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# Anilag Library System



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## Introduction

**“A Library System should serve all learners, all educators, all libraries.”**

Library is a collection of books and other literary materials kept for ready study and consultation. Generally, books make up large part of most collections. Other materials also include journals, periodicals, reference books, etc. The library is considered the heart of any school or institution. Students must have the knowledge of the arrangement of books, the card catalog, the different sections of the library, and the reference materials available.

There are six basic components of a total library system. These include acquisitions, cataloguing, circulation control, serials control, reference system and, the library planning and administration which encompasses the whole library operations.

The major goal of a library is to serve and to make the collection available for intended users.

**According to the School Library Systems of New York Inc.**, “evidence from **nineteen(19)** state studies proved that a key **indicator of student success** was **access to a school library**, quality information resources and technology.

A strong correlation exists between School Library System services and enhanced student performance in the studies, professional development, access to online catalogs and databases. Several state studies had proven that school libraries **BOOST** student achievement even with social conditions such as poverty and family instability.

**In 2005**, the Ohio Study had proven that school librarians and school library programs are dynamic agents of student learning, developing information literacy scaffolds to enable learners to “engage with information and build new knowledge.” The Ohio Research Study Fact Sheet.

We must ensure that our graduates are competent and well-equipped with skills for the Information Age.

**"It is not enough to care. We must ACT!"**

- School Library Systems = Connections
- School Library Systems = EQUITY
- School Library Systems = Shared information Resources
- School Library Systems = Student Success
- School Library Systems = Learning Community

# **Module 1. Library Concepts**

## **Introduction**

The library is undoubtedly considered a most essential facility in any educational institution. Its role is vital in the acquisition of knowledge and in the process of learning.

Development in information technology has greatly affected almost all areas of library activity today. The use of computers in organizing, manipulating and assessing information is a common tool among libraries. Information systems have been designed to meet the information needs of particular users. However, information professionals tried to improve existing systems to facilitate better and efficient services.

This handbook brings together in a simple way pertinent information about library functions and activities that will be helpful to both librarians and non-librarians.

## **Objectives**

By the end of the training, the participants should:

- Have an overview of library practices and activities.
- Acquire knowledge and understanding of the library systems concept.
- Identify what classification system is appropriate in their respective libraries.
- Have an overview of the digitization process.
- Have practical experience in the application of the ANILAG Library System
- Must know how to encode the library collections using the program developed by MIS.

## **Lesson 1. The Library**

Library – a collection of books, serials (periodicals and journals, annuals, weeklies, etc.), special materials (maps, CD's etc.) and other literary materials kept for ready study and consultation. The Library is considered the heart of the institution. A place where everybody go to seek for information, acquire knowledge and have leisure readings.

## **Lesson 2. Library Systems**

### **2.1 Library Systems involve both Data Processing and Information Systems**

- (a) Data processing may be defined as the organization and the methods involved to perform operations necessary to affect the form or content of information needed to satisfy the library's management requirements and goals. It is concerned with the manipulation of data which is the clerical functions.
- (b) Information system may be defined as the organization and the methods followed in storing and retrieving information to satisfy the library's service requirements and goals. It is concerned with the storage of information and its service.

## 2.2 Basic Components of a Library System

### 1) Acquisitions

- A fundamental process of obtaining books and other documents for a library.
- Functions in selecting, ordering and receiving library materials, paying and accounting.
- Acquisition Policy – the librarian usually develops criteria of selection, locates sources for obtaining documents and establishes procedures for purchasing books and/or subscribing journals, etc.

Examples of sources of information:

- Guide to Reference Books
- Bibliographies
- Trade Literature
- Government Publications
- Acquisition Procedures – requests for documents may come from various sources. Information required in an acquisition request are : title, author, price, publisher. Verification of materials requested must be carefully checked to avoid duplication. Records for request materials must be maintained.
- Processing documents – once a documents have been selected, ordered, received and recorded, they must be organized for use.

### 2) The Cataloguing System

- This is primarily an information system in charge with classifying books and other library materials and providing the records essential for retrieval.
- Descriptive cataloging - is done for the purpose of record keeping. It is the process by which one transfers certain technical data about an item of information to a record, according to rules. The data elements include the items below and transferred to a catalog card.
  1. Call number – the call number is made up of the classification number plus the book or author number and is placed in the upper left hand corner of the card.
  2. Author – the author is the person, persons or corporate body, responsible for the writing or compilation of a book.
  3. Title – the word or words by which an intellectual work is designated on its title-page, and distinguished from any other work.
  4. Edition – if the book has been brought in more than one edition, the fact should be noted.
  5. Imprint – this consists of place of publication, publisher and the date of publication.
  6. Collation – the collation specifies the number of volumes if more than one, or the number of pages if the book is in one volume, plus information concerning illustrations, maps, plates, tables, etc.
  7. Series note – series are of various kinds, e.g. author, publisher or monograph series. The collective title for a series may appear at the head of the title page, on the half page, or on the cover.
  8. Notes - Example - a bibliography which may be important to the reader is

mentioned in note form. If the title does not sufficiently describe the contents, a content note may be written.

9. Tracings – is a record of all added entries of a book, like the subject of the book. The purpose of the tracings is to indicate the added cards that are to be made.

### 3) The Circulation Control

- The major function of the circulation system is to control the flow and movement of library materials.

### 4) The Serials Control System

- This system is heavily concerned with data processing function from which, however, an informational system evolves that permanently stores serials information.

