

Library

g.s.

USERS' MANUAL

PERIODICALS MANAGEMENT SYSTEM

ver 1.1

Developed by
WHO SEARO Library



World Health Organization
Regional Office for South-East Asia
Indraprastha Estate, Ring Road
New Delhi 110 002, India

1993

TABLE OF CONTENTS

INTRODUCTION	Page # 1
BEFORE YOU START	Page # 1
SETTING DOS PARAMETERS	Page # 2
INSTALLING	Page # 2
STEPS FOR USING PMS	Page # 3
BACKUP AND RESTORING	Page # 5
DATA ENTRY	Page # 7
A. RECEIVED FROM PUBLISHER	Page # 7
B. INTER LIB BORROWING	Page # 15
C. LOAN/RECEIVE PERIODICAL	Page # 22
D. PERIODICALS LOST	Page # 27
E. WEEDOUT	Page # 29
F. BINDING	Page # 30
REPORTS	Page # 34
A. PERIODICALS AVAILABLE	Page # 35
B. LIST OF PERIODICALS TO BE WEEDED OUT	Page # 40
C. PERIODICALS LOST/ WITH BINDER	Page # 40
D. SLA PERIODICALS LIST	Page # 41
E. OVERDUE TO PUBLISHER/VENDOR	Page # 42
F. PERIODICALS LENT & OVERDUE	Page # 42
H. REMINDERS	Page # 44
I. REMINDER STATUS REPORT	Page # 45
J. HOLDING LIST	Page # 45
K. PERIODICAL BINDING REPORT	Page # 45
L. PENDING REQUEST	Page # 45
MASTERS	Page # 46
A. PUBLISHER MASTER	Page # 46
B. VENDOR MASTER	Page # 49
C. PERIODICAL MASTER	Page # 50
D. LIBRARY MASTER	Page # 55
E. SUBJECT MASTER	Page # 57
F. MEMBER MASTER	Page # 59
G. PO MASTER	Page # 61
H. CHANGE PERIO STATUS	Page # 62
SETUP	Page # 64
A. SCREEN	Page # 64
B. COLORS	Page # 65
C. SETUP	Page # 65
UTILITIES	Page # 66
A. REORGANIZE	Page # 66
B. PACK DATA	Page # 67
EXIT	Page # 68

INTRODUCTION

The Library of the South East Asia Regional Office of WHO subscribes to a vast number of periodicals. These could be subscribed through the Library or Projects funds or may be received free of cost (gratis). Further, the library borrows many periodicals from other libraries.

The Periodical Management System aims to cover all the aspects concerning the management of this large number of periodicals. It keeps track of all the periodicals that the library should receive. All those not received on time can be immediately known and follow up made by generating reminders through the System itself. Information regarding the time these reminders are sent is also stored by the system to ensure a regular subsequent follow up.

In case of inter-library borrowing, the System keeps all the relevant information handy, e.g. when the periodicals was borrowed, to whom it has been lent by the SEARO Library and when it is to be returned both by the borrower and the SEARO Library.

The periodicals are sent for binding and the System stores this information and informs the user about it, if he tries to loan it.

It also maintains all the information regarding the loan of these periodicals i.e when they were lent and to whom, this expected date of return and those that should have been returned but are still with the borrower. In such cases, reminders to the borrowers can also be generated by the System.

There is a comprehensive database of the Periodicals, Vendors, Publishers, Members etc. in the System and the Librarian can make use of this to know the status of any periodical at any given point of time.

The System is completely Menu driven and Interactive. It provides the option of view the various reports on the screen or printing them.

BEFORE YOU START

You must be using an IBM PC or compatible machine, running PC-DOS, MS-DOS or a compatible operating system, with ver 3.3 or above.

Your machine must have enough memory (RAM) available to run PMS System. The amount of RAM needed is 640 KB.

You need at least 1 MB of spare disk space for PMS program files, plus the space required by the database.

SETTING DOS PARAMETERS.

DOS is controlled by two files: CONFIG.SYS and AUTOEXEC.BAT. These are read whenever the system starts up. No special commands have to be put into AUTOEXEC.BAT, but CONFIG.SYS must contain at least two commands as follows:

BUFFERS - DOS can become very slow when handling large files on a hard disk: to prevent this, allocate at least 10 buffers by including the BUFFERS command in CONFIG.SYS for instance,

BUFFERS=10

If some other software product you are using recommends more buffers, use more. But beware: if you allocate too many buffers, you may not have enough memory left to run PMS; and beyond a certain stage, adding buffers make the system run slower.

FILES - This command controls how many files you can have open at once. If you omit the FILES command, 8 files are assumed, of which only 3 are available to application programs, and this is not enough for PMS to run. We recommend that you should use **FILES=50** at least.

