



AutoLib – Library Management Software

(Version: STANDARD)

User Manual



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USER MANUAL

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INTRODUCTION

AutoLib - is completely a web based Library Management Software (LMS), designed and developed and promoted by AutoLib Software Systems, Chennai using latest JAVA Technologies. It can handle lakhs of records more efficiently. AutoLib has many integrated modules to take care all the technical, in-house activities and also provide various services such as cataloging module - to create databases for various types of documents and also users, Circulation Management System - to monitor all the transactions in a library such as issue, return, renewal, reservation, etc, Serial Control module - to maintain periodical subscription and management, Acquisition module - to procure various resources, Report Management System to generate various reports and statistics. Besides these, many additional modules are also available to handle all other activities. The Admin module allows to set-up various parameters for library policies; rules and regulation related to transactions and other access facilities.

Email, SMS integration facility is also available to alert users giving information about overdue of the documents borrowed by them and also other transaction details.

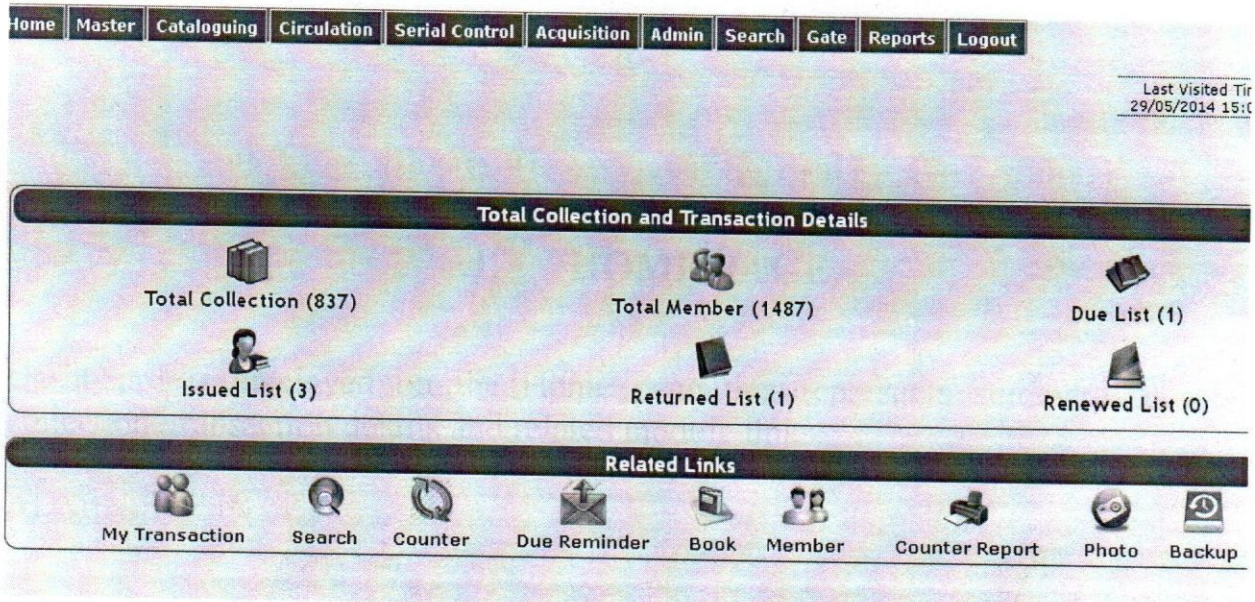

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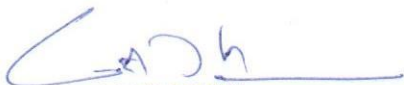
I. HOME PAGE

Dashboard is displayed on the Home page that represents summary of total collection, transaction details and related module links.

ADMIN LOGIN



The screenshot shows the AutoLib Home Page dashboard. At the top, there is a navigation menu with the following items: Home, Master, Cataloguing, Circulation, Serial Control, Acquisition, Admin, Search, Gate, Reports, and Logout. On the right side, there is a timestamp: Last Visited Time: 29/05/2014 15:00. The main content area is divided into two sections. The first section, titled "Total Collection and Transaction Details", contains six data points: Total Collection (837), Total Member (1487), Due List (1), Issued List (3), Returned List (1), and Renewed List (0). The second section, titled "Related Links", contains ten links: My Transaction, Search, Counter, Due Reminder, Book, Member, Counter Report, Photo, and Backup. Each link is accompanied by a small icon representing its function.


