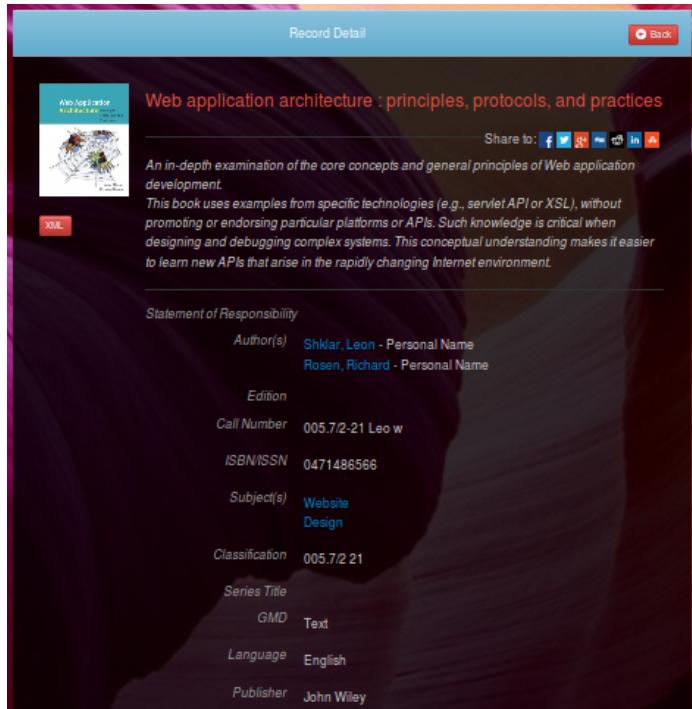


Figure 11.0.4: Catalog detail

```
-<modsCollection xsi:schemaLocation="http://www.loc.gov/mods/v3 http://www.loc.gov/standards/mods/v3/mods-3.3.xsd">
-<mods ID="11" version="3.3">
-<titleInfo>
  <title>Information Architecture for the World Wide Web:</title>
  <subTitle>Designing Large-Scale Web Sites</subTitle>
-</titleInfo>
-<name type="Personal Name" authority="">
  <namePart>Morville, Peter</namePart>
  -<role>
    <roleTerm type="text">Primary Author</roleTerm>
  </role>
-</name>
-<name type="Personal Name" authority="">
  <namePart>Rosenfeld, Louis</namePart>
  -<role>
    <roleTerm type="text">Additional Author</roleTerm>
  </role>
-</name>
-<typeOfResource manuscript="yes" collection="yes">mixed material</typeOfResource>
-<genre authority="marcgt">bibliography</genre>
-<originInfo>
  -<place>
    <placeTerm type="text">Cambridge, Mass</placeTerm>
  </place>
  <publisher>O'Reilly</publisher>
  <dateIssued>2002</dateIssued>
  <issuance>monographic</issuance>
  ....
```

Figure 11.0.5: OPAC XML

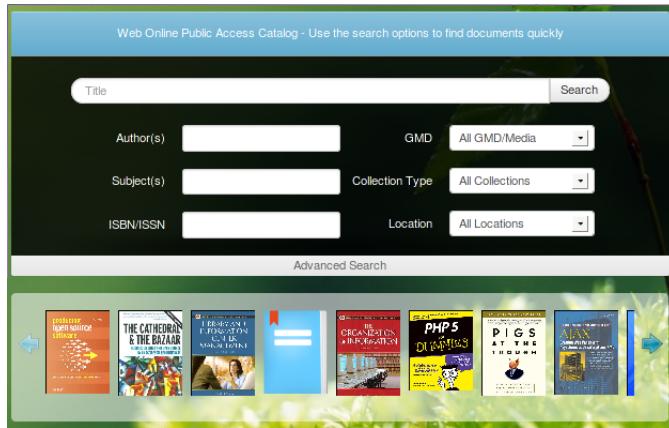


Figure 11.0.6: OPAC: Show Promoted

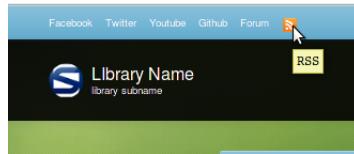


Figure 11.1.1: OPAC: RSS

11.2 Using the Voice Search feature

Using Voice on SLiMS can only be done if the browser used is Google Chrome. In addition, the SLiMS server must be connected to the internet and there must be a microphone on the computer being used. If these conditions are met, then in the Search box that is opened when using Chrome, a picture of a microphone will be displayed. Please click on the picture of the microphone and say the search words you are looking for.

11.3 Keyword suggestion feature using Enchant library

This feature is useful, when we incorrectly spell keywords in the Search box of the OPAC. If this happens, then SLiMS will present suggestions for the word we may mean. For this feature to be active, then the server must have `php-enchant` installed and be connected to the internet.

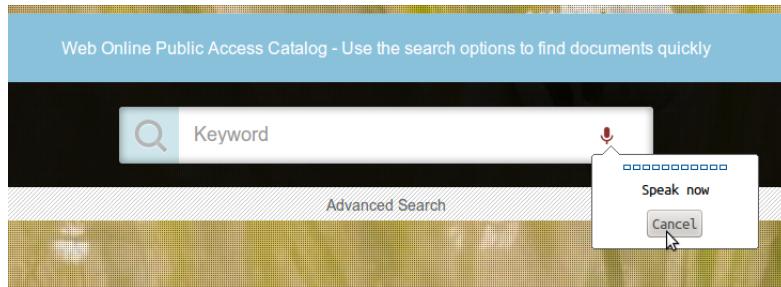


Figure 11.2.1: OPAC: Voice Search

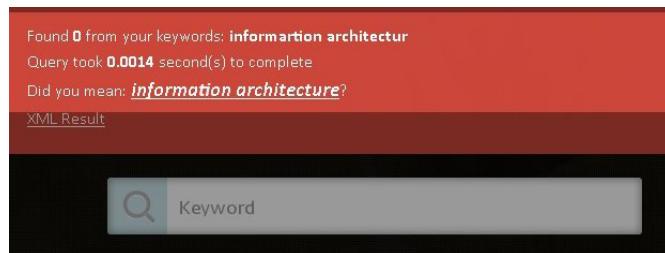


Figure 11.3.1: OPAC: Auto-correct

11.4 Custom Field Record List

In Senayan stable8, facilities were added to customise appearance and add a record field . This addition can be done by editing the file `custom_frontpage_record.inc.php` contained in the OPAC template folder . So if you want to change the view provided, and you are using the default template, you should edit the file `custom_frontpage_record.inc.php` existing in `/templates /default/`. The contents of this file are:

```
// change "0" value to "1" to enable field
// $custom_fields['edition'] = array(1, lang_mod_biblio_field_edition);
$custom_fields['edition'] = array(0, lang_mod_biblio_field_edition); ->
to show edition
$custom_fields['isbn_issn'] = array(0, lang_mod_biblio_field_isbn); ->
to display the ISBN
$custom_fields['collation'] = array(0, lang_mod_biblio_field_collation); ->
to show collation
$custom_fields['series_title'] = array(0, lang_mod_biblio_field_series); ->
to show series
$custom_fields['call_number'] = array(1, lang_mod_biblio_field_call_number); ->
to show call number
```

The trick is to change the number 0 to number 1 for the extra field(s) you wish displayed in the OPAC

11.5 Display Multimedia

Multimedia files which are uploaded in the Bibliography module will be displayed in the Senayan OPAC module. Here is an example of an .flv file

11.6 Display PDF Streaming

Commencing with Stable13, Senayan has supported the viewing of document attachments in the form of streaming. To display these, the required Flash Player/plugin must be installed on the browser used.

11.7 Boolean Logic in the OPAC

Commencing with Senayan3-stable10, the OPAC search system supports boolean logic. In the search process the operators OR, NOT and AND can be used.

For example: subject = politic NOT politics, the result is politic without invoking politics. Title=web AND Author=Leon , the result is a collection of titles containing the string “web”, and by author “Leon”.

11.8 Member Area

Commencing with Senayan3-Stable12, Senayan has a Member Area feature. The big change in the Member Area occurred in Stable 15/Matoa. In this feature members can log in using their member ID and password previously determined by the librarian in the member data record. In Stable12 when members login, members can view the collection on loan to them, and change their password. But with this expanded facility in Stable15/Matoa, downloading of a loan list, download of rental history list, and booking via email are all possible.



Figure 11.5.1: Multimedia Display

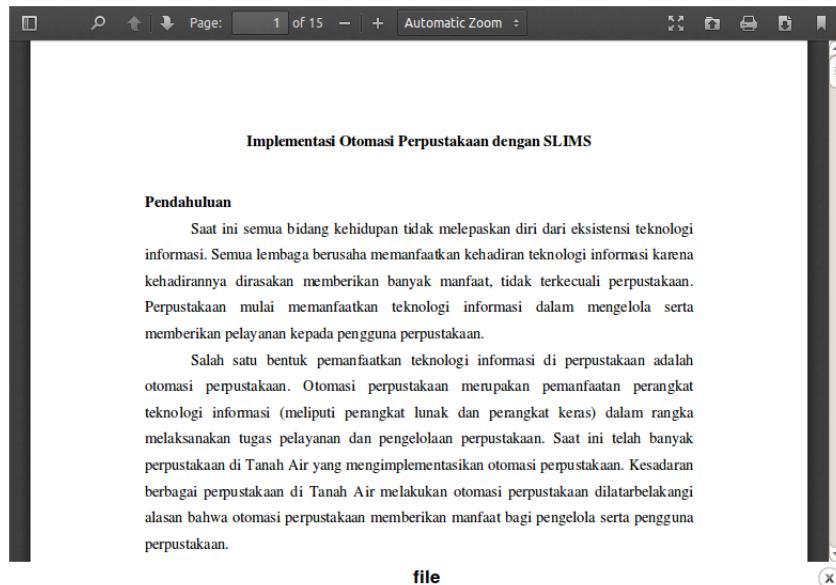


Figure 11.6.1: PDF Streaming Display

A screenshot of an Online Public Access Catalog (OPAC) search results page. At the top right, there is a link labeled "Advanced Search". The main message says "Found 1 from your keywords: title=web AND author=leon". Below this, it states "Query took 0.01185 second(s) to complete". The search result is displayed below. It shows the cover of the book "Web application architecture : principles, patterns, and practices" by Leonid Shklar and Richard Rosen. The title and author information are highlighted in yellow. At the bottom of the result card, there are two buttons: "Record Detail" and "XML Detail".