If you make any change in CONFIG.SYS, you must REBOOT (CTRL+ALT+DEL) the computer.

INSTALLING

Decide where you want to put PMS. Hard disks are divided into directories. The purpose of directories is to keep together files of particular kinds - you may have directory for accounts, for instance, and a separate one for word processing.

Take these steps in sequence to install PERIODICAL MANAGEMENT SYSTEM (PMS) software :

- 1) Turn on your computer, type 'CD\' and press ENTER. This accessed the root directory on the hard disk.
- 2) To create a directory, type the DOS command
MD \PMS
- 3) Change the directory to PMS, type the DOS command
CD \PMS
- 4) Insert the PMS disk in the drive A or B.
- 5) If you have the PMS disk in drive in drive A, type:
COPY A:*.*

STEPS FOR USING PMS

If you are using the system for the first time.

- 1) Select **SETUP** from Main-Menu.
- 2) Define your screen type color or monochrome, then enter your library Name, address and using the Setup option within **SETUP**.
- 3) After completing the **SETUP**, select **UTILITIES** from Main-Menu and the select Reorganize data.

After you have completed the setting up of system, now you are ready to start your system.

Entire PMS depends on one option ie **PERIODICAL MASTER** under **MASTER** of Main-Menu. Utmost care should be taken to create the **PERIODICAL MASTER**.

Before creating the master pick up all the information regarding the periodical, i.e. its

NAME
SUBJECT CODE
PUBLISHER CODE
VENDOR CODE
NO. PER VOL.
VOL. PER YEAR
LEAD TIME
CONTINUES ISSUE NO.
BINDING
BINDING COLOR
BINDING TYPE
RETENTION PERIOD
LIBRARY CODE
SUBSCRIPTION NO.
DUE DATE FOR FIRST ISSUE.
NO. OF YEAR SUBSCRIPTION
DIVISION
PROGRAM AREA
SOURCE
AMOUNT
SUBJECT
REMARKS
AD TITLE
EX TITLE.

If the Publisher code, Vendor code is not there then you can create them in **PERIODICAL MASTER**, but it is advisable to create them first.

If you subscribe a new periodical, the select option **C. PERIODICAL MASTER**. Then select **ADDITION** followed by **NEW SUBSCRIPTION**.

If a periodical is renewed the select ADDITION followed by OLD SUBSCRIPTION.

NOTE : Attention should be taken when you enter NO. PER VOL, VOL. PER YEAR, LEAD TIME, CONTINUES ISSUE NO., DUE DATE FOR FIRST ISSUE, NO. OF YEAR SUBSCRIPTION.

After entering completing the master, select option A. to check whether the data generated is correct.

DATA COLLECTION FOR PERIODICAL MASTER

If frequency of a periodical differs, then create them as two different subscriptions.

e.g. If frequency of XX periodical is as follows

A) 1971 - 1980 Monthly (i.e. 12 issues in a year)
B) 1981 - 1990 Bi-Monthly (i.e. 6 issues in a year)

Then create the master as follows

case A)

DUE DATE FOR FIRST ISSUE : 01/01/71 NO. OF YEAR SUBSCRIPTION : 10

case B)

Select PERIODICAL MASTER, then Addition followed by OLD SUBSCRIPTION

DUE DATE FOR FIRST ISSUE : 01/01/81 NO. OF YEAR SUBSCRIPTION : 10

CHANGE IN PERIODICAL TITLE

If the title of a periodical changes then you should treat that as a new periodical and create a new master for that (as explained above). Make sure to enter EX Title.

After you have created the NEW PERIODICAL MASTER with new name, select the MODIFICATION option under the C. PERIODICAL MASTER, and modify the OLD PERIODICAL and enter AD Title .

BACKUP AND RESTORING

You may wish to back up your PMS information periodically using DOS backup utility. Please note that if you're backing up onto floppies, you will need more than 1 floppy to backup. Keep one or two formatted floppies extra while doing back up.

NOTE : Refer to your DOS documentation for more information about backup and restoring.

BACKING UP

To perform a backup of the PMS data, type in the following after display of the DOS prompt:

```
BACKUP C:\PMS\*.* A:
```

Follow the prompts to insert the diskettes into drive A. Each diskette should be labeled with the current date and the diskette number as prompted by the backup program.

NOTE: if you have installed the PMS in a drive other than the one suggested above, you need to replace "C:\PMS\" with the name of that drive and subdirectory.

RESTORING

To restore PMS data, type at the DOS prompt:

```
RESTORE A: C:\PMS\*.*
```

Then insert the backup diskettes as requested by the restore program.