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USER LOGIN






Home Search Logout

Last Visited Time
30/05/2014 18:1

User Transaction Details

 Issued Books (1)	 Returned Books (0)	 Reserved Books (0)
---	---	---

Related Links

 Search	 Advanced Search	 Quick Search	 Journal Search	 Change Password
--	---	--	--	---

II. MASTER MODULE


AUTHOR MASTER

Ensure whether the author you want to enter already exists in the Author Master.

If you click **NEW** button, Software automatically generates Author Code in the Code field. Type Author Name in the Author field (Eg. RANGANATHAN, S.R or TWAIN, MARK). Type short description, if any, about the author in the Description field. Type E-mail ID of the author, if any, in the E-mail Field. Both the description and E-mail are optional fields.

Click **SAVE** button to save the record. Click **CLEAR** to reset the data.

Click **DELETE** button to delete a particular author that you wish. Remember if the author has been referred in the BOOK MASTER, then you should delete or replace with another author in the book master. Otherwise the author cannot be deleted.


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How to select Author Name

1. Click on Find Button.
2. You will find author search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the author names will be displayed. If you type characters and press enter key, author names starting with that characters will be displayed and select the Author Name that you wish.


Author Master

Author Code	<input type="text" value="2"/>	Find
Author Name	<input type="text" value="A.K. HAJRA CHOUDHURY"/>	
Short Desc	<input type="text"/>	
Email Id	<input type="text"/>	
New Save Delete Search Clear		

III. CATALOGUING MODULE

BOOK MASTER

This module allows to catalogue (attributes) of various types of documents such as books, seminar volumes, standards, non-book materials, etc. This part has been divided into the following four categories to facilitate the data entry easily.


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1. Main (Vital) Information
2. Additional Information
3. Keywords/Notes
4. Other Information

Main Information

This section contains the following 18 fields.

Book Master

Main Entry
 Additional Information
 Keywords/Notes
 Other Information

Access No	<input type="text" value="10000"/>	<input type="button" value="Find"/>	Call No	<input type="text"/>
Title	<input type="text"/>		Received Date	<input type="text" value="09-06-2014"/> <input type="button" value="..."/>
Author Name	<input type="text"/>	<input type="button" value="Find"/>	Author Role	<input type="text" value="AUTHOR"/> <input type="button" value="v"/>
StatmntOfRespon	<input type="text"/>		Edition	<input type="text"/>
Subject	<input type="text" value="Nil"/>	<input type="button" value="Find"/>	Department	<input type="text" value="Nil"/> <input type="button" value="Find"/>
Publisher	<input type="text" value="Nil"/>	<input type="button" value="Find"/>	YearPub	<input type="text"/>
Supplier	<input type="text" value="Nil"/>	<input type="button" value="Find"/>	Budget Name	<input type="text" value="Nil"/> <input type="button" value="Find"/>
Copies	<input type="text" value="1"/>		Document Type	<input type="text" value="BOOK"/> <input type="button" value="v"/>
Location	<input type="text"/>		Availability	<input type="text" value="YES"/> <input type="button" value="v"/>

CASH
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B

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1. Access Number

This is a key field that acts as primary key for book information. This text box accepts alphanumeric characters and cannot be left empty.

How to Enter Access Number:

- a). Enter the Accession Number of a document directly in the Access number field.
- b). On clicking the **NEW** button, the software generates a new Accession Number (by fetching the maximum Access Number in the existing Book Master table and adding 1) and displays in the Access No field.

2. Call Number


Classification Number of the Book is to be entered in this field. Enter the classification number (or search and find if the same or related title or topic already exists in the same database with class number). If available, copy and paste the same number). Software accepts all types of Classification numbers. Enter the class number of the book followed by three letters of the author names in capital letter. (Eg: 624.04, 624.01 RAM).

3. Title

Denotes Title of the book. Title and Sub Title should be entered here. To separate Title from Sub Title use colon (:) and space between Title and Sub Title. (Eg. Theory and practice of Management: Marketing).

4. Received Date

Denotes received date of the Book By default current date will be displayed. If you want to change the date you can use the Date Time Control (Eg: 20-01-2005 - DDMMYYYY format).


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5. Author Name

Denotes Author Name of the Book. Author Name should not be typed here. It should be selected from the Author Master. See Author Master.