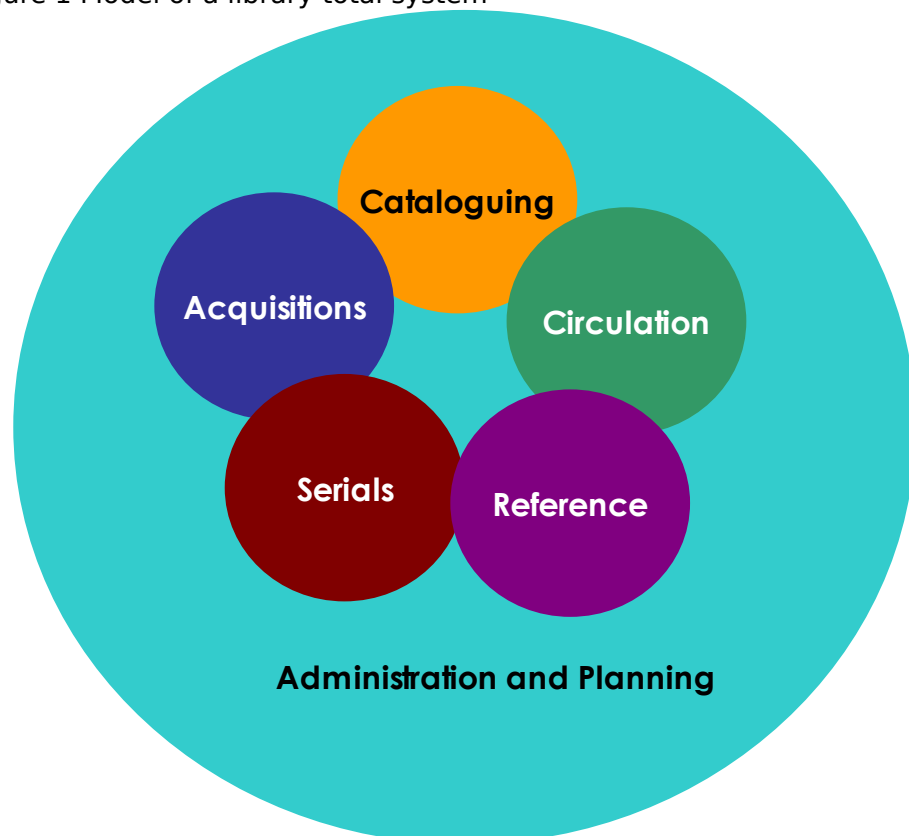
### 5) Library Planning and Administration

- Organizing and controlling the operations of a library

### 6) Reference System

- This system may be regarded as an informal system concerned with retrieval and transfer of information required by the library user

Figure 1 Model of a library total system



## Lesson 3. Library Catalog

A library catalog is a complete representation of books and other library materials. It is an index to the library's collection. The library card catalog is arranged alphabetically by author, title, subject and sometimes under corporate entry.

Entries in the card catalog:

- Author
- Title
- Subject

The card catalog has also corporate entries - published by institutions, societies, associations. Example: U. S. Government Printing Office.

Also, it has additional cards for joint authors, editors, compilers, etc.

Cross references:     a) SEE reference point to other helpful references  
                               b) SEE ALSO reference point to the related subject

### 3.1 Catalog Card (in 3x5 slips)

Each catalog card (Figures 2, 3 and 4) contains complete bibliographic information as shown below:

- Author
- Title
- Place of publication
- Publisher
- Year published
- Collation (no. of pages)
- Tracings (subject of the book)

Figure 1.3.1 Author Card

LB	Acero, Victorina O.
1025	Principles and strategies of teaching / Victorina
A23	O. Acero, Evelyn S. Javier, Herminia O. Castro. --
2000	Manila: Rex Book Store, c2000
	284p.
	ISBN: 971-23-2765-5
	1. Teaching. 2. Effective teaching.
	I. Javier, Evelyn S. II. Castro, Herminia O.
	III. Title.



Figure 1.3.2 Title Card

LB	Principles and strategies of teaching
1025	Acero, Victorina O.
A23	Principles and strategies of teaching / Victorina
2000	O. Acero, Evelyn S. Javier, Herminia O. Castro.
	-- Manila: Rex Book Store, c2000
	284p.
	ISBN: 971-23-2765-5
	1. Teaching. 2. Effective teaching.
	I. Javier, Evelyn S. II. Castro, Herminia O.
	III. Title.

Figure 1.3.3 Subject Card

LB	TEACHING
1025	Acero, Victorina O.
A23	Principles and strategies of teaching / Victorina
2000	O. Acero, Evelyn S. Javier, Herminia O. Castro. --
	Manila: Rex Book Store, c2000
	284p.
	ISBN: 971-23-2765-5
	1. Teaching. 2. Effective teaching.

## Lesson 4. Parts of a book

- a) **Title page** – gives the full title of a book and the author or author's names. Some authors use their real names. Others use pseudonyms or pen names. If the book is illustrated, the artist's name is also given. The title page will list the translator's name if the book has been translated for one language to another. Sometimes books are edited or compiled by persons. The editor is responsible for the organization and arrangement of a book. The compiler decides what is to be included in the book. Books are sometimes published in a first edition, second edition or revised edition.
- b) **Copyright date** – usually appears on the back of the title page. Copyright's protect the rights of the authors and publishers.
- c) **Table of contents** – gives the readers a list of chapters in the order in which they appear.
- d) **Body of the book**
- e) **Index** – usually located at the back of the book. A good index provides the reader with an alphabetical list of all the main topics covered in a book. It is more detailed than table of contents. It helps the reader locate particular information page by page throughout a book. Indexes are great time-savers for readers.
- f) **Glossary** – it is a list of new or special words used in a particular book. The glossary is something like a dictionary.
- g) **Bibliography** - list of references usually books or magazine articles. The bibliography is located at the end of a book.

## Lesson 5. Classification System

With the collections already in the library, organization of library materials should be the first priority. Cataloguing and classification of books can be done by using either the Library of Congress or the Dewey Decimal Classification. The most important factor is to represent the physical description of the book in order to have a Library Catalog.

### 5.1 Library Classification Systems

Library classification system guide users to look a particular book by author, title, subject etc. There are two most commonly user library classification subject today.

#### a. Library of Congress Classification Scheme (LC)

- The of Congress system of classification was organized and created in 1800 by the US Library of Congress, Washington DC. It is a combination of letters and numbers. The upper portion represents the subject of the book and the lower portion or cutter number represents the author of the book. This combination now represents the call number of the book.

