

Smithsonian
Institution



AMERICAN ART & NATIONAL PORTRAIT GALLERY LIBRARY

Library Exchange Program

PROGRAM HANDBOOK

Table of Contents

TABLE OF CONTENTS.....	1
PART 1: USER'S MANUAL.....	3
CH 1 - INTRODUCTION	3
<i>Program Overview.....</i>	3
<i>What is in this Handbook?.....</i>	3
CH 2 – STARTING THE PROGRAM	4
<i>Opening the Database.....</i>	4
<i>Navigating the Main Menu.....</i>	5
CH 3 – PROGRAM TASKS	6
<i>Adding Items to the Exchange Publications Collection</i>	6
<i>Adding or Updating Items Received by AA/PG Library.....</i>	6
Logging receipt of an item previously requested or updating a request.....	6
Logging a new request or an unsolicited item	7
<i>Adding or Updating Items Sent by AA/PG Library</i>	8
Logging sending of an item previously requested or updating a request.....	8
Logging a new request by a partner library or an unsolicited item sent by AA/PG Library (excluding Mass Mailings).....	8
<i>Adding or Updating Partner Libraries</i>	9
<i>Executing a Mass Mailing</i>	10
<i>Utilizing the Reports</i>	11
PDF of Exchange Holdings for SIL Website	11
Partner Standings Report.....	11
Activity Report	11
Exchange Holdings Report (Public View)	11
Exchange Holdings Report (Staff View)	12
CH 4 – CLOSING THE DATABASE	13
<i>Exiting the Program.....</i>	13
<i>Logging in as an Administrator.....</i>	13
CH 5 – PROGRAM REFERENCES	14
<i>FREQUENTLY ASKED QUESTIONS</i>	14
PART 2: ADMINISTRATOR'S MANUAL.....	16
CH 1 - BACKGROUND	16
<i>Database Overview</i>	16
CH 2 - TABLES.....	17
CH 3 – DATABASE TIPS & TRICKS.....	18
<i>Manually Delete an Entry</i>	19
<i>Document Report</i>	20
<i>Compact & Repair the Database.....</i>	20
<i>Administrator Functionality</i>	21
PART 3: MISCELLANEOUS TASKS.....	23
CH 1 – NEW RELEASE PUBLICATION SEARCH	23
<i>Search Overview.....</i>	23
<i>Running a Dealer Search Online.....</i>	23
<i>Running a Dealer Search in Printed Catalog.....</i>	24

PART 1: USER'S MANUAL

CH 1 - INTRODUCTION

Program Overview

The purpose of the Library Exchange Program is to leverage the publications from the American Art Museum and National Portrait Gallery to obtain relevant publications from partner libraries across the world, creating a richer collection for both the partner library and AA/PG Library.

What is in this Handbook?

The first part of this handbook contains instructions for carrying out the Library Exchange Program using its Access database. It discusses the tasks associated with the Program as they are represented in the database. For example, each button on the Main Menu in the database represents a task for the Library Exchange Program.

The second part of this handbook contains details on the database design and is for reference purposes. It should be used by the administrator if technical errors arise or if the database structure/code needs to be modified.