How to Select Author Name

Click on Find button.

You will find author search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the author names will be displayed or type starting characters of the author name in the author text box (Eg: R or Ra or Raja or Raja Raman) and press enter key. Author names starting with those characters will be displayed. Select the author name you wish. More than one author can also be selected with semicolon as separator if the book is authored by more than one author.

6. Author Role

Choose any one of the Author Role such as Author, Editor, and Translator. Enter the first author name and select et. al (if a book is authored by more than two authors. Eg: Rajaraman, R., et al.)

7. Responsibility (Statement of Responsibility)

Enter the Author name as given in the book. Eg. Mark Twain or R.Rajaraman.

8. Edition

Type the Edition Number of the book. (Eg: Ed 2. or 2nd Ed.).



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9. Subject Name

Denotes Subject Name of the Book. Subject Name should not be typed here. It should be selected from the Subject Master. See Subject Master.

How to Select Subject Name

Click on Find button.

You will find subject search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the subject names will be displayed or type starting characters of the subject name in the subject text box (Eg: Management, Fiction, Computer, etc) and press enter key. Subject names starting with those characters will be displayed. Select the Subject name you wish.

10. Department Name

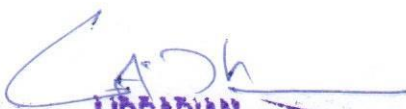
Denotes the name of the Department for which the Book was purchased. Department Name should not be typed here. It should be selected from the Department Master. See Department Master.

How to Select Department Name

Click on Find button.

You will find department search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the department names will be displayed or type starting characters of the department name in the department text box (Eg: Machinery or HR, Finance, Workshop, etc) and press enter key. Department names starting with those characters will be displayed. Select the Department name you wish.


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11. Publisher Name

Denotes the name of the publisher who published the Book. Publisher Name should not be typed here. It should be selected from the Supplier/Publisher Master. See Supplier/Publisher Master.

How to Select Publisher Name

Click on Find button.

You will find publisher search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the publisher names will be displayed or type starting characters of the publisher name in the publisher text box (Eg: Allied Publishers) and press enter key. Publisher names starting with those characters will be displayed. Select the Publisher name you wish.

12. Publication Year

Type the Year of the publication of the book. (Eg: 2010).

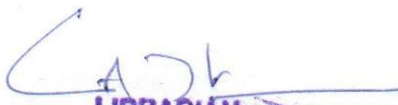
13. Supplier Name

Denotes the name of the Supplier who supplied the Book. Supplier Name should not be typed here. It should be selected from the Supplier/Publisher Master. See Supplier/Publisher Master.

How to Select Supplier Name

Click on Find button.

You will find supplier search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.



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If you press enter key all the supplier names will be displayed or type starting characters of the supplier name in the supplier text box (Eg: Tamil Nadu Book Suppliers) and press enter key. Supplier names starting with those characters will be displayed. Select the Supplier name you wish.

14. Budget Name

Click on Find button to search the Budget Heads that are created in the Budget Master and select appropriate Budget Head for this book.

15. Number of Copies

Type the number of copies here. Multiple copies of the book will be created based on the values typed in Access No field.

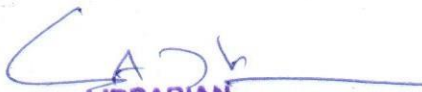
16. Document Type

This is an important field, which is used to describe the type of document. According to the document type, categorization is assigned and stored on the database. Various types of documents like BOOK, NONBOOK, REPORT, THESIS, STANDARDS, PROCEEDINGS AND BACKVOLUMES are displayed. By default, the document type BOOK is assigned.

BOOK : Select the book form i.e. Hard Bound/Paperback/Spiral/Binding.
NONBOOK : Select the type - CD, DVD, Microfilm, Microfiche, etc
REPORT : Denotes Project/R & D/Technical Reports.

STANDARDS : Denotes Standards of different countries such as BIS, BSI, ANSI, ASTM etc

PROCEEDINGS : Denotes Seminar, Workshop, Symposium, Conference, etc
BACKVOLUMES : Journal Bounded Volumes.


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17. Location

Identity of the place where the book is kept. (Eg: RACK-2; SHELF 3, Bay number, or REFERENCE SECTION, etc).