Example:

LB Baraceros, Esther L.  
 1631 Communication skills I: improving study  
 B37 and thinking skills.-- rev. ed. -- Manila: Rex 2005  
 Book Store, c2005.  
 244p.  
 ISBN: 971-23-4210-7  
 1. English language -- Study and teaching  
 (Higher). 2. English language -- Rhetoric.  
 3. College readers. I. Title.

The Library of Congress Classification

A – General Works  
 B – Philosophy and Religion  
 C – History, Auxiliary Sciences  
 D - History, Auxiliary Sciences (except America)  
 E – America (General)  
 F – America (Local)  
 G – Geography and Anthropology  
 H – Social Science  
 J – Political Science  
 K – Law  
 L – Education  
 M – Music  
 N – Fine Arts  
 P - Philosophy and Literature  
 Q – Science  
 R – Medicine  
 S – Agriculture  
 T – Technology  
 U – Military Science

V – Naval Science  
Z – Bibliography, Library Science

## 5.2 Dewey Decimal Classification System

This system was invented by Melvin Dewey revised in 1876 as a system for small libraries. The system was based on ten classes of subject (000-999). It has also further subdivisions.

Example:

814	Burroughs, John
B97	Birds and bees; essays with an introduction by Mary E. Burt and a biographical sketch. England: Houghton, 1987. 88p.

### Dewey Decimal Classification System

000-099 – General Works (Examples: Encyclopedia, Dictionaries)  
100-199 – Philosophy (Examples: Ethics, Logic)  
200-299 – Religion (Examples: Bible, Saints)  
300-399 – Social Sciences (Examples: Sociology, Psychology and Law)  
400-499 – Language (Examples: Composition, Speech)  
500-599 – Pure Science (Examples: Physics, Biology)  
600-699 – Applied Science (Examples: Agriculture, Aeronautics)  
700-799 – Arts and Recreation (Examples: Music, Painting)  
800-899 – Literature (Examples: Poetry, Essays)  
900-999 – History, Geography

## Lesson 6. User Education / Readers' Services Aspect of the Library

The main goal of the section is to serve efficiently and effectively and make the collection available to intended users.

- 1) **Sections of the Library** - the library has specific sections for particular sets of reading materials. Circulation Section – this section contains the general collection of books, fiction and non-fiction, which the students can borrow for home use.
- 2) **Reserve Section** - kept in this section are books requested by the teachers as an assigned reading. Students can take turns in borrowing the book for just an hour depending on the need of users.
- 3) **Reference Section** – books containing specific facts and information about anything in this world are kept in this section.

The following references contain facts and information:

- 1) **Encyclopedia** - gives information on almost every subject.
- 2) **Dictionary** – an unabridged dictionary is one of the most useful books in the library. It gives the meaning of a word, spelling, syllabication, pronunciation, and many more.
- 3) **Biographical dictionary** - a reference material that gives information about

famous people, dead or alive.

- 4) **Yearbook** – this gives information about the yearly activities, accomplishments, and composition of a government or private institutions, or a company.
  - 5) **Atlas** – collection of maps, contemporary or historical.
  - 6) **Almanac** – pieces of information about the economic, political, astronomical, meteorological and statistical data on the commercial and sports status of a country.
  - 7) **Gazetteer** – gives a list of names of places plus information or description of each place such as its location and the correct pronunciation of its name.
  - 8) **Indexes** – an index is a material that indicates where a particular article in a magazine or journal can be found. It gives the title, volume, series number, and date of the magazine containing the article.
  - 9) **Bibliography** – contains a list of names and authors, of a certain book Every entry gives not only the name of the writer but also the date and place of publication, including the name of the publisher.
  - 10) **Directories** – gives information about a person – his name, address, telephone number and some information about organizations and companies.
- 4) **Serials/Periodical Section** - includes materials that come or are published at regular intervals of time.

Types of periodicals are:

- 1) **General periodicals** – these contain articles on different interests and subjects. Examples: Readers Digest; Time Magazine; Newsweek and other local magazines.
  - 2) **Professional periodicals** - contains articles on a particular field of knowledge which are written by members of the profession.
- 5) **Special Reference Materials or non-book materials** - This section includes pamphlets, government publications, clippings, audio-visual materials.
- 6) **Computer Services Section** - Handles the computer services, searching through the Internet, surfing, etc.

## Lesson 7. Rules and Regulations of the Library

Implementation of the library rules and regulations, policies and other matters must be well defined.

## Lesson 8. Encoding of Library Materials

Typing of data on the input sheet (Figure 4.1) through the computer

Author(s):		DepEd Subject	— Department of Education Subjects —
Co author:		Subject:	
Title:		Language:	English
Call Number:		Collation:	pages.
Year of Publication:		Edition:	
Classification:		ISBN:	
Publisher:		Description:	
Place of Publication:		Location:	
		Quantity:	
Add			

Figure 7.1

## 8.1 Field

Individual pieces of data are entered into fields. Each piece of catalog record has its own field. The author, title, etc. this form of organization helps eliminate duplication so that each piece of data is stored only once.

## Lesson 9. Digitization of Library Collections

Digitization; value added service of the library.

Digitization is the process of taking traditional library materials, typically in the form of books and papers and converting them to electronic form where they can be stored and manipulated by a computer. Value added service for easier and faster access of information

### 9.1 Digitization Processes

- Scanning is only one stage in the complex workflow of digitization. The result of this stage is a digitized image of each page.
- Digitizing documents by scanning page images needs decision-making, as to whether to use black and white or colored, etc.
- Consider the users – what quantity is necessary for actual use.
- Cost need to be monitored closely as they can grow quickly as a result of the intensive use of staff resources involved in the digitization of documents.