For using this system, follow the undernoted steps:

1. Boot the computer.
2. Type CD\PERIO (or desired SUB-DIRECTORY) and press ENTER Key.
3. Type PMS and press ENTER Key.

After pressing the Enter key a Logo of Periodicals System will appear on to the screen

The following main menu of the periodicals management system will be displayed.

```
DATA ENTRY      REPORTS      MASTERS      SETUP      UTILITIES      EXIT
```

You can choose any one of these options by moving the highlighter with the help of left & right arrow keys to the option of your choice

and pressing ENTER. Alternatively you may do so by pressing the first letter of the option.

For quitting the user can press <ESC> Key from anywhere in the System.

NOTE : Similar method of choosing the option is available through the System, through only the method of pressing the first letter of the option is invariably mentioned in the text that follows.

DATA ENTRY

If you press letter D from the Main Menu the following Data Entry Menu will be displayed:

- | |
|--|
| A. RECEIVED FROM PUBLISHER
B. INTER LIB BORROWING
C. LOAN/RECEIVE PERIODICAL
D. PERIODICALS LOST
E. WEED OUT PERIODICAL
F. BINDING
Q. QUIT |
|--|

Depending on the entries you wish to make, choose the option by pressing the alphabet at the beginning of the option e.g. A, B, C etc.

For quitting the Data Entry menu. Press Q. The System would ask the following question

Are you sure to quit ?	
Yes	No

Press Y for quitting.

A. RECEIVED FROM PUBLISHER

This option is for entering/editing data of the Periodicals received, as well as for generating reminders for those periodicals which are overdue to Publisher/Vendors. Press A the following data entry screen will be displayed.

Perio. Code :	
Perio. Name :	
Issue No. :	
Volume No. :	
Due date :	
Receipt Date:	

Addition
Modification

Regular
Irregular

Issue
Supplement
Exit

ESC - Exit

A small Addition/Modification menu will also be displayed in the middle of the screen.

A. Addition
M. Modification

For entering data against received or generating reminders against overdue periodical choose A.

For editing already received data choose M

For quitting from here Press <ESC> Key.

Second Menu will be displayed below the Addition/Modification Menu for indicating whether it is an Regular/Irregular periodicals (see detail in the PERIODICAL MASTER). After defining Regular/Irregular Periodical, third menu (Issue/Supplement) will be displayed. Select the option to indicate whether you want to enter Issue or Supplement.

Perio. Code - Enter periodical code if you remember it and press ENTER Key. If you don't, then enter the SHORT NAME of periodical name a window will be opened at the lower half of the screen. For selecting the periodical from the window place the highlighter to the appropriate record and press ENTER key.

e.g. Short Name of Periodical Title American Journal of Clinical Nutrition will be AJOCN.

Perio. Name - Name of Periodical automatically displayed by the computer.

A window will be opened at the lower half of the screen and below that HOT KEYS will be displayed. In this window you will see the status of all issues of selected periodical. The fields will be displayed in the window are Year, Volume No., Issue no., Issue Date, Supplement, Due date, Receipt date and Status.

ADDITION

ENTERING ISSUES FOR REGULAR PERIODICALS

Once the Status Window is displayed on the screen. Place the highlighter with the help of up & down arrow keys to the appropriate record and press F3 key. Following screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N RECEIVED FROM PUBLISHER	SEARO Add
-------	--	--------------

Perio. Code : 4
Perio. Name : BIOMETICS
Issue No. : 5
Volume No. : 0
Due date : 13/05/90
Receipt Date:
Issue Date :

<ESC> To Exit

Perio. Code and Perio. Name will be displayed what you have selected.

Issue No. - Automatically picked up from the window.

Volume No. - Enter the volume no. of periodical. Volume no. can't be zeros.

Due Date - Automatically picked up from the window.

Receipt Date - Enter received date of the periodical. Received date can't be blank.

Issue Date - Enter issue date of the periodical.
The following question would be asked by the System

O.K. To Save	
Yes	No

Press Y for saving data.

Press N for not saving.

BLOCK ENTRY

If you want to clear your backlog, you can receive all the issues of a year in a key stroke. Follow the under mentioned steps

- 1) Place highlighter on the first entry from where you wish to receive issues.
- 2) Press ALT-F10, following screen will appear

Mass Entry	
Vol. No. :	0
Iss. Dt. :	/ /
LeadTime :	0

Vol. No. : Vol. No. with which you wish to start the year.

Iss. Dt. : Issue date of the periodical if any.

Lead Time : Time gap in terms of days between two issues.

- 3) Enter the required information.