Figure 11.7.1: Boolean Logic

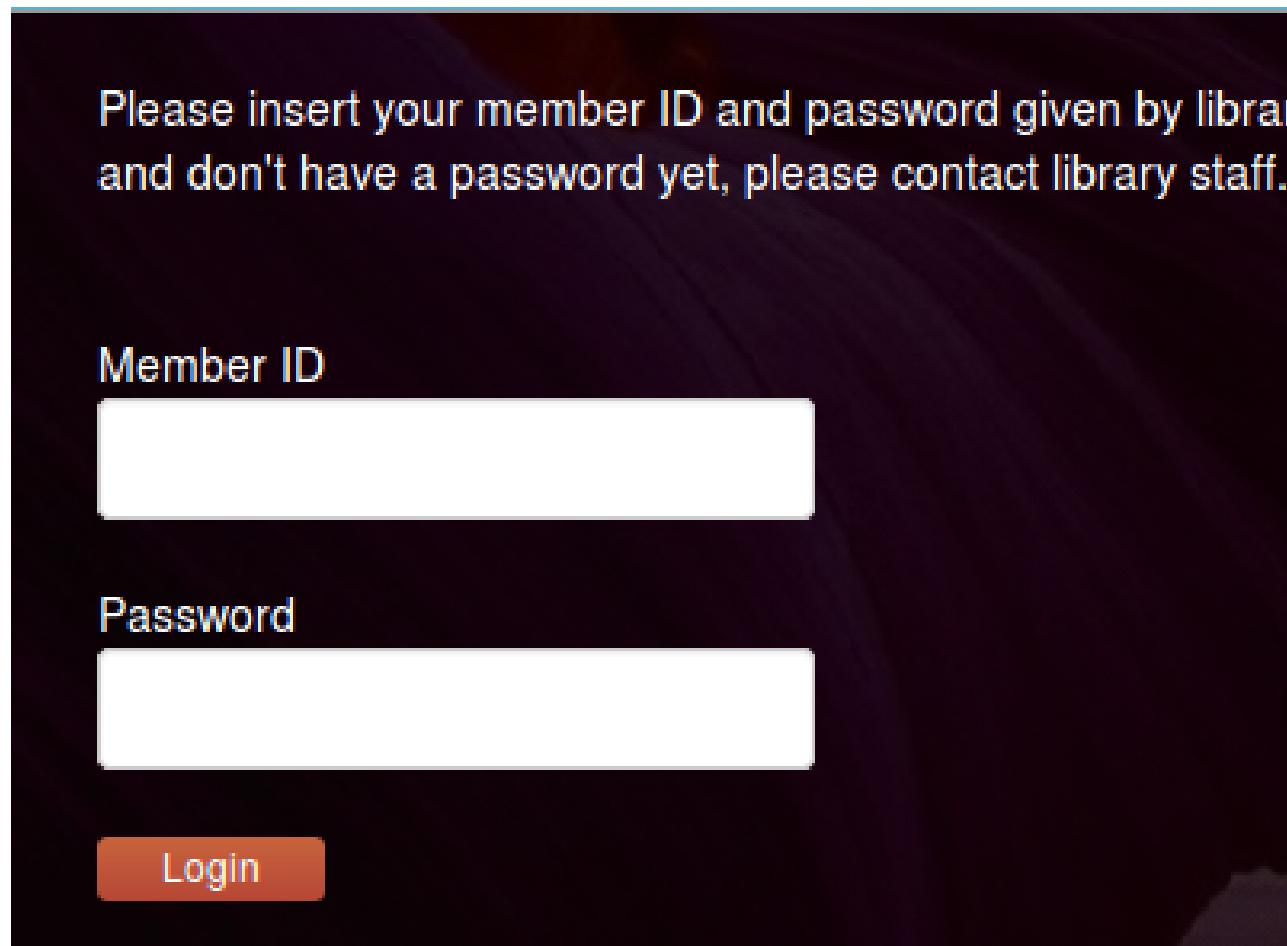


Figure 11.8.1: Member Login Menu Display

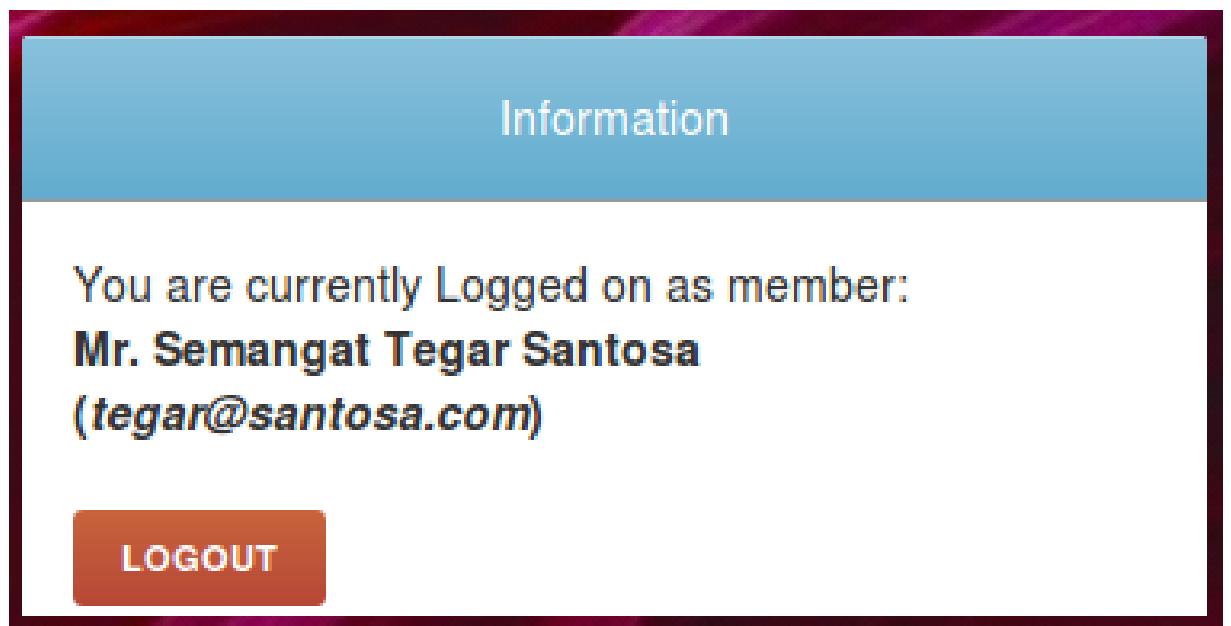


Figure 11.8.2: Member Login/logout Display

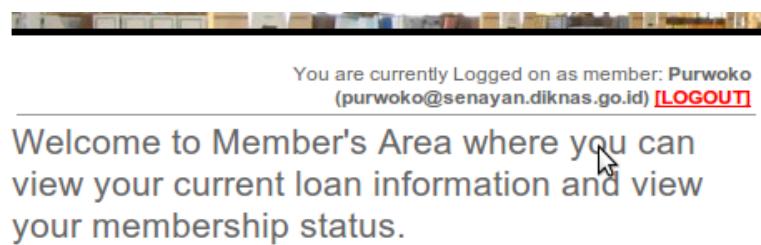


Figure 11.8.3: Tampilan identitas Anggota yang Log-in

Member Detail

| | |
|---|-------------------------------|
| <i>Member Name</i> Mr. Semangat Tegar Santosa | <i>Member ID</i> 1234 |
| <i>Member Email</i> tegar@santosa.com | <i>Member Type</i> Standard |
| <i>Register Date</i> 2013-11-23 | <i>Expiry Date</i> 2014-11-23 |
| <i>Institution</i> Kemdikbud | |

Your Current Loan

2 item(s) currently on loan | [Download All Current Loan](#)

| Item Code | Title | Loan Date | Due Date |
|-----------|---|------------|------------|
| b00001 | Ajax : creating Web pages with asynchronous JavaScript and XML | 2013-11-23 | 2013-11-30 |
| b00002 | PostgreSQL : a comprehensive guide to building, programming, and administering PostgreSQL databases | 2013-11-23 | 2013-11-30 |

Your Loan History

2 item(s) loan history | [Download All Loan History](#)

| Item Code | Title | Loan Date | Return Date |
|-----------|---|------------|-------------|
| b00001 | Ajax : creating Web pages with asynchronous JavaScript and XML | 2013-11-23 | 2013-11-23 |
| b00002 | PostgreSQL : a comprehensive guide to building, programming, and administering PostgreSQL databases | 2013-11-23 | 2013-11-23 |

Figure 11.8.4: Member Information, Loan and borrowing history + download list

Your Loan History

4 item(s) loan history | [Download All Loan History](#)

| Kode Koleksi | Judul | Tanggal Pinjam | Return Date |
|--------------|---|----------------|-------------|
| glb05212 | Principles of sedimentology and stratigraphy | 2010-01-21 | 2010-01-21 |
| glb05212 | Principles of sedimentology and stratigraphy | 2010-01-21 | 2010-01-21 |
| P1 | | 2010-01-21 | 2010-01-21 |
| glb00004 | Megatrends 2000 : sepuluh arah baru untuk tahun 1990-an | 2009-10-27 | 2010-01-18 |

Keranjang Judul Anda

Tidak Ada Data

Ubah Password

| | |
|----------------------|----------------------|
| Password Saat Ini | <input type="text"/> |
| Password Baru | <input type="text"/> |
| Konfirmasi Password | <input type="text"/> |
| Ubah Password | |

Figure 11.8.5: Historical lending information , Title basket and Password change

Your Loan History

4 item(s) loan history | [Download All Loan History](#)

| Kode Koleksi | Judul | Tanggal Pinjam | Return Date |
|--------------|---|----------------|-------------|
| glb05212 | Principles of sedimentology and stratigraphy | 2010-01-21 | 2010-01-21 |
| glb05212 | Principles of sedimentology and stratigraphy | 2010-01-21 | 2010-01-21 |
| P1 | | 2010-01-21 | 2010-01-21 |
| glb00004 | Megatrends 2000 : sepuluh arah baru untuk tahun 1990-an | 2009-10-27 | 2010-01-18 |

Keranjang Judul Anda

Tidak Ada Data

Ubah Password

| | |
|----------------------|----------------------|
| Password Saat Ini | <input type="text"/> |
| Password Baru | <input type="text"/> |
| Konfirmasi Password | <input type="text"/> |
| Ubah Password | |