## Lesson 10. Limitation on Copyright

### Under Republic Act No. 8293 – Intellectual Property Code of the Philippines

#### SEC. 185. Fair use of a Copyrighted Work

185.1. The fair use of a copyrighted work for criticism, comment, news reporting,

teaching including multiple copies for classroom use, scholarship, research, and similar purposes is not an infringement of copyright. Decompilation, which is understood here to be the reproduction of the code and translation of the forms of the computer program to achieve the inter-operability of an independently created computer program with other programs may also constitute fair use. In determining whether the use made of a work in any particular case is fair use, the factors to be considered shall include:

- a. The purpose and character of the use, including whether such use is of commercial nature or is for non profit educational purposes;
- b. The nature of the copyrighted work;
- c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- d. The effect of the use upon the potential market for or value of the copyrighted work.

## **SEC. 187. Reproduction of Published Work**

187.1 Notwithstanding the provision of section 177, and subject to the provisions of 187.2, the private reproduction of a published work in a single copy, where the reproduction is made by a natural person exclusively for research and private study shall be permitted, without the authorization of the owner of copyright in the work.

187.2 The permission granted under subsection 187.1 shall not extend to the reproduction of:

- a. A work of architecture in the form of building or other construction;
- b. An entire book, or a substantial part thereof or of a musical work in graphic by reprographic means;
- c. A compilation of data or other materials
- d. A computer program except as provided in Section 189; and
- e. Any work in cases where reproduction would unreasonably conflict with a normal exploitation of the work or would otherwise unreasonably prejudice the legitimate interest of the author.

## **SEC. 188. Reprographic Reproduction by Libraries**

188.1 Notwithstanding the provisions of subsection 177.6, any library or archive whose activities are not for profit may, without the authorization of the author of copyright owner, make a single copy of the work by reprographic reproduction:

- a. Where the work by reason of its fragile character or rarity cannot be lent to user in each original form;
- b. Where the works are isolated articles contained in composite works or brief portions of other published works and the reproduction is necessary to supply them when this is considered expedient, to persons requesting their loan for purposes of research or study instead of lending the volumes or booklets which contain them; and
- c. Where the making of such a copy is in order to preserve, and, if necessary in the event that it is lost, destroyed or rendered unusable,

replace a copy, or to replace in the permanent collection of another similar library or archive, a copy which has been lost, destroyed or rendered unusable and copies are not available with the publisher.

- 188.2 Notwithstanding the above provisions, it shall not be permissible to produce a volume of a work published in several volumes or to produce missing tomes or pages of magazines or similar works, unless the volume, tome or part is out of stock. Provided, that every library which, by law, is entitled to receive copies of a printed work, shall be entitled when special reasons so required, to reproduce a copy of a published work which is considered necessary for the collection of the library but which is out of stock.

## Module 2. Using the Anilag Library System

To access Anilag Library System at your computer, just open a web browser and navigate to the URL: <http://localhost/elib>.

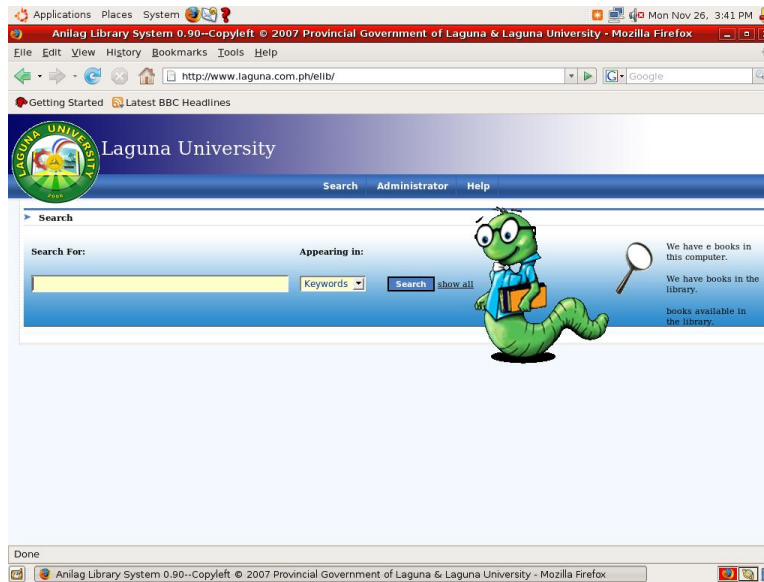


Figure 1. Elib Home page

After completing this lesson, you will be able to:

- Log On the system
- Log Off the system

### Lesson 1. The Logon page

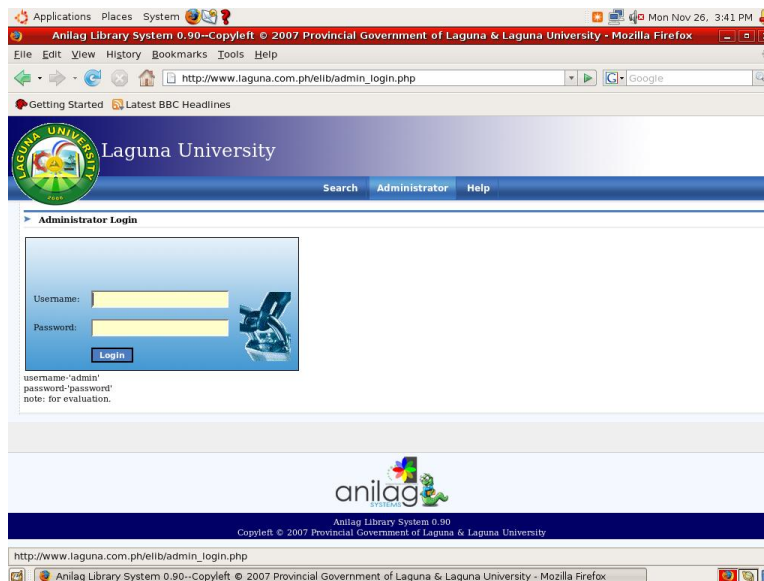


Figure 1.1 The Logon page



## 1.1 Logging On the System

To logon the system

1. You must type your username and password on the text boxes provided
  2. Then click on the enter button.
- The username and password must be secured from the System Administrator.

## 1.2 Logging Out of the System

To LogOut

- Click the LogOut button to exit the system and you will be redirected to the LogOn Screen.