18. Availability

This element plays a vital role of the transaction in entire process. Denotes status of the book. Default value is YES. It means that the book is available in the library for Lending. The other values are REFERENCE, DISPLAY, MISSING, WITHDRAWN, DAMAGED, LOST, ISSUED, TRANSFERRED, BINDING.

Important STATUS explanation

YES: Book is available in the library and ready for lending.

REFERENCE: Book is used only for reference inside the library and not for lending.

ISSUED: Book status is updated as Issued, when the user borrows the book. Book status gets updated as YES, when the user returns the book.

Other status of the book is self-explanatory.



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MEMBER MASTER

This is a Front-end module, which is used to describe information about the library users in each division. This form has the following fields to feed information about each library user.

Member Master

Member Code <input type="text"/>	Find	Member Name <input type="text"/>	
Designation <input type="text" value="Nil"/>	Find	Year <input type="text"/>	
Group <input type="text" value="Nil"/>	Find	Deposit <input type="text" value="0"/>	
Department <input type="text" value="Nil"/>	Find	Security Log <input type="text" value="NO"/>	
Birth Date <input type="text" value="09-06-2014"/>	...	Enroll Date <input type="text" value="09-06-2014"/>	...
Validity Date <input type="text" value="09-06-2014"/>	...	Course <input type="text" value="Nil-Nil"/>	Find
Address#1 <input type="text"/>		Address#2 <input type="text"/>	
City <input type="text"/>	Find	State <input type="text"/>	
PinCode <input type="text"/>		Email <input type="text"/>	
Phone <input type="text"/>		Sex <input type="text" value="MALE"/>	
Profile <input type="text"/>		Remarks <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>			




1.Member Code

Enter the unique member code i.e. library user. This is a key field that acts as primary key for User information. This text box accepts alphanumeric characters and cannot be left empty.

2.Member Name

Enter the Name of the Member (library user), which relates to the Member code entered against in the Member Code field.


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3.Designation

Denotes Designation and should not be typed here. It should be selected from the Designation Master. See Designation Master.

How to Select Designation

Click on Find button.

If you press enter key all the designation will be displayed or type starting characters of the Designation in the Designation text box and press enter key. Designation starting with those characters will be displayed. Select the Designation you wish.


You will find Designation search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.


4.CourseYear

By default, CourseYear is set to empty. Course Year will be like I,II,III, IV and passout to differentiate year of the course.

5.Group Name

Denotes Group Name and should not be typed here. It should be selected from the Group Master. See Group Master in the Admin Module. Group master allows to categorize the employees based on designation/position etc so that number of resources that can be borrowed by a group, due date, etc can be set.


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How to Select Group Name

Click on Find button. You will find Group search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the group names will be displayed or type starting characters of the Group name in the Group text box (Eg: STUDENT, STAFF) and press enter key. Group names starting with those characters will be displayed. Select the Group name you wish.

6. Deposit

Refundable deposit amount will be collected from the user for high value books, if the book is issued to this user. This field is optional.

7. Department Name

Denotes Department Name (where the employee/ user is attached in a Division) and should not be typed here. It should be selected from the Department Master. See Department Master.

How to Select Group Name

Click on Find button.

You will find Department search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the department names will be displayed or type starting characters of the Department name in the text box and press enter key. Department names starting with those characters will be displayed. Select the Department name you wish.



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8. Security Lock

By default, Security Lock is set to 'NO'. This means book can be borrowed by the user. But if Security Lock is set or changed to 'YES', temporarily or permanently the user account is locked for transaction.

9. Birth Date

Enter the date of Birth of the user using the Calendar control box.

10. Enroll Date

Enter the enrollment date of the user who joins in the library as a member using the Calendar control box.

11. Validity Date

Enter the validity date of the user using the Calendar control box.

12. Course Name

Denotes Course Name and should not be typed here. It should be selected from the Course Master. See Course Master.

How to Select Course Name

Click on Find button.

You will find Course search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key all the course names will be displayed or type starting characters of the Course name in the text box and press enter key. Course names starting with those characters will be displayed. Select the Course name you wish.


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13.Address1 and Address2

Enter the full address of the user.

14.City

Denotes City and should not be typed here. It should be selected from the City Master. See City Master.

How to Select City

Click on Find button. You will find City search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box.

If you press enter key city names will be displayed or type starting characters of the city in the city text box and press enter key. City starting with those characters will be displayed. Select the City you wish.

15.State

Enter the name of the State. (Eg: Tamil Nadu or Karnataka)

16.Pincode

Enter the Pin code of the City. This allows only numeric characters.