Figure 11.8.6: Informasi Sejarah peminjaman, keranjang judul dan ubah password

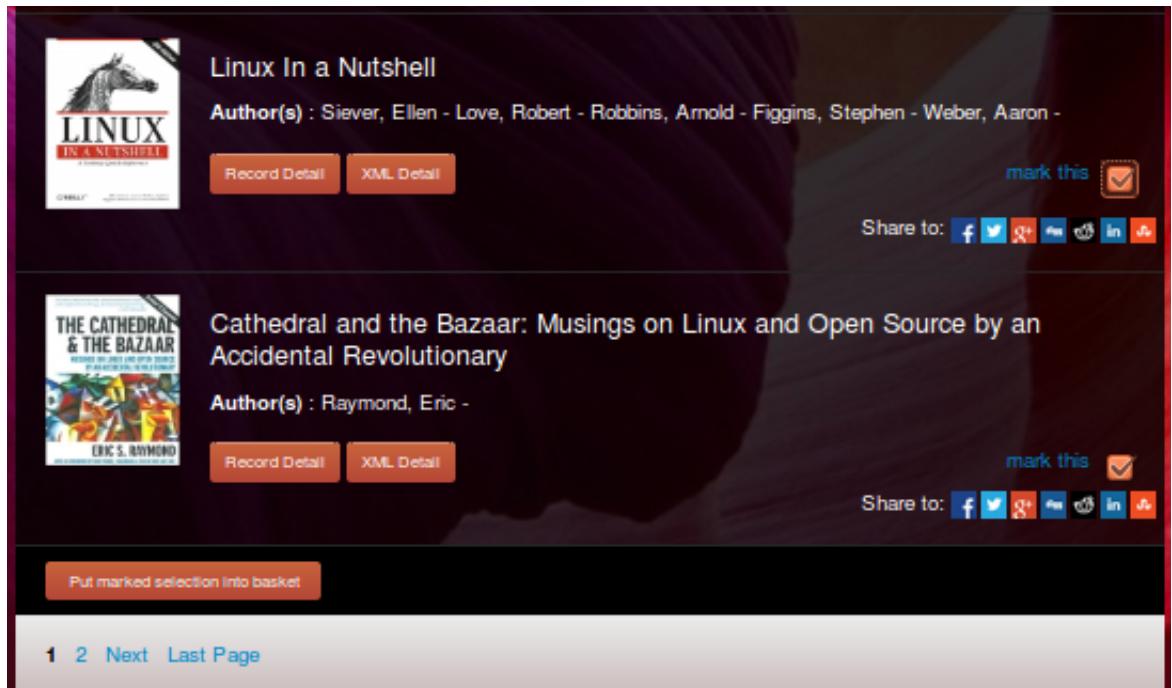


Figure 11.8.7: Filling Title Basket

In addition to Loan summaries and download facilities, there is a feature called Title Basket. This basket can be filled according to titles and will attract members in the message.

The method of filling it is by heading to the OPAC page, and displaying a catalog list.

A display similar to above appears, if you login as a member and do a search. To select a title, please tick the box at the end of each title, then click "Put marked selection into basket". The results are as follows.

To send requests to the Librarian, please click "Reserve added to the basket." Then if successful a message will appear as follows¹:

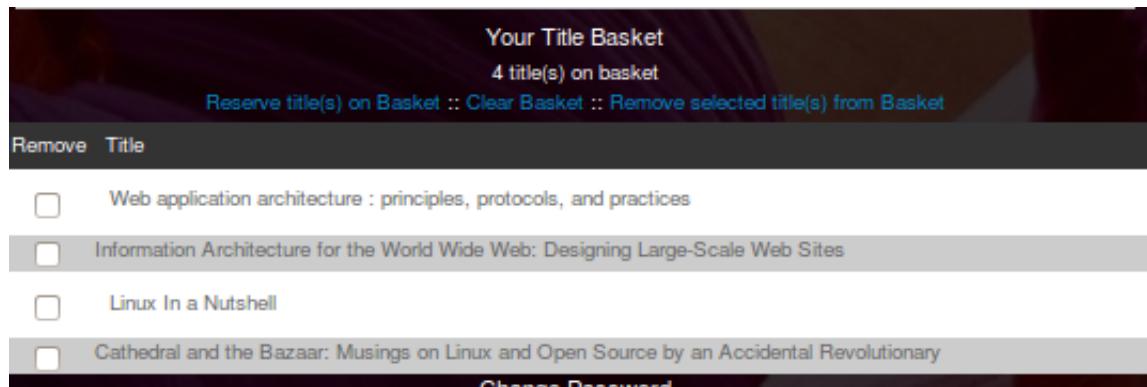


Figure 11.8.8: Your Title Basket contents

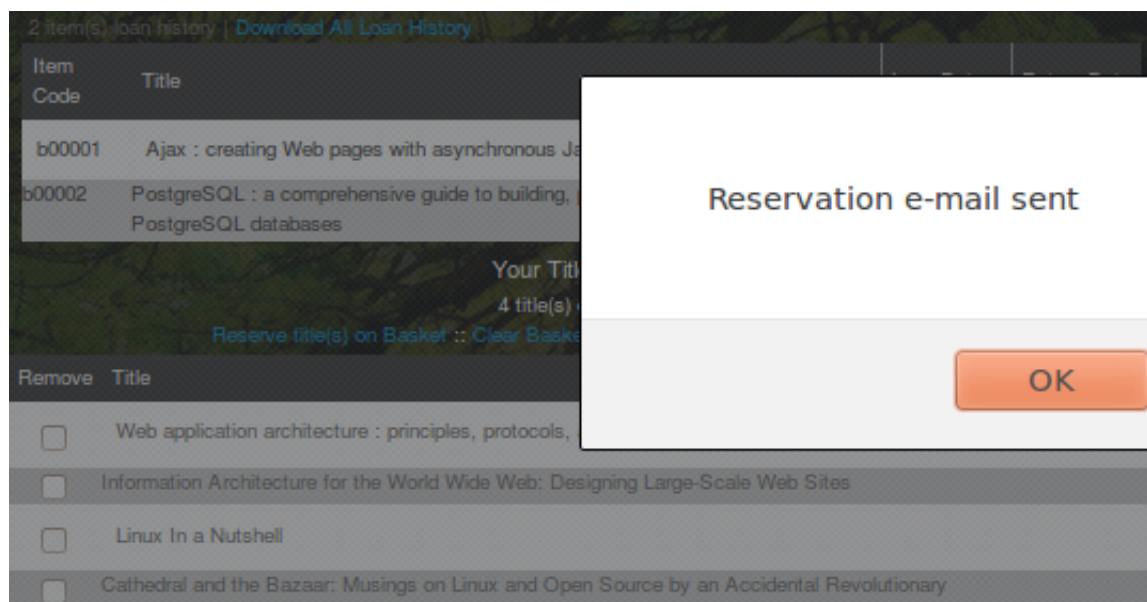


Figure 11.8.9: Requests sent to librarians e-mail

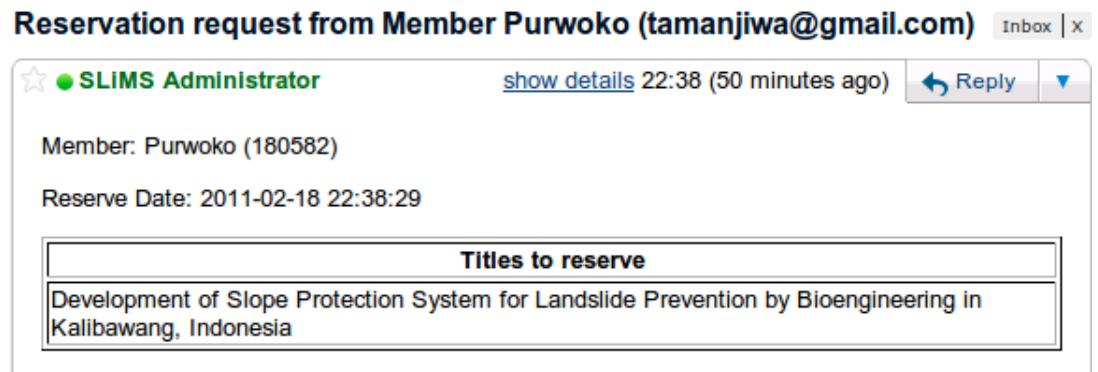


Figure 11.8.10: Requests received in librarians e-mail

Librarians will receive a submission email as follows:

11.9 Comment on Bibliography feature

This feature is used to provide comments on the bibliography. If a member wishes to provide a comment on a title they must first login.

11.10 Show a Librarian's Profile

To display the Librarian profile page, simply select "Librarian" on the OPAC (when using the Cendana default template).

¹Requests for delivery go via email: please see the email settings in the Tips and Tricks section - Setting up email server.

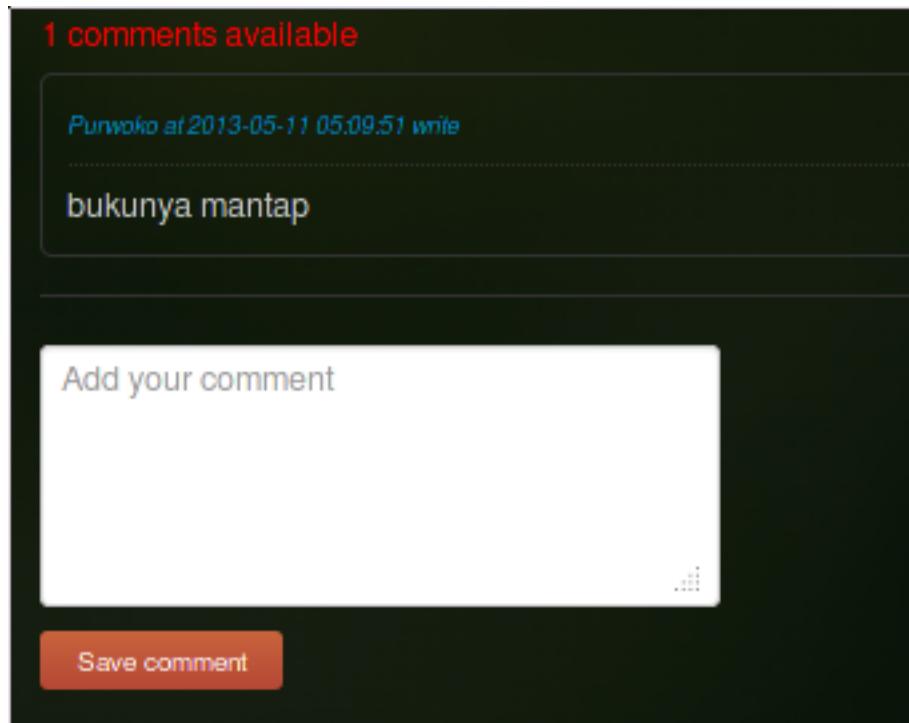


Figure 11.9.1: OPAC comment

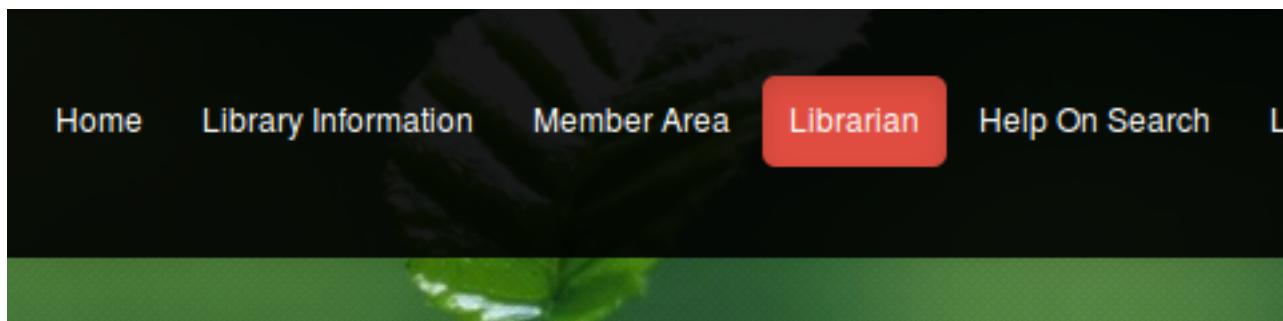


Figure 11.10.1: OPAC - show Librarian profile

The image shows a screenshot of an OPAC (Online Public Access Catalog) application. At the top, there is a blue header bar with the word "Librarian" in white text. Below the header, there are two profiles, each consisting of a small portrait photo on the left and a list of information on the right.