## 1.3 Glossary

- **Button** a small outlined area that you can select an option.
- **Click** to press the left button once.
- **Dialog Box** a special window, used in user interfaces to display information to the user, or to get response if needed.
- **Log On (Or Log In)** the Process of gaining access, or signing in, to a system.
- **Log Out** to close off one's access to a computer system after previously Logging in..
- **Password** a secret series of characters that enables a user to access a file, computer or a program.
- **System Administrator** a person employed to maintain and operate a computer system or network.
- **Textbox** is an input box that lets user enter text.
- **Username** a name used to gain access to a computer system.

## Lesson 2. The Admin Page

After a successful logon, the Home Page will be displayed. This page contains the system's clickable menus namely, Search, Add book , Borrower, Inventory, Settings, Backup, Restore, User Accounts, LogOut and About (Figure 2.1).

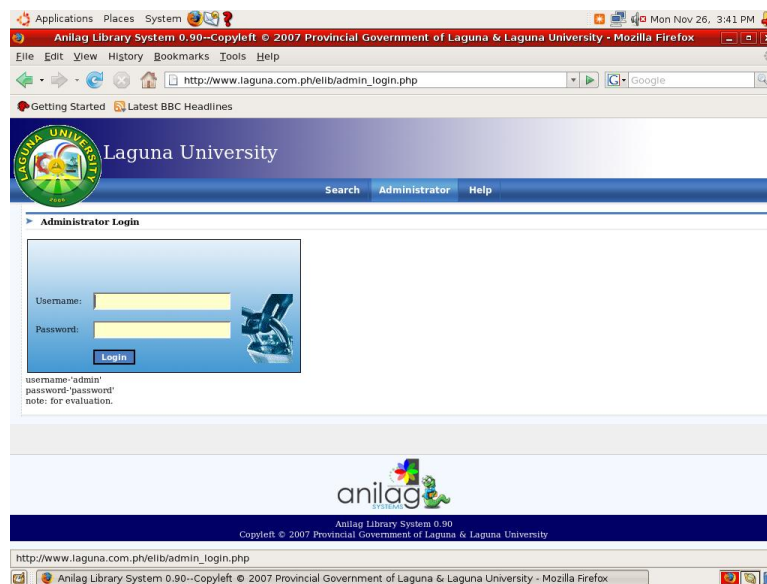


Figure 2 The Admin Login Page

Each of these menus is hyperlinked to its corresponding page. Quicklinks are provided at the upper portions of all pages to facilitate direct browsing/navigation between the Home page and other pages.

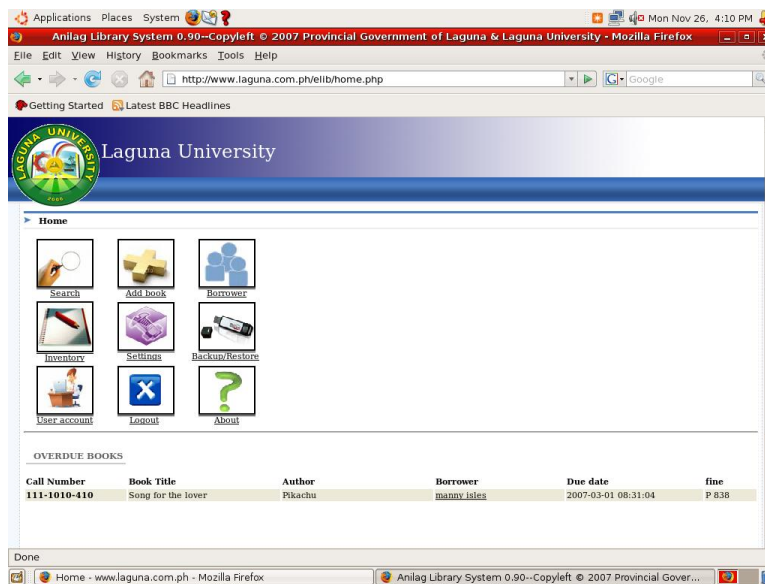


Figure 2.1. Admin Page

**After completing this lesson, you will be able to:**

- View the admin page

## 2.1 Glossary

- **Hyperlink** (often referred to simply as a link) a reference or navigation element in a document to another section of the same document, another document, or a specified section of another document, that automatically brings the referred information to the user when the navigation element is selected by the user.
- **Menu** - a list of commands or options from which you can choose.

## Lesson 3. The Search Page

The search textbox search a book based from the text encoded by the user and the criteria choses.

**After completing this lesson, you will be able to:**

- Search for a book

## 3.1 Searching for a Particular Book

To search for a particular book

1. Type in the search pattern on the “Search For” box.
2. Choose a criteria on the provided drop-down list.
3. Click the Search button.

## 3.2 Glossary

- **Drop-down list (Or Pull down list)** a graphical user interface component that allows user to choose one (or sometimes more than one) item from a list.
- **Search** the act or process to find something thoroughly.

## Lesson 4. The Add Book Page

Adding a book is same as filing up any form-based interface. A form uses field, drop downs and push buttons. These are called controls.

**After completing this lesson, you will be able to:**

- Add a book
- Enter Text
- Delete a particular information
- Attach a File

### 4.1 Adding a Book

To add a book

1. Click the “Add Book” link from either the Quicklink Menus or the Home Page Menus.
2. Use the mouse or tab key to select and move or switch between controls.

Figure 4.1 Add a Book Page

### 4.2 Entering a Text

To enter any text

- Click on the field and type.

### 4.3 Deleting a Particular Information or Text

To delete a particular information or text

- Use the backspace key or the delete key.

### 4.4 Attaching a File

To attach File

1. Click on the “Attach File” button, a pop-up menu window will appear.

2. Click on “Browse” to select the file that you need to attach.
3. After selecting the file, click on the “Use File as” drop down list to select and
4. Click the “Attach” button to upload the file  
OR
5. Click the “Cancel” button if you don't want to attach the file.
6. After attaching the file click on “Add”.