ENTERING SUPPLEMENT FOR REGULAR PERIODICALS

If you select SUPPLEMENT from the Third Menu. System will ask for the Periodical Code. After entering the code, a window will be opened at the lower half of the screen and below that HOT KEYS will be displayed. In this window you will see the status of all issues of selected periodical. The fields will be displayed in the window are Year, Volume No., Issue no., Issue Date, Supplement, Due date, Receipt date and Status.

Once the window is displayed on the screen. Place the highlighter with the help of up & down arrow keys to the appropriate record and press F3 key. Following screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N RECEIVED FROM PUBLISHER	SEARO Add
-------	--	--------------

Perio. Code : 4
Perio. Name : BIOMETICS
Issue No. : 4
Volume No. : 20
Due date : 13/04/90
Receipt Date: / /
Issue Date : / /
Supp No. : 0

<ESC> To Exit

Perio. Code and Perio. Name will be displayed what you have selected.

Issue No. - Automatically picked up from the window.

Volume No. - If the Supplement is received for a issue which you have already received volume no. will be displayed else you have to provide the Volume no.

Due Date - Automatically picked up from the window.

Receipt Date - Enter received date of the periodical. Received date can't be blank.

Issue Date - Enter issue date of the periodical.

Supplement No. - Enter the Supplement No.

The following question would be asked by the System

O.K. To Save	
Yes	No

Press Y for saving data.
Press N for not saving.

ENTERING ISSUES FOR IRREGULAR PERIODICALS

After selecting the three Menus, system will ask for Periodical Code. Once the Periodical Code is selected a window will at the lower half of the screen displaying Ist Issue Dt., Sub. Yr., Frequency, No. per Vol, Vol per Yr. Select the Subscription entry for which you are getting the issue.

After selecting the Subscription entry, Data Entry Screen will be displayed same as that of REGULAR PERIODICAL.

Note : It is very important to select the correct Subscription entry.

Perio. Code and Perio. Name will be displayed what you have selected.

Issue No. - Enter the Issue No.

Volume No. - Enter the volume no. of periodical. Volume no. can't be zeros.

Due Date - Enter the Due Date. Make sure that you enter the Due Date correctly i.e. if you are receiving Issue No. 5 then Due Date should be after the 4th issue and should be before the 6th issue.

Receipt Date - Enter received date of the periodical. Received date can't be blank.

Issue Date - Enter issue date of the periodical.

The following question would be asked by the System

O.K. To Save	
Yes	No

Press Y for saving data.

Press N for not saving.

ENTERING SUPPLEMENT FOR IRREGULAR PERIODICALS

Procedure is same as that of ENTERING ISSUES FOR IRREGULAR PERIODICALS except that you have to provide the Supplement No.

GENERATION OF REMINDER

If you wants to generate reminder for a particular issue of a periodical. Select the Issue from the Third Menu. After entering the Periodical Code a window will be opened a the lower half of the screen. Place the highlighter with the help of up & down arrow keys to the appropriate record and press F5 key.

When the F5 key will be pressed by you, the following menu will be displayed:

Are you sure about reminder	
Yes	No

If you are not sure about generating reminder then Press N.

If you are sure, Press Y .

The system will display an error message.

1. If due date has not expired at the time of reminder
2. You are trying to generate reminder against a Issue already received
3. You had already generated a reminder for that issue and the subsequent LAST REMINDER DATE has not passed.

If all the error condition don't occur, the System will display the following menu.

SEARO	WORLD HEALTH ORGANIZATION RECEIVED FROM PUBLISHER	SEARO Add
-------	--	--------------

Perio. Code : 2
Perio. Name : JOURNAL OF MEDICAL EDUCATION

YEAR	VOL.		STATUS
1992	0	Last Reminder Date : 25/03/92 Next Reminder Date : / / Publisher/Vendor (P/V): Vol. NO. : 0	N/R
1992	0		N/R
1992	0		N/R

Use to scroll records; to scroll fields; to select; Esc to exit.
 F3 - For Entry F5 - Generate Reminder

Last Reminder Date - Last reminder date will be displayed automatically.

Next Reminder Date - Enter reminder expiry date.

Publisher/Vendor(P/V) - Enter P or V. This denotes that to which you

are giving reminder either publisher or vendor.

Vol. No. - Enter the Volume No. which you have not received.

After entering the above information the system will display the following menu.

O.K. To Proceed	
Yes	No

Still you have the option for denying by pressing N. If you press N then the system will not generate reminder.

Press Y for proceeding. The system will generate the reminder. For printing the reminders choose letter K in the reports menu.

MODIFICATION

After Selecting Modification from Addition/Modification Menu. System will ask for the Periodical Code. Enter Periodical Code or SHORT NAME.

After entering the code, a window will be opened at the lower half of the screen and below that HOT KEYS will be displayed. In this window you will see the status of all issues of selected