Profile 1 (Top):

- Name:** Arie Nugraha
- Position:** Librarian
- E-Mail:** dicarve@gmail.com
- Social:**
 - Facebook: dicarve
 - Twitter: dicarve
 - Google Plus+: dicarve
 - YouTube: dicarve
 - Blog: dicarve.blogspot.com
 - Yahoo! Messenger: dicarve

Profile 2 (Bottom):

- Name:** M. Rasyid Rido
- Position:** Librarian
- E-Mail:** rasyid.rido@slims.web.id
- Social:**
 - Facebook: M. Rasyid Rido

Figure 11.10.2: OPAC - Librarian profiles

Presence Module (Library Visitor Count)

This module is accessed through this URL (adjust to your own SLiMS address):

`http://localhost/slisms7_cendana/?p=visitor`

The module displays are as follows:

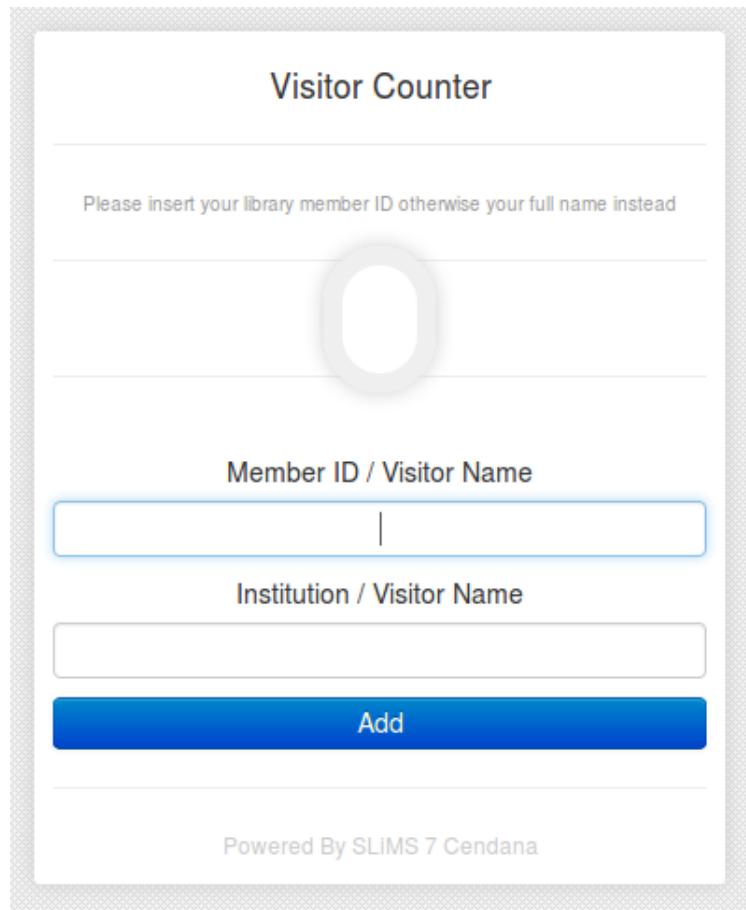


Figure 11.10.3: Visitor Counter Display

Visitors to the library can be divided into 3 categories: Members who have registered and are still active, inactive registered members (membership card expired), and visitors who are not members/unregistered.

If you are already registered, then simply put visitors data in the column above Member ID and press Enter or click Add. Then the data is already stored

as 1x visit complete with time and date of visit. If members are not active (but registered), the system will tell members that their membership has expired . If they are not a registered member, then they have to manually enter their name and institution (mandatory).

For the safety and validity of the visitor attendance, the Visitor Counter can be set for only computers with certain Internet Protocol addresses to access. This setting is contained in a file called `visitor.inc.php` which located in the folder

`/slims7_cendana/lib/contents/visitor.inc.php.`

The script is as follows:

```
$allowed_counter_ip = array('127.0.0.1');
```

In the script above, 127.0.0.1 (which is the localhost address) is an IP address which is allowed to access the visitor counter. If there is more than one computer then the computer IP address in question must be pre-loaded in the script above. For example, to allow computers with the IP addresses 10.45.1.1, 10.45.1.2 and 10.45.1.3, the script is written:

```
$allowed_counter_ip = array('10.45.1.1', '10.45.1.2','10.45.1.3');
```

The report can be seen in the Visitor sections of the Reporting module.

However, access to the Server IP will be disturbed if you use a proxy browser. Therefore, you may remove the proxy settings to the SLiMS server.

Chapter 12

Tips and Tricks

Knowledge is free at the library. Just bring your own container. - Unknown

12.1 Enabling Spellchecker

Spell Check is a feature available in the SLiMS OPAC , which can facilitate using the right keyword, if our spelling is incorrect. To enable this feature, make sure the settings in the System module have the SpellCheck enabled.



Figure 12.1.1: Enable Spellcheck

Also, make sure your SLiMS Server has Enchant library installed, and is connected to the internet.

12.2 Enabling Webcam

Webcams can be used to take a photo instantly and store the data in SLiMS. Some modules that have this feature are: Add member, and System Users. To activate this module, make sure the following line in the file `sysconfig.inc.php` is true.

```
/* WEBCAM feature */  
$sysconf ['webcam'] = true;
```

12.3 Enabling Scanner

This feature is used to scan the book cover image in the menu of Add/Edit a Bibliography.

To enable this feature, make sure the following line in the file `sysconfig.inc.php` is true.

```
/* SCANNER feature */
$sysconf ['scanners'] = true;
```

12.4 Changing the OPAC Template

This feature is used to scan the book cover image in the menu of Add/Edit a Bibliography.

To enable this feature, make sure the following line in the file `sysconfig.inc.php` is true.

```
/* SCANNER feature */
$sysconf ['scanners'] = true;
```

12.5 OAI-PMH Service

OAI-PMH has been present in SLiMS since SLiMS-5. With this facility, an OAI Server with an interest in the data of a library using SLiMS can retrieve data (harvest/harvesting). For example, in order to join the portal Garuda <http://garuda.kemdiknas.go.id>.SLiMS library users , can upgrade SLiMS to SLiMS-5 so that the Garuda server can easily retrieve data automatically. OAI-PMH has multiple functions / capabilities, including:

----- *Not yet filled*

The way to enable/use this service is:

1. Install/Upgrade your SLiMS to SLiMS-5 Meranti
 2. Verify SLiMS OPAC can be accessed via the internet
 3. Setting OAI-PMH features that 'enable' value to = "true". This setting is in file `sysconfig.inc.php`
-
1. Convey the OAI-PMH service URL to stakeholders. The URL is:
`http://slimsmainsdomainname/oai.php?verb=ListRecords&metadataPrefix=oai_dc`

```
// OAI-PMH settings
$sysconf['OAI'][enable] = false;
$sysconf['OAI'][identifierPrefix] = 'oai:slims/';
$sysconf['OAI'][Identify][baseURL] = 'http://$_SERVER[SERVER_NAME].:';
$sysconf['OAI'][Identify][repositoryName] = 'SLiMS Senayan Library Manager';
$sysconf['OAI'][Identify][adminEmail] = 'admin@slims.web.id';
$sysconf['OAI'][Identify][granularity] = 'YYYY-MM-DDThh:mm:ssZ';
$sysconf['OAI'][Identify][deletedRecord] = 'transient';
$sysconf['OAI'][Identify][metadataPolicy] = '';
$sysconf['OAI'][listRecords][RecordPerSet] = '100';
$sysconf['OAI'][MetadataFormats][Dublin Core] = array(
    'oai_prefix' => 'oai_dc',
    'schema_xsd' => 'http://www.openarchives.org/OAI/2.0/oai_dc.xsd',
    'namespace' => 'http://www.openarchives.org/OAI/2.0/oai_dc/');

```

Figure 12.5.1: Setting OAI in file `sysconfig.inc.php`

```
- <OAI-PMH xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/ http://www.openarchives.org/OAI/2.0/OAI-PMH.xsd">
  <responseDate>2012-03-24T20:51:57Z</responseDate>
  <request verb="ListRecords" metadataPrefix="oai_dc">http://localhost:80/oai.php</request>
  <ListRecords>
    <record>
      <header>
        <id>oai:slims:19</id>
      </header>
      <metadata>
        <oai_dc>
          <xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/oai_dc http://www.openarchives.org/OAI/2.0/oai_dc.xsd">
            <dc:title>
              Album musikal laskar pelangi: original cast recording
            </dc:title>
            <dc:publisher>Miles Production</dc:publisher>
            <dc:date>2010</dc:date>
            <dc:hasVersion/>
            <dc:language/>
            <dc:medium>Sound Recording</dc:medium>
            <dc:format>Sound Recording</dc:format>
            <dc:extent>1 sound disc : digital ; 4 3/4 in.</dc:extent>
            <dc:description>Indonesian popular songs from cast recording.</dc:description>
            <dc:abstract>Indonesian popular songs from cast recording.</dc:abstract>
            <dc:subject>2001-2010</dc:subject>
            <dc:subject>SDC 07541</dc:subject>
            <dc:identifier/>
            <dc:identifier/>
          </oai_dc>
        </metadata>
      </record>
```

Figure 12.5.2: SLiMS OAI-PMH URL

12.6 Integration of SLiMS OPAC and Drupal

This is how to enable the SLiMS-Drupal module in your Drupal installation :

1. The Drupal module can be tried by downloading the module file:
<http://slims.web.id/download/>
2. Extract, and put in the directory `sites/all/modules` in Drupal and then enable the module from within Drupal administration.
3. Once enabled do not forget to enter the URL:
<http://localhost/drupal/admin/settings/slms> to configure your Base URL

The SLiMS-Drupal module is a module that integrates your Drupal installation with the SLiMS installation. That way, you will have a more comprehensive site for library needs that you manage online.