## 4.5 Glossary

- **Fields** are line areas or textboxes that allow the user to input text.
- **File** a collection of data or information that has a name.
- **Menu** a list of commands or options from which you can choose.

## 4.6 Exercises

- Upload a file in the following form
  1. PDF
  2. OpenOffice Writer
  3. OpenOffice Calc
  4. OpenOffice Impress

## Lesson 5. The Borrower's Page

Clicking on the Borrower Button will bring you the page below

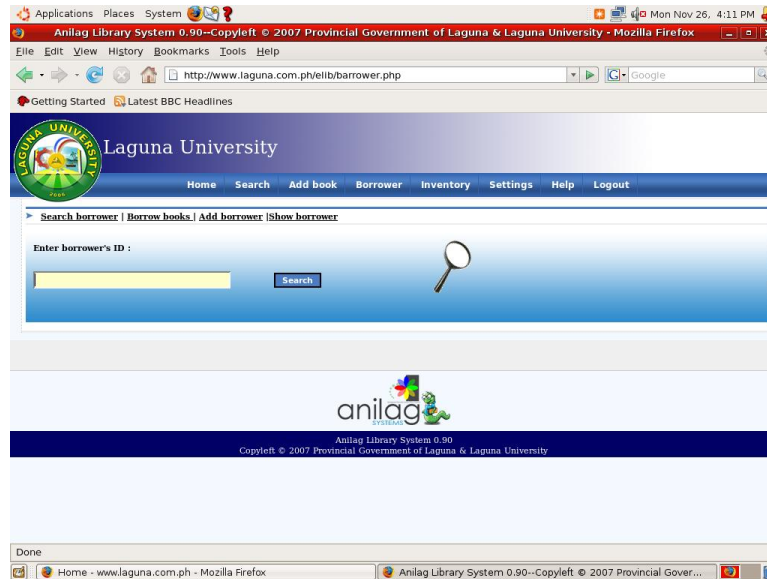


Figure 5.1 Borrower's Page

This page contains the links for Search Borrower, Borrow Books, Add Borrower and Show Borrower individual pages.

**After completing this lesson, you will be able to:**

- Search for a borrower
- Borrow books
- Add a borrower
- Show borrower

## 5.1 Searching for a Borrower

To search for a borrower

1. Click on the "Search Borrower" button
2. Type in your Borrower's ID on the Enter Borrower's ID field and,
3. Click the "Search" button.

## 5.2 Borrowing a Book

To borrow a book

1. Type your Borrower's ID on the Borrowers ID field.
2. Enter the call number or book to be borrowed on the Call Number or Record ID box
3. Click the "Add" button.

Applications Places System Mon Nov 26, 4:11 PM

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File Edit View History Bookmarks Tools Help

http://www.laguna.com.ph/elib/bar\_new.php

Getting Started Latest BBC Headlines

**Laguna University**

Home Search Add book Borrower Inventory Settings Help Logout

Search borrower | Borrow books | Add borrower | Show borrower

Borrowers id:

Accession number	Book title	Author	Due date(yyyy-mm-dd hh:mm:ss)
	auto generate.		2007-11-27 16:11:29

Checkout

anilag

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Done

Home - www.laguna.com.ph - Mozilla Firefox

Figure 5.2 Borrow Book

### 5.3 Adding a Borrower

To add a borrower

1. Fill-up the form for adding a borrower.
2. Click on the “Create” Button to add the borrower on the system

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File Edit View History Bookmarks Tools Help

http://www.laguna.com.ph/eib/create\_borrower.php

Getting Started Latest BBC Headlines

**Laguna University**

Home Search Add book Borrower Inventory Settings Help Logout

Search borrower | Borrow books | Add borrower | Show borrower

Borrowers' id: 3405 Auto borrower ID set to ON

Last name:

First name:

Course:

Year:

Address:

Adviser:

Contact no.:

Email address:

Done

Home - www.laguna.com.ph - Mozilla Firefox

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Figure 5.3 Add a Borrower Page

## 5.4 Displaying the List of Borrowers

To display the list of borrowers

- Click on the “Show Borrower” link. A tabular list of borrower's would be displayed.



The screenshot shows a web browser window displaying the Anilag Library System. The page has a header with the Laguna University logo and navigation links: Home, Search, Add book, Borrower, Inventory, Settings, and Logout. Below the header, there is a section titled 'Search borrower | Borrow books | Add borrower | Show borrower'. A table lists the following borrowers:

Borrower ID	Borrower name	Level/Course	Address	Adviser	Contact no.	Email address	Active
3404	Juan Dela Cruz	1st	Pantalan, Sta. cruz, Laguna	Mr. Sumpungin	09226298581	islesmel@yahoo.com	<input checked="" type="checkbox"/> <a href="#">delete</a> <a href="#">Edit</a>
3400	manny isles	BSCS	Cosme st. Maytalang 1, Lumban, Laguna	Tigas	09226298581	islesmel@yahoo.com	<input checked="" type="checkbox"/> <a href="#">delete</a> <a href="#">Edit</a>
3401	Mel John Isles	BS Criminology	Lumban, Laguna	Lambot	09189874546	pogi@gwapo.com	<input checked="" type="checkbox"/> <a href="#">delete</a> <a href="#">Edit</a>
3402	King Isles	BS Nursing	Lumban, Laguna	WELCOME	09226547898	pogi@tribal.com	<input checked="" type="checkbox"/> <a href="#">delete</a> <a href="#">Edit</a>
3403	Jeff Romero	BSCS	Pantalan 666t	Chucky	09223654124	pogiako@kupal.com	<input checked="" type="checkbox"/> <a href="#">delete</a> <a href="#">Edit</a>

Below the table is a 'Print...' button. The footer of the page includes the 'anilag' logo and copyright information: 'Anilag Library System 0.90 Copyright © 2007 Provincial Government of Laguna & Laguna University'.

Figure 5.4 List of borrower's

## 5.5 Printing the List of Borrowers

To print the list of borrowers

1. Click on the "Show Borrowers" Link and
2. Click the "Print..." button. A pop-up window containing a PDF file will appear.
3. On the PDF window, click File then choose Print.