17.Email

Enter the Email id of the user Eg. username@titan.com. This helps to send email alert to the user for advance due remainder and other information.

18.Phone

Enter the Mobile number of the user Eg. 10-digit number. This helps to send SMS alert to the user for each transaction and other information.

19.GENDER

Select the gender from the list. By Default the gender is set as MALE.



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20.Profile

Enter the area of interest or keywords of the users (management; marketing; jewellery design). Email alert will be generated and send to the users with matching title, subject related word found from the new arrivals.

21.Remarks

Any other information about the user can be entered in this field for local use.

NOTE:

Member code, Member Name, Department, Group, Designation, Course, Enroll Date, Validity Date, Birth Date and Gender are mandatory fields. Other fields are optional.

IV. CIRCULATION MODULE

COUNTER SERVICE

This module permits transaction (Issue/Return/Renewal) of documents to the users, who are eligible to borrow. These library users are grouped based on their designation.



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Counter Service

User Id	1	Find	<input type="radio"/> User		Resource	No's	Card	Days
Name	RAMESH C				General	5	0	14
Group	STUDENT				Book	0	2	0
Desig	B.E				BookBank	0	0	0
Dept	ELECTRONICS AND COMMUNICA	Valid Date	31-05-2017		NonBook	0	0	0
Course	BE-ELECTRONICS AND COMMUNI	Year	1		Journal	<input type="radio"/>	0	0
Acc.No		<input checked="" type="radio"/> Resource			Back Vol	0	0	0
Title		Call No			Thesis	0	0	0
Author		Type			Standard	0	0	0
Publisher		Status			Proceeding	0	0	0
					Report	0	0	0
Issue Date	09-06-2014	Due Date	09-06-2014	Return Date	09-06-2014	Fine	0.0	
<input type="button" value="Issue"/> <input type="button" value="Return"/> <input type="button" value="Renew"/> <input type="button" value="Reserve"/> <input type="button" value="Res-Cancel"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>								

Issue Details

Member Code	Access No	Issue Date	Due Date	Staff Code	Doc Type
1	1	09-06-2014	23-06-2014	admin	BOOK
1	3	09-06-2014	23-06-2014	admin	BOOK

Reserve Details

ID	Member Code	Access No	Doc Type	Res_Date	Member Name
1	1	400	BOOK	09-06-2014	RAMESH C

Steps:

ISSUE BUTTON

Follow the step 1.

- Click the ISSUE button or scan the Barcode Label (generated for ISSUE) after checking the information displayed on the screen pertaining to the particular book/user.
- This book is also now added to the list of books already issued to the user after clicking. You will find the user id, accession number, issue date, due date, name of the staff who issued the book and type of the transaction (Issue or Renewal) on the Issue Details Grid.
- Follow the above instructions again to issue more books.


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RETURN BUTTON


Follow the step 1.

- a) Double click the row pertaining to the book to be returned or enter the **ACCESSION NUMBER** of the book in the Access Number text box or scan the Accession Number from the barcode pasted on the book.
- b) The clicked/selected book will be displayed along with the details - user id, accession number, issue date, due date and fine amount, if any. (Fine Amount will be automatically calculated on the basis of due days and fine amount applicable to the group to which the member belongs).
- c) Click the option **RETURN** or the scan Barcode Label (generated for **RETURN**) the particular row pertaining to the book will be removed from the Issue Details Grid.
- d) If the fine amount is generated for the book after the due date, then amount will be collected from user or else amount automatically gets credited in their account.
- e) Follow the instructions above to return more books.

RENEWAL BUTTON

Follow the step 1.

- a) Double click the row pertaining to the book to be renewed or enter the **ACCESSION NUMBER** of the book in the Access Number text box or scan the Accession Number from the barcode pasted on the book.
- b) The clicked/selected book will be displayed along with the details - user id, accession number, issue date and due date. (If fine amount is generated for the first issue, then the book cannot be renewed).
- c) Click the option **RENEW** or the scan Barcode Label (generated for **RENEW**) the particular row pertaining to the book will be removed from the Issue Details Grid and new record will be created with type of transaction as **RENEW**. Book will be renewed, only if there is no reservation for that book.
- d) Follow the instructions above to return more books.


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RESERVE BUTTON

Follow the step 1.