Enjoy! Do not forget, if you find a bug in this module, please report it immediately to the developer through the SLiMS user forum, <http://slims.web.id/forum>

12.7 Size settings, barcode labels, note cards and borrowing members

Setting the size of barcodes and labeling can be done by editing the file `printed_settings.inc.php`, located in:

`/slims7_cendana/admin/admin_template/` (please adjust to the version of SLiMS you are using)

In this file the lines of code are as follows:

```
// label print settings
/* measurement in cm */
$page_width = 50;
$page_height = 30;
$page_margin = 0.2;
$items_per_row = 3;
$items_margin = 0.05;
$box_width = 8;
$box_height = 3.3;
$include_header_text = 1; // change to 0 if dont want to use header
in each label
$header_text = ""; // keep empty if you want to use Library Name
as a header text
// item barcode print settings
```

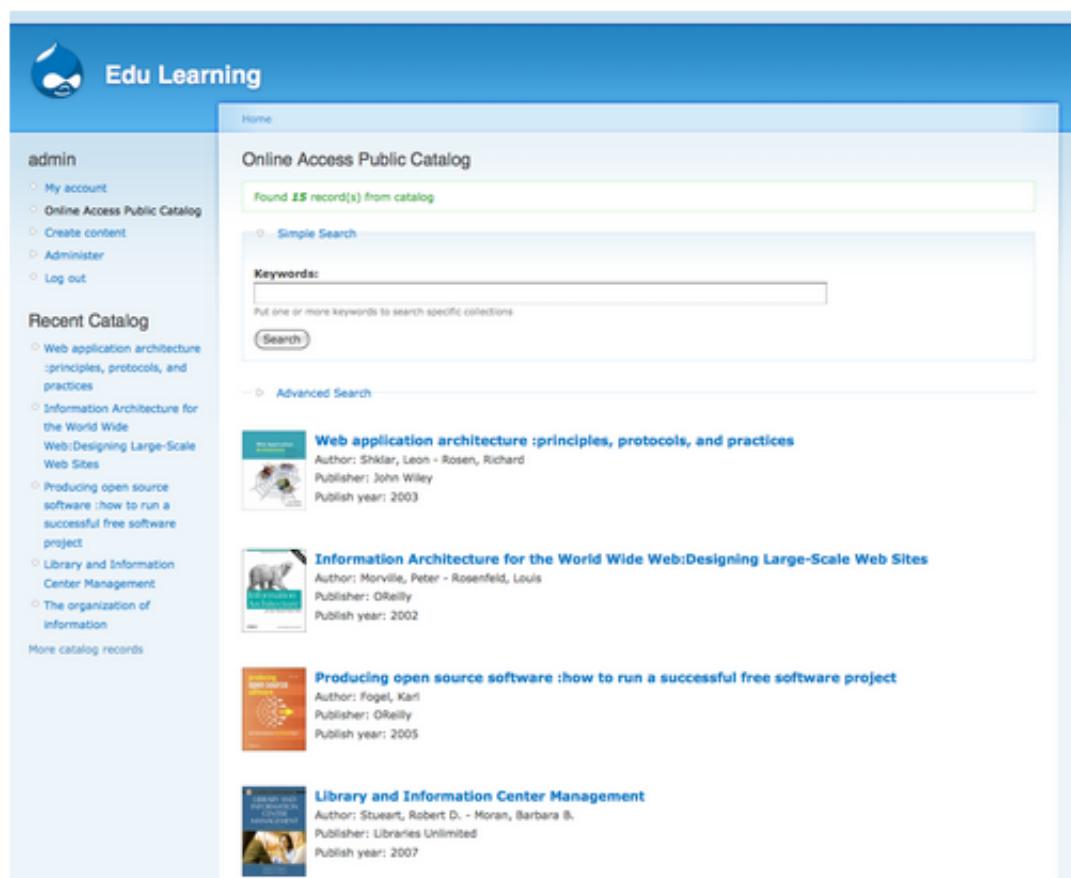


Figure 12.6.1: SLiMS Drupal

```

/* measurement in cm */
$barcode_page_width = 50;
$barcode_page_height = 30;
$barcode_page_margin = 0.2;
$barcode_items_per_row = 3;
$barcode_items_margin = 0.1;
$barcode_box_width = 7;
$barcode_box_height = 5;
$barcode_include_header_text = 1; // change to 0 if dont want to
use header in each barcode
$barcode_cut_title = 50; // maximum characters in title to appear
in each barcode. change to 0 if you dont want the title cutted
$barcode_header_text = ""; // keep empty if you want to use Library
Name as a header text
// member card print settings
/* measurement in cm */
$card_page_width = 50;
$card_page_height = 50;
$card_page_margin = 0.2;
$card_items_per_row = 2;
$card_items_margin = 0.1;
$card_box_width = 11;
$card_box_height = 6;
$card_header_text = $sysconf['library_name'];
$card_photo_width = 3;
$card_photo_height = 3;
// barcode generator print settings
$barcodegen_page_width = 29.7;
$barcodegen_page_height = 21;
$barcodegen_page_margin = 0.2;
$barcodegen_items_margin = 0.05;
$barcodegen_include_border = 0;
/* Receipt Printing */
$receipt_width = '15cm';
$receipt_font = 'serif';
$receipt_color = '#000';
$receipt_margin = '5px';
$receipt_padding = '5px';
$receipt_border = '1px dashed #000';
$receipt_fontSize = '7pt';
$receipt_header_fontSize = '8pt';
$receipt_titleLength = 100;
?>

```

If you want the settings for the barcode, label and members card to differ in each template, then you can copy the file `print_settings.inc.php` into each admin template and change it according to your tastes.

| Indexes: ? | | | | |
|---|----------|-------------|--------|---|
| Keyname | Type | Cardinality | Action | Field |
| PRIMARY | PRIMARY | 16 | | biblio_id |
| references_idx | INDEX | None | | gmd_id publisher_id language_id publish_place_id |
| classification | INDEX | None | | classification |
| notes_ft_idx | FULLTEXT | None | | notes |
| title_ft | FULLTEXT | None | | title |
| Create an index on <input type="text" value="1"/> columns <input type="button" value="Go"/> | | | | |

Figure 12.9.1: Deleting index title_ft

12.8 Size settings, barcode labels, note cards and borrowing members

In Meranti, no additional barcode maker, that Zend Barcode. to Zend activate barcode, please open file `sysconfig.inc.php`, and locate the line:

```
/ / Zend Barcode Engine
$sysconf ['zend_barcode_engine'] = false;
```

Please change the false to be true, and you can try to make the barcode as how to create a barcode before.

12.9 Searching in the OPAC with keywords of at least 3 letters?

1. Open the `my.ini` file located at `/mysql/my.ini` At line 43 enter the following script:

```
ft_min_word_len=3
```

1. Then save the file and restart the mysql server.
 2. Open the Senayan database with `phpmyadmin`.
 3. Click `biblio` table, then see the Indexes on the bottom. You will find the keyname `title_ft` the title field. Clear lines by clicking X.
-
1. Then in the "Create an index on" field, enter 1 and click Go, A display appears as follows:

Figure 12.9.2: MySql Index Additions

Figure 12.9.3: Results of MySql Index Additions

1. Fill in the blank field above to become like this:

You needed to change, as above, : Index name, Index type and Field. Click SAVE. Restart your Mysql and then Senayan OPAC is able to search by 3 character keywords.

12.10 Tutorial on Upgrading a Senayan Library Application

At this time, the Senayan Developer Community team will provide tips and tricks on how to upgrade from older versions of Senayan to the latest version. Please note that on the date 13 March 2008, Senayan was released to the public and named development Senayan3-Stable1. Up to this now there have been releases through to Stable10. There have been lots of bug fixes, improvements, and additional features included in the current module now released. So the question arises, what if we have used an old Senayan version , and want to upgrade to the latest version? In the following we give tips and tricks for upgrading old Senayan versions to the latest version.



Figure 12.10.2: Choose Senayan database

First, please note that upgrading Senayan should be gradual and sequential. For example, if we had used Senayan3-Stable1, then an upgrade to Senayan3 Stable9 should be done in accordance with the sequential version level above it. This means doing an upgrade from Stable1 to Stable2 first, then going to Stable3 and so on, until the Stable9.

Secondly, here are the ways of technically upgrading:

- Upgrade using phpmyadmin
- 1. Open your browser, and type the address <http://localhost/phpmyadmin>

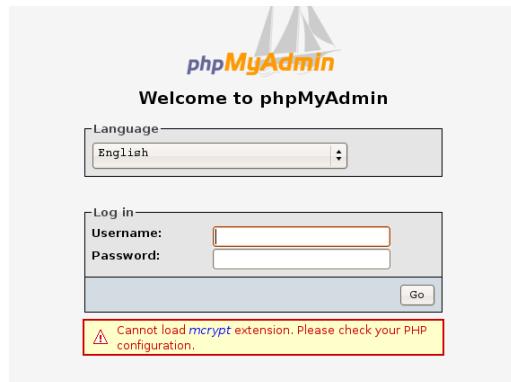


Figure 12.10.1: Open phpmyadmin

2. Enter your username and password.
3. Select the Senayan database by clicking the database name.
4. Click Import tab .
5. Click browse.

Server: localhost > Database: senayan

The screenshot shows the phpMyAdmin interface for the 'senayan' database. The 'Import' tab is highlighted in red. Below it, a table lists six tables: backup_log, biblio, biblio_attachment, biblio_author, biblio_topic, and content. Each table has columns for Action, Records, Type, and Collation.

| Table | Action | Records ¹ | Type | Collat |
|-------------------|--------|----------------------|--------|-----------------|
| backup_log | | 122 | MyISAM | utf8_unicode_ci |
| biblio | | 6,782 | MyISAM | utf8_unicode_ci |
| biblio_attachment | | 33 | MyISAM | utf8_unicode_ci |
| biblio_author | | 9,865 | MyISAM | utf8_unicode_ci |
| biblio_topic | | 5,153 | MyISAM | utf8_unicode_ci |
| content | | 4 | MyISAM | utf8_unicode_ci |

Figure 12.10.3: Choose Import tab

Server: localhost > Database: senayan

The screenshot shows the 'Import' tab settings. It includes fields for 'Location of the text file' (with a 'Browse...' button), 'Character set of the file' (set to 'utf8'), and 'Partial import' options (checkbox for allowing interruption and a field for skipping records).