## 5.6 Glossary

- **List** any ordered set of data.
- **Pop-up window** a window that suddenly appears (pops up) when you select an option with a mouse or press a special function key.
- **Portable Document Format (PDF)** is the file format created by Adobe Systems in 1993 for document exchange.

## Lesson 6. The Inventory Page

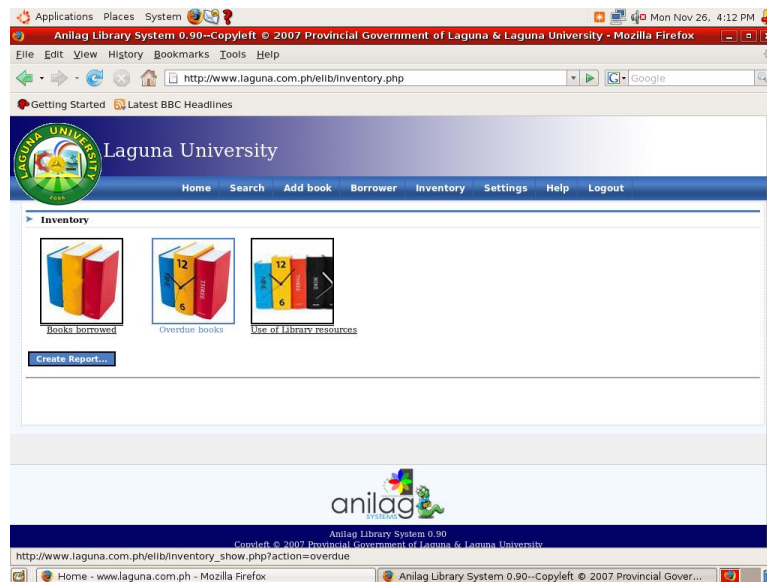


Figure 6.1 Inventory Page

This page contains 3 submenus namely Books borrowed, Overdue books and Book History. Report on Books Borrowed can be generated here. Reports can be on a weekly, Monthly and Yearly Basis.

**After completing this lesson, you will be able to:**

- Display borrowed books
- Display overdue books
- Display book history

### 6.1 Lists of Borrowed Books

To display the list of borrowed books

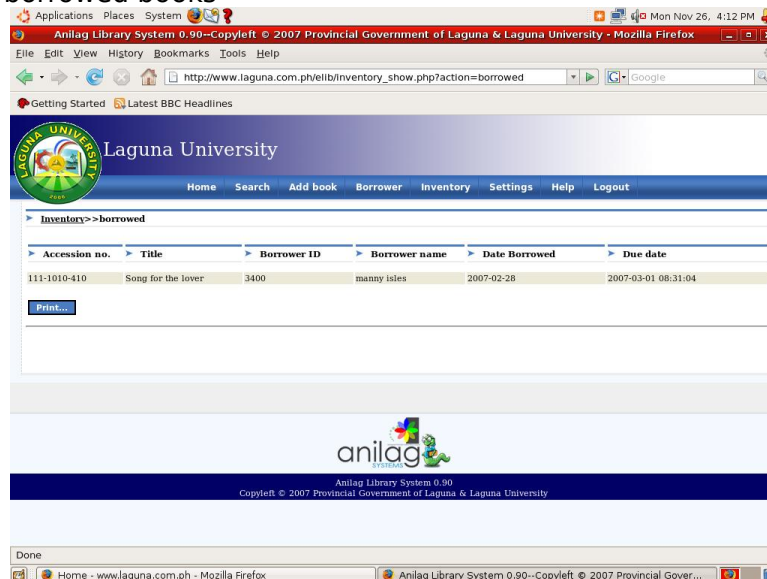


Figure 6.2 List of borrowed book

1. Click on the Books borrowed icon.
2. Click Print to print a copy of the list of Books Borrowed.

## 6.2 Creating Report on Book Borrowed

To create report on books borrowed

1. Click on the “Create Report” button just below the Book Borrowed icon. A pop-up window will appear .
2. Choose whether it is a “weekly”, “monthly” or “yearly” report.
3. To close the pop-up window, click the “cancel” button.

## 6.3 Displaying the List of Overdue Books

To display the list of overdue books

1. Click on the Overdue Books icon. A tabular list of overdue books will be displayed.
2. Click the “Print” button to print a copy of the Overdue Books list.

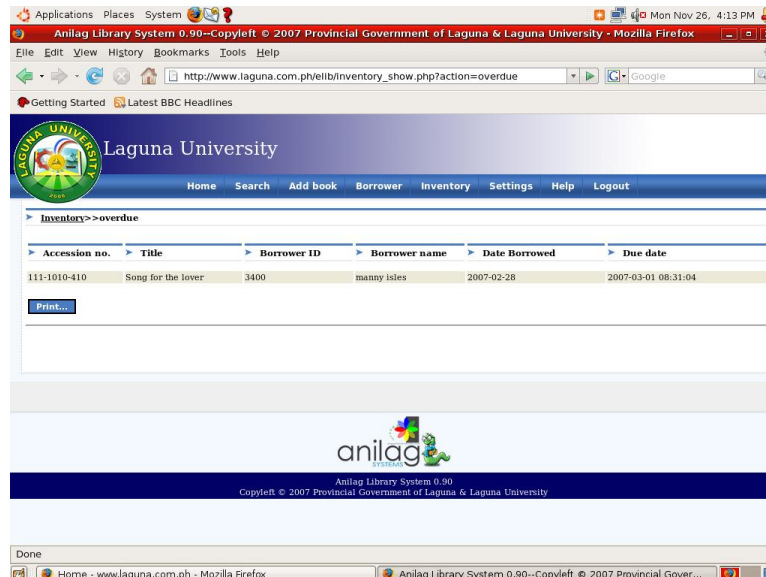


Figure 6.3 List of overdue books

## 6.4 Displaying the List of Books most Frequently Borrowed

To display the list of books most frequently borrowed

1. Click on the Book History Icon. The list of Books frequently borrowed will be displayed.
2. Click the “Print” button to print a copy of the Book History list.