- a) Enter the Access Number of the book.
- b) The particulars of the book will be retrieved from the database and displayed on the screen along with issue date and due date. (Due date will be automatically calculated on the basis of circulation period of the user).
- c) Click the option RESERVE the particular row pertaining to the book will be reserved and displayed on the Reserve Details Grid. Note that the issued book only can be reserved.
- d) Follow the instructions above to reserve more books.


RESERVE CANCEL BUTTON


Follow the step 1.

- a) Enter the Access Number of the book.
- b) The particulars of the book will be retrieved from the database and displayed on the screen along with issue date and due date. (Due date will be automatically calculated on the basis of circulation period of the user).
- c) Click the option RESERVE CANCEL the particular row pertaining to the book will be removed from the Reserve Details Grid.
- d) Follow the instructions above to cancel the reserved books again.

RESET

Click **CLEAR** to reset the data.


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JOURNAL ARTICLE SEARCH

Journal Article Search

Journal Name	<input style="width: 100%;" type="text"/>		
Alt. Title	<input style="width: 100%;" type="text"/>		
Alt. Author	<input style="width: 100%;" type="text"/>		
Alt. No	<input style="width: 15%;" type="text"/>	Year <input style="width: 15%;" type="text"/>	Month <input style="width: 15%;" type="text"/>
BVol. No	<input style="width: 15%;" type="text"/>	Vol.No <input style="width: 15%;" type="text"/>	Issue.No <input style="width: 15%;" type="text"/>
Subject	<input style="width: 100%;" type="text"/>		
Abstract	<input style="width: 100%;" type="text"/>		
Keywords	<input style="width: 100%;" type="text"/>		
<input type="button" value="search"/> <input type="button" value="Clear"/>			

This module allows to search **Journal Article** based on the fields – Journal Name, Article Title, Article Author, Article Number, Back Volume Number, Subject, Abstract and Keywords.

To narrow down your search, enter the search values in more than one field.

Click Search button to perform the action. The result will be displayed.

E-RESOURCE SEARCH

E-Resource Search



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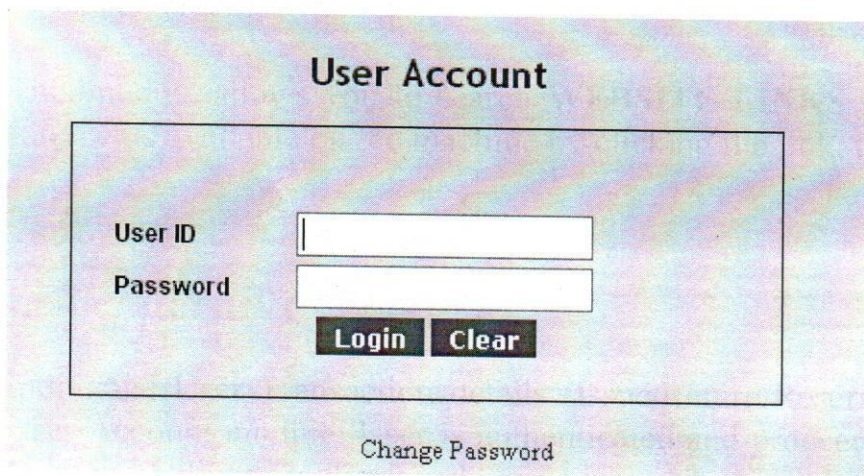
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This module allows you to search **WEBSITE LINKS** stored on the database. If Internet is available on the machine by clicking the link, the website opens.

USER ACCOUNT


Individual User Transaction details (Issue/Return/Reservation) are viewed in the User Account module. User is authenticated and proceeded to next step. Numbers of book holdings are displayed here. Fine amount will be displayed, if user has due on the books. Online Renewal is also possible.



The screenshot shows a web form titled "User Account". It contains two input fields: "User ID" and "Password". Below the "Password" field are two buttons: "Login" and "Clear". Below the entire form area is a "Change Password" link.

Type the Employee ID or user ID and password. Software allows user to change the password by clicking Change Password button.

Example:


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USER ISSUED DETAILS

Access No	Title	Author Name	Issue Date	Due Date	Document	Renew
W00001	PASUMAI PURATCHIYIN KATHAI	SANGEETHA SRIRAM	26-05-2014	28-05-2014	BOOK	Renew

[Back](#)

Online Renewal is possible by clicking Renew link on the right most corner of the screen.


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