Figure 12.10.4: Click Browse

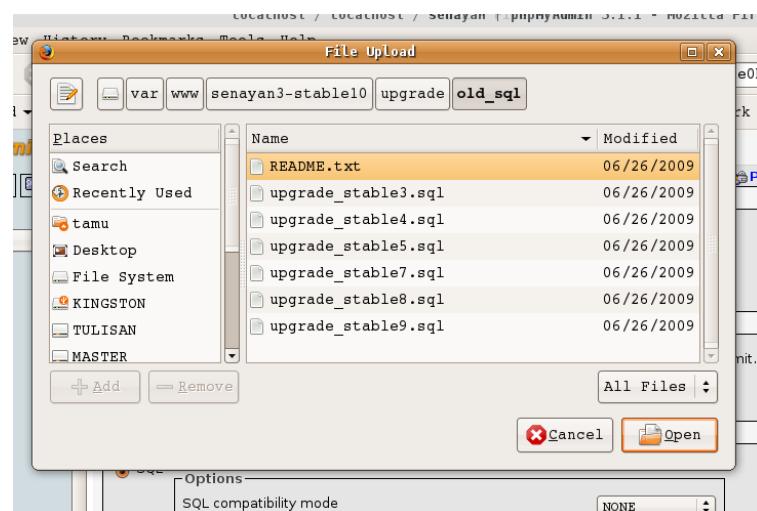


Figure 12.10.5: Select the data to upgrade

```

/* DATABASE CONNECTION config */
// database constant
// change below setting according to your database configuration
define('DB_HOST', 'localhost');
define('DB_PORT', '3306');
define('DB_NAME', 'senayan');
define('DB_USERNAME', 'root');
define('DB_PASSWORD', 'admin');
// we prefer to use mysqli extensions if its available
if (extension_loaded('mysqli')) {
    /* MYSQLI */
    $dbs = @new mysqli(DB_HOST, DB_USERNAME, DB_PASSWORD, DB_NAME,
    if (mysqli_connect_error()) {
        die('<div style="border: 1px dotted #FF0000; color: #FF0000
    }
}

```

Figure 12.10.6: Edit sysconfig.inc.php

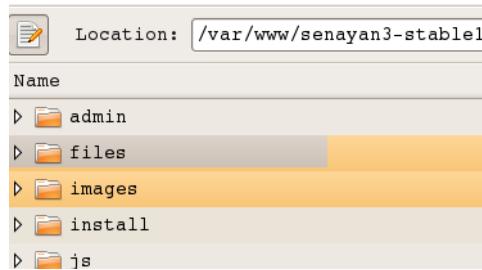


Figure 12.10.7: Copy FILE and IMAGES folders

6. Locate file `upgrade_stable3.sql` (if you are using Senayan3-Stable2) and locate the file `upgrade_stable4.sql` (if you are using Senayan3-Stable4), (etc) . The file is located in the path `../upgrade/old_sql/..`
7. Then click Go.
8. Repeat steps No. 6 and 7 until the `upgrade_stable10_patch1.sql`.
9. Then re-do the editing in the file `sysconfig.inc.php` which is in Senayan3-Stable9. and adjust the configuration to match `sysconfig.inc.php` in the old Senayan version you are using. Also customize the file location for your `mysqldump` (also in file `sysconfig.inc.php`).
10. Copy and paste the images and files that exist in the old Senayan version (which you are currently using) to the latest Senayan version .
11. Open a new browser and enter the address for the latest version to access your Senayan.

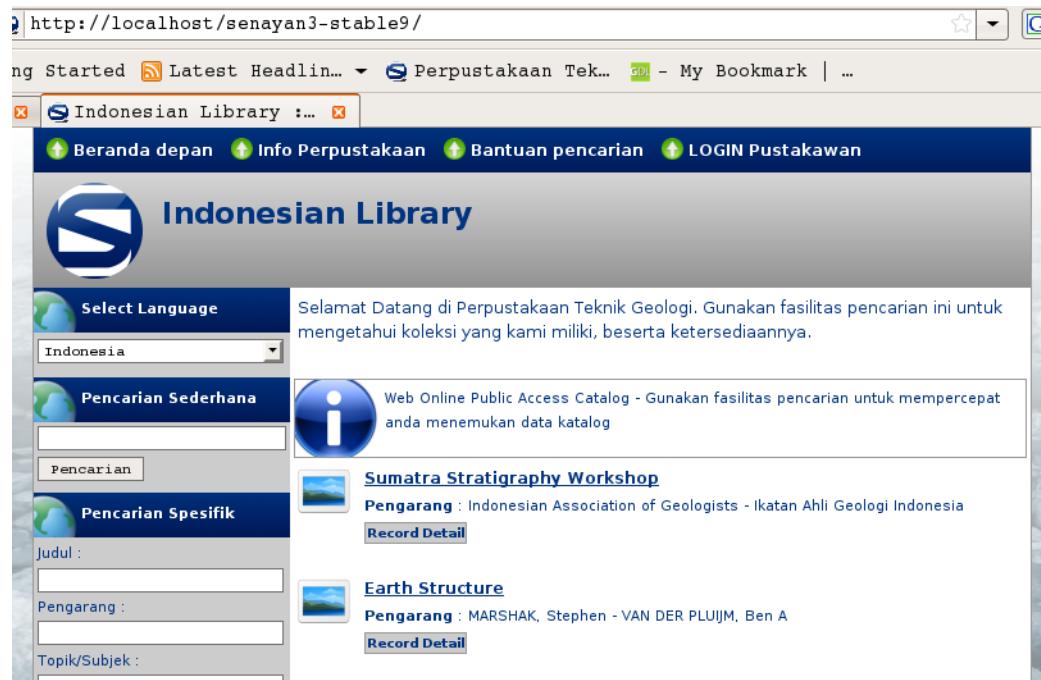


Figure 12.10.8: Display latest version of Senayan

12. Good luck.

12.11 Changing and adding information to the Library Information in OPAC

Commencing with Senayan3-stable9 these tips have moved to the menu: System -> Content

12.12 Changing and adding information on Help on Search

Commencing Senayan3-stable9 these tips have moved to the menu: System -> Content

12.13 Change/Make a new Introduction to the language

- Commencing with Senayan3-stable11, we use the gettext function in PHP to replace the constant value in the previous language file (eg indonesia.lang.inc.php or english.lang.inc.php). Now the Senayan Application Default Language, provides several languages.
- The following instructions provide only a brief instruction to increase language translation in Senayan. A more complete explanation of the the way to alter language in many applications can be found at:
<http://carsonified.com/blog/features/webapps/give-your-web-app-international-appeal/>
and in
<http://carsonified.com/blog/dev/give-your-web-app-international-appeal-part-ii/>

1. The first step is to download the program poedit
 - Download poedit at <http://www.poedit.net/> and install it. The application is available in versions of Window / Linux / Mac.
2. Make a folder/directory for a new "language"
 - (a) Open the directory `slims7_cendana/lib/lang/locale`

- (b) Create a folder describing the "language" and the translation. Eg `en_US` stands: for the UK/USA. Although it is not completely necessary to use this convention, it would be better if we can follow it consistently. A list of language codes can be found at <http://www.gnu.org/software/gettext/manual/gettext.html#Usual-Language-Codes> and for the country code: <http://www.gnu.org/software/gettext/manual/gettext.html#Country-Codes>
- (c) Enter into the new folder and create another folder which is called: `LC_MESSAGES`
- (d) Suppose that a language folder is made , called `en_us`, so now the last directory path will be `en_US/ LC_MESSAGES`

3. Make a CATALOG to create a translation

- (a) Start PoEdit
- (b) Click Menu "File"> "New Catalog"
 - Tab "Project info":
 - "Project Name and Version": (Optional) Enter Senayan7
 - "Team": (Optional) Enter the name of your team
 - "Team's email address": (Optional) Enter your email
 - "Language": Select the language you want to translate TO
 - "Country": Select a country for the language
 - "Charset": Use utf-8
 - "Source code charset": Use utf-8
 - "Plural forms": This is a little more complicated. If in the language you have only one plural form, then use: `nplurals = 2;` `plural = n! = 1;` For other languages you can find a list of possible plural forms in <http://translate.sourceforge.net/wiki/l10n/pluralforms>
 - "Base Path": Enter: `../../../../`
 - "Paths" (Click the button "New Item"): Enter: `.` (only a dot)
 - Tab "Keyword"
 - Add two lines:
`__` (Two bottom lines)
`_gettext`
- (c) Press OK and save the file in `slims7_cendana/lib/lang/locale/(YOUR LANGUAGE)/LC_MESSAGES` with the name of
`messages.po`

4. Starting translation:

- (a) First of all you have to collect all the strings to be translated. Go to the "Catalog">> "Update from sources" (or simply click on the third button from the left in the main window)
- (b) Now begin to translate each line by clicking on it and entering the translations at the bottom of the window.
- (c) When finished go to "File">> "Save" (or press the second button from the left)

5. Presenting the results of translation

- (a) Open file `/slims7_cendana/lib/lang/localisation.php` and at the end a line like this should be changed/added (according to the appropriate code and names):

```
$available_languages [] = array ( 'xx_XX' , _ ( 'NAMA  
BAHASA INGGRIS') , 'NAMA NATIVE Bahasa' );
```

NOTE

- When right-clicking on a line, you can see where the context of the (source code) string is used.
- If at any time you want to change the translation the same way repeatedly, you have to do it one by one because poedit does not support the operation search & replace text repeatedly. Another way it can be done is by opening the file `messages.po` in a text editor and do a search and replace in the file. The following list will help to resolve this situation.
- *A list of words/phrases common in Senayan:*
 - This is just a small list of words/phrases that are found when translating. This list can help to find the best translation of the term "troublesome" and maintain consistency in interpreting the use of synonyms.

| | |
|---|---|
| add => Are You Sure Want to => Authority Files => Authority Type => bibliographic => cant be empty / can not be empty => Call Number => cancel => circulation => check => checkout (items) => | loan => Loan Limit => Location => login => Lookup Files => make sure => member ID => Member Type => Member Type Name => Membership => module => |
|---|---|

| | |
|-------------------------------------|--------------------------------|
| Code => | must be set = cant be empty => |
| Collection Type => | overdue => |
| confirm => | (overdue) fines => |
| content => | Override(Overide) => |
| copies = items => | pending => |
| Credit => | PERMITTED => |
| data => | Place => |
| database backup => | previous => |
| Debit => | privileges => |
| due date => | promote(ed) => |
| expired => | quick return => |
| Expiry Date => | Real Name => |
| Export XXX Data To CSV format => | Reborrow => |
| fines => | repository => |
| Forbidden => | Required => |
| frequency => | reservation => |
| gmd => | return => |
| group => | section => |
| history => | stock take => |
| holiday => | Subject => |
| id => | Subject Type => |
| image thumbnail => | Subscription => |
| Import Data to XXX from CSV file => | supplier => |
| initialize => | System Users => |
| Inventory Code => | template => |
| item = copies => | transaction => |
| Item Code => | uncheck => |
| label => | update => |
| Labels => | user/user name => |
| library automation (system) => | view => |
| library members => | you => |
| list => | You are going to edit xxx => |



Figure 12.14.2: Printing barcodes in the System menu

12.14 Setting Barcodes

To get good results when barcode printing, the minimum number of barcode characters is 6. These may consist of numbers or letters only . Avoid * & ()% \$ # @!, Except for (-).