## 6.5 Glossary

- **Icon** a small picture that represents an object or program.
- **Reports** a formatted and organized presentation of data.
- **Submenu** a menu that is contained within another menu.

## Lesson 7. The Settings Page

The Settings Page of the System is used to specify the needed application settings.

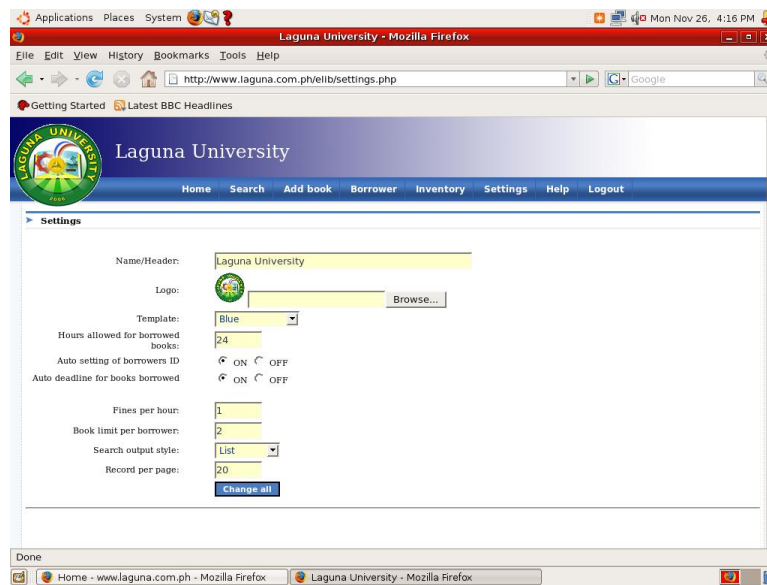


Figure 7.1 Setting Page

**After competing this lesson, you will be able to:**

- Access the setting page

### 7.1 Accessing the Settings Page

To access the settings page

1. At your Home Page, click on the Settings icon or Use the Quicklinks.
2. Click the field for any entry that you wish to change type in the changes.
3. Click Change All button to save the changes you made.

## Lesson 8. Backup and Restore Page

Data is critical to the system. With that in mind, it makes sense to backup important files. The Anilag Library System incorporated a tool to perform this task quickly and easily.

**After Completing this Lesson you will be able to**

- Restore and Backup Database

### 8.1 Anilag Library System Back up

To back up the elib files

- Copy the /home/public\_html/ contents to any device that you want, paste it in a folder named 'elib'.

### 8.2 Database Back-up

To back-up database

1. Click on the Backup/Restore Icon to display the Back-up/Restore Window.

2. Use the "Backup database" option to select an appropriate location.
3. Click "Ok" to start the back-up process
4. Then click "Close Window" button from the Downloads pop-up window to finish the process.

### 8.3 Restoring elib Files

To restore the elib files

1. Follow the Anilag Library System installation method
2. Restore the database (elib.sql file).

### 8.4 Restoring Database

To Restore Database

1. Go to <http://localhost/phpmyadmin/>.
2. Select import from the list of tabs in the right-hand frame
3. In the "location of the text file" section, click on the "browse" button to select the elib sql file to be imported..
4. Click "go".
5. Press F5.
6. Go to <http://localhost/elib> (this should display the elib search page)

### 8.5 Glossary

- **Data** distinct pieces of information, usually formatted in a special way.
- **Back-up** to copy files to a second medium (a disk or tape) as a precaution in case the first medium fails
- **Database** a structured collection of records or data that is stored in a computer system so that a computer program or person using a query language can consult it to answer queries.

## Lesson 9. User Account Page

There is only one type of user account available on the System, the Administrator.

**After Completing this Lesson you will be able to**

- Change the default user

### 9.1 Changing the Default User

To change the default user

1. From the Home Page, click on the User Account icon, the My Account window will appear.
2. Click Edit
3. Click the field of the information you wish to change and
4. Type in the new information.
5. Click Save

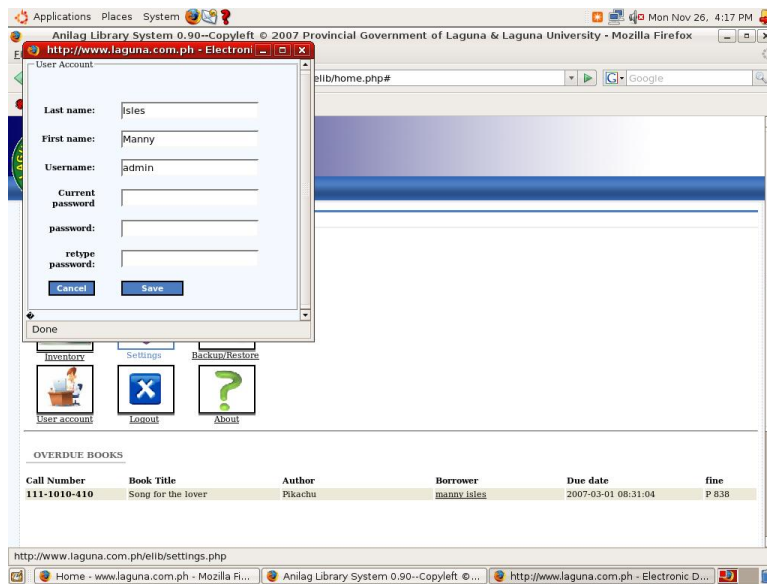


Figure 9.1 user account page

*Reference:*

- Chowdbury, G. G. Introduction to digital libraries. London, Facet Publishing, 2003 Republic Act No. 8293 – Intellectual Property Code of the Philippines
- Harrod, LM. 1987. Harrod's Librarians' Glossary of terms used in librarianship, documentation and the book crafts and reference book. 6<sup>th</sup> ed. England: Gower Publishing Company.