Some examples of printing barcode:

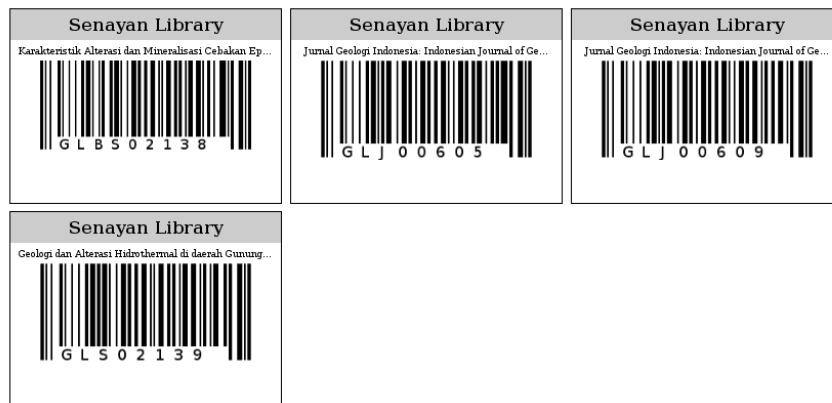


Figure 12.14.1: Collection barcode printing results



Figure 12.14.3: Printing barcodes on Member Cards

*) On the membership card, members may have a long name ID, Name or Member Type which may be truncated (and destroy the layout). To overcome this, adjust the length of the name of the member and the length of the membership card.

12.15 Changing the OPAC Template

To get a different look from the standard view OPAC, you can make changes to the template that has been provided in the SLiMS distribution . Here is the standard view in SLiMS:

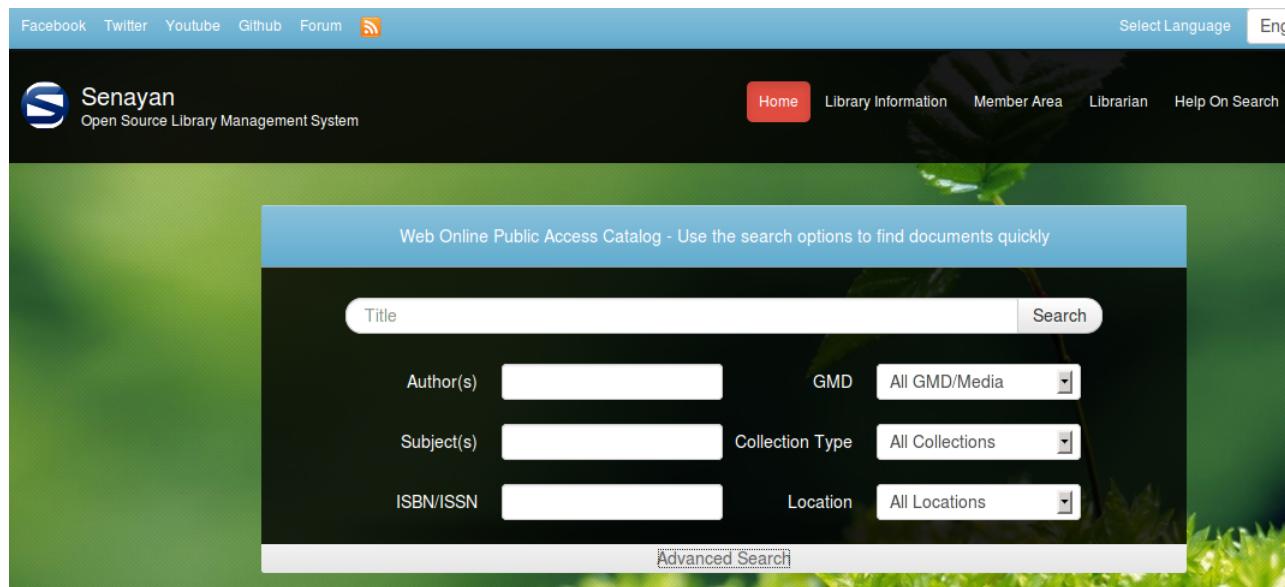


Figure 12.15.1: SLiMS Standard template

The file that displays the contents as shown above can be found in the folder `/templates/default`.

The pictures that are used in the template shown above, are all contained in the folder `/templates/default /media`. All existing image components such as logos and background images can be changed using the logo and background images you want.

Please remember that the background image file names or the new logo file name should be the same as the original background image file name or logo file name. If you do make changes to the file name of the logo, background image etc, all you have to do is edit the `style.css` file in folder `/templates/default`. Change the parts that indicate the file names logos, background images etc.

12.16 Enabling Apache and MySQL in psenayan as an automatic service in Microsoft Windows

Apache web server and MySQL database in a portable Senayan used on Microsoft Windows operating systems, can be run automatically, without having to turn on `mysql_start.bat` and `apache_start.bat` file manually. This is done by making the two files into services.

We start by opening a command prompt in Windows. To install the Apache web server as a service, make sure that we are already in the directory psenayan. (cd to the psenayan directory). Enter the command:

```
\psenayan\apache\bin\httpd.exe -k install -n Apache2.2
```

For example, if we put psenayan on drive D:, then the command is:

```
D:\psenayan\apache\bin> httpd.exe -k install -n Apache2.2
```

The above command makes the Apache web server run automatically when Windows starts up.

After the Apache web server, the next step is to set the MySQL database as a service in a portable Senayan system. Just like the previous process, first make sure we are in the directory psenayan. (cd to the psenayan directory) . Enter the command:

```
<directory name>>:\psenayan\mysql\bin\mysqld.exe install
```

For example, if we put psenayan on drive D:, then the command is:

```
D:\psenayan\mysql\bin> mysqld.exe --install
```

The above commands have enabled MySQL as a service. The next step is to change some parts of the `my.ini` file, located in the directory `psenayan\mysql`. We have to change the `basedir` and `datadir` there. These sections in the `my.ini` file are:

```
# set basedir to your installation path
basedir=/psenayan/mysql
# set datadir to the location of your data directory
datadir=/psenayan/mysql/data
What must be changed is the addition of the directory where psenayan's basedir and datadir
# set basedir to your installation path
basedir=D:/psenayan/mysql
# set datadir to the location of your data directory
datadir=D:/psenayan/mysql/data
```

Save the file and Restart your computer first. If there are no errors in the process, then psenayan is ready for immediate use without having to open the files `apache_start.bat` and `mysql_start.bat` again.

12.17 Disabling Apache and MySQL services in psenayan on Microsoft Windows

One way or another, there may be times when we want to remove the automated service that we have setup. To that end, if we want to remove the Apache service, first of all, make sure we are in the directory where Apache service is. Then issue the command e.g

```
<directory name>>:\psenayan\apache\bin> httpd.exe -k uninstall -n Apache2.2
```

whereas if we want to remove the MySQL service, just like the Apache service, make sure we already reside in the directory where the MySQL service is, and issue the command

```
<directory name>>:\psenayan\apache\bin> mysqld.exe --remove
```

12.18 If you lose the Admin Password in the Senayan application

If librarians have forgotten the admin password in the Senayan application , then the solution is to change the admin password via mysql database reset. The steps are as follows:

- Open phpmyadmin and if you use Psenayan, type `http://localhost/pma`; and log in with the username `root` and password `psenayan` (provided you haven't changed these). The phpmyadmin display will appear
- Search for the database that you use on the left. If the database has not been changed then its name will be `senayandb`
- Click the user table, this table contains the username and password used to log in the Senayan application . Well this is the place for changing the admin password.
- After clicking the user table, then on the right there will be displayed a list of usernames that are held by the Senayan application . Click the pen (edit) the admin username (value 1).

| | | user_id | username | realname | |
|--------------------------|--|----------------|-----------------|-----------------|------------------|
| <input type="checkbox"/> | | X | 1 | admin | Administrator 21 |

↑ Check All / Uncheck All With selected: X

Show : 30 row(s) starting from record 1 in horizontal mode and repeat 1

Figure 12.18.1: List Username

| Field | Type | Function | Null | Value |
|---------------|--------------|---------------------------------|--------------------------|---|
| user_id | int(11) | <input type="button" value=""/> | | 1 |
| username | varchar(50) | <input type="button" value=""/> | | admin |
| realname | varchar(100) | <input type="button" value=""/> | | Administrator |
| passwd | varchar(35) | <input type="button" value=""/> | | 21232f297a57a5a743894a0e4a801fc3 |
| last_login | datetime | <input type="button" value=""/> | <input type="checkbox"/> | 2010-06-02 05:03:25 <input type="button" value=""/> |
| last_login_ip | char(15) | <input type="button" value=""/> | <input type="checkbox"/> | ::1 |
| groups | varchar(200) | <input type="button" value=""/> | <input type="checkbox"/> | a:1:{i:0;s:1:"1";} |
| input_date | date | <input type="button" value=""/> | <input type="checkbox"/> | 2010-04-02 <input type="button" value=""/> |
| last_update | date | <input type="button" value=""/> | <input type="checkbox"/> | 2010-04-02 <input type="button" value=""/> |

Figure 12.18.2: EncryptedPassword

- Change the password that has been encrypted with the new password, for example, admin

| Field | Type | Function | Null | |
|---------------|--------------|----------|------|---------------------|
| user_id | int(11) | | | 1 |
| username | varchar(50) | | | admin |
| realname | varchar(100) | | | Administrator |
| passwd | varchar(35) | MD5 | | admin |
| last_login | datetime | | | 2010-06-02 05:03:25 |
| last_login_ip | char(15) | | | ::1 |
| groups | varchar(200) | | | a:1:{i:0;s:1:"1";} |
| input_date | date | | | 2010-04-02 |
| last_update | date | | | 2010-04-02 |

Figure 12.18.3: Change the password, and change the function toMD5

- In the Function select MD5, then click Go.

| | |
|---------------|---------------------|
| user_id | 1 |
| username | admin |
| realname | Administrator |
| passwd | MD5 |
| last_login | 2010-06-02 05:03:25 |
| last_login_ip | ::1 |
| groups | a:1:{i:0;s:1:"1";} |
| input_date | 2010-04-02 |
| last_update | 2010-04-02 |

Figure 12.18.4: Done Changing Password

- The password for your admin username has been reset as admin. Please logon to the Senayan application with username admin and password admin.

12.19 Adding file type extensions that can be uploaded as bibliography attachments

When entering bibliographic data, you will find the facility to upload image files and file attachments. A variety of image files, as well as document files can be uploaded.

If you try to upload a file and fail, one possibility (remember this is only one possibility) is that the extension of the document/file you uploaded is not permitted. For example, the file extension .WAV. You can make additions in order for files with this extension to be uploaded.

- Open the file `sysconfig.inc.php`
- Find the line (approximately) 251, where you will see the following entry:

```
$sysconf['max_image_upload'] = 500; // allowed image file to upload
$sysconf['allowed_images'] = array('.jpeg', '.jpg', '.gif', '.png',
'.JPEG', '.JPG', '.GIF', '.PNG'); // allowed file attachment to upload
$sysconf['allowed_file_att'] = array('.pdf', '.rtf', '.txt', '.odt', '.odp', '.ods',
'.doc', '.xls', '.ppt', '.avi', '.mpeg', '.mp4', '.flv', '.mvk', '.jpg', '.jpeg', '.png',
'.gif', '.ogg', '.mp3');
```

You can add the file types you are referring to, in the above code.

The file extensions written here are case sensitive, so .Mp3 will be different to .MP3. If the sysconfig allows .Jpg, and your upload files end in .JPG then the process will not work.

Note: failure of the uploading process is also influenced by the image and repository folder permissions . Make sure both folders (if using Linux) have access rights set to 777.

12.20 Setting up the email server

In Senayan3-stable15 there is a new feature for email alerts/claims to borrowers that have late returns. Use of this feature requires a Google Account/Gmail, because it will use the facilities of the gmail SMTP. The required settings are as shown below

```
/**
 * Mailing Settings
 */
$sysconf['mail']['enable'] = true;
$sysconf['mail']['server'] = 'ssl://smtp.gmail.com:465'; // SMTP server
$sysconf['mail']['server_port'] = 465; // the SMTP port
$sysconf['mail']['auth_enable'] = true; // enable SMTP authentication
$sysconf['mail']['auth_username'] = 'akun-gmail'; // SMTP account username
$sysconf['mail']['auth_password'] = 'password'; // SMTP account password
$sysconf['mail']['from'] = 'purwoko@mail.ugm.ac.id';
$sysconf['mail']['from_name'] = 'Pustakawan XXX';
$sysconf['mail']['reply_to'] = &$sysconf['mail']['from'];
$sysconf['mail']['reply_to_name'] = &$sysconf['mail']['from_name'];
```

Figure 12.20.1: Email settings in `sysconfig.inc.php`

The above setting is in the file `sysconfig.inc.php`. Or if you want, you can copy these settings to the Mailing settings in `sysconfig.local.inc.php`.

How do you use this? Use of this email feature is in the Circulation menu . When starting Circulation (member ID entered), if the member has overdue loans, then the display appears as follows:

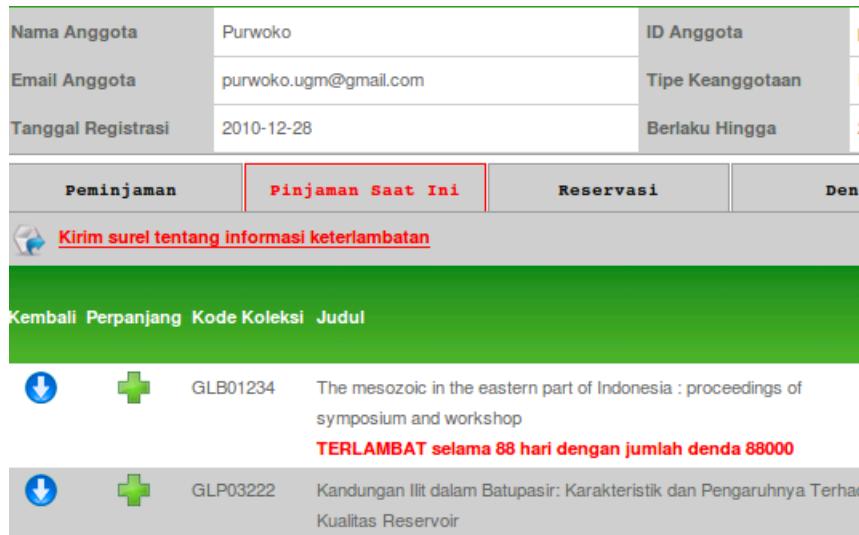


Figure 12.20.2: “Send emails” feature in Circulation

Send an email by clicking 'Send email about delay information "; if successful it will have the look/additional writing on it as shown below:

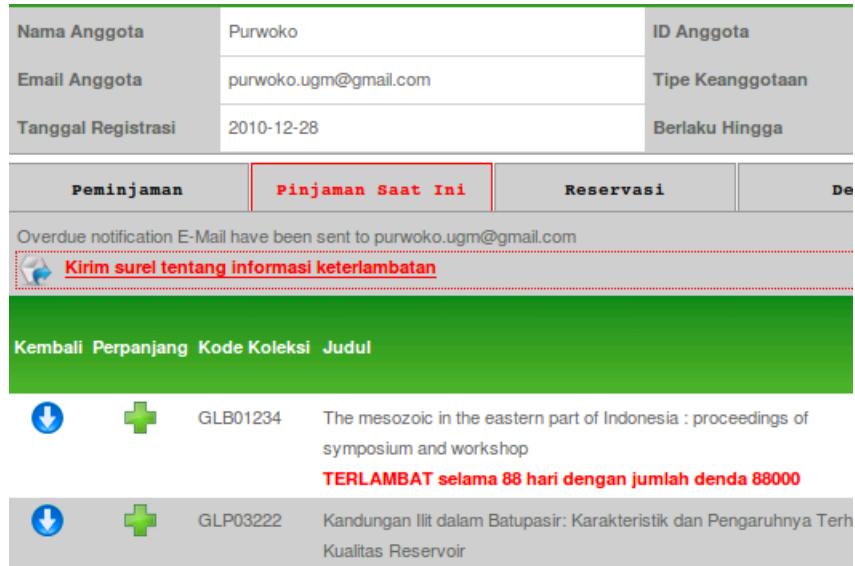


Figure 12.20.3: Email sent

In addition to the Circulation Start menu , we can also use this feature to send an email via the "Late list", available both in the Circulation and Reporting Modules. To send an email, simply click the "Send Notification E-mail" on each member of your choice.

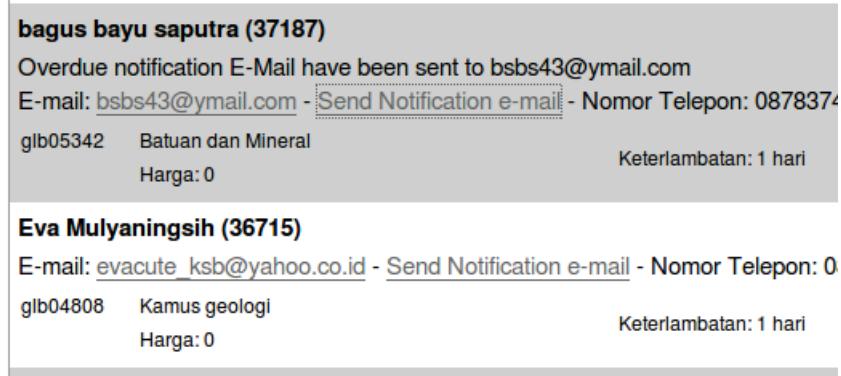


Figure 12.20.4: Send email through late list

If the members of the library opened their email, it will be found that email was sent via the SLiMS system. Sample images are as follows:



Figure 12.20.5: List of emails in Inbox

The email message is from SLiMS Administrator <tamanjiwa@gmail.com> and was sent on Tuesday, Dec 28, 2010 at 2:49 PM. The recipient is Purwoko <purwoko.ugm@gmail.com>. The subject line is "Overdue Notice for Member Purwoko". The message body starts with "To Purwoko (purwoko) This is notification e-mail to inform you that you have OVERDUE library loan, the overdued collection(s) are:" followed by a table. The table has columns: Title, Item Code, Loan Date, Due Date, and Overdue. One row is shown: "The mesozoic in the eastern part of Indonesia : proceedings of symposium and workshop" with Item Code "glb01234", Loan Date "2010-09-24", Due Date "2010-10-01", and Overdue "88 days". Below the table, a note says "Please return all overdued collections immediately to library. If you have any complaint regarding to this overdue notification, please contact our circulation desk." The message ends with "Thank You." and a timestamp "2010-12-28 14:49:48" followed by "Library Management".

Figure 12.20.6: Display of received Email

12.21 Adding Captcha

Commencing with Senayan3-Stable15 (Matoa), there is an additional login security facility in the librarians and members login.

Captcha is twofold, for Librarian login and for Member Login. To enable captcha, it needs to be setup in the `sysconfig.inc.php` file.

```
/**  
 * Captcha Settings  
 */  
// Captcha settings for Senayan Management Console (aka Librarian Login)  
$sysconf['captcha']['smc']['enable'] = false; // value can be 'true' or '  
$sysconf['captcha']['smc']['type'] = 'recaptcha'; // value can be 'recapt  
if ($sysconf['captcha']['smc']['enable']) {  
    include_once LIB_DIR.$sysconf['captcha']['smc']['type'].DIRECTORY_SEE  
}
```

Figure 12.21.1: Setting up Captcha for Librarian Login

```
// Captcha settings for Member Login  
$sysconf['captcha']['member']['enable'] = false; // value can be  
$sysconf['captcha']['member']['type'] = 'recaptcha'; // value car  
if ($sysconf['captcha']['member']['enable']) {  
    include_once LIB_DIR.$sysconf['captcha']['member']['type'].D  
}
```

Figure 12.21.2: Setting Captcha for Member Login

To activate, simply changed false to true. So when login will find the display as follows:



Figure 12.21.3: Librarian Login Display with Captcha



Figure 12.21.4: Member Login Display with Captcha

12.22 Adding a Z.39.50 Server

Commencing with Senayan3-stable15 (Matoa), SLiMS users will find it easy if they want to add new z.39.50 destination. The requirements to use Z39.50 are that SLiMS is connected to the Internet, and that the required ports on the server are open, As you know, the earlier Z39.50 in SLiMS only connects to the American Library of Congress . How to add others?

1. Go to the site <http://irsp.y.indexdata.com/>, On this site you can find various addresses of libraries that provide Z39.50 servers to exchange data. Those addresses are in alphabetic order. The address that will be used is a combination of Host, Port and DB. For example, in the above web list there is the University of Abertay, Dundee , followed by the same online caption Host = catalogue.abertay.ac.uk , Port = 10790 and DB = Voyager. So the address settings we'll insert are: catalogue.abertay.ac.uk:10790/Voyager

2. Open `sysconfig.local.inc.php` file and add the following code:

```
$sysconf['z3950_max_result'] = 50;  
$sysconf['z3950_source'][1] = array('uri' => 'z3950.loc.gov:7090/voyager',  
'name' => 'Library of Congress Voyager');
```

The two lines of code above, you can obtain a with copy-paste from the file `sysconfig.inc.php` on lines 321 and 322. The first line is setting the number of records displayed per page, while the second line is a Z39.50 server address setting.

3. After that, add a new line (below) which contains the identity of the new destination server Z39.50, So using the example in number 1 above (Library of Abertay University, Dundee)

```
$sysconf['z3950_source'][2] = array('uri' => 'catalogue.abertay.ac.uk:10790/Voyager',  
'name' => 'Abertay Dundee University');
```

4. Once done, Save the file and check in Bibliography - Z39.50 server.

5. Note: The port required by the Z39.50 server must be opened. For example, in the above example the port is 10790, For this section if you have difficulty, please contact the network administrator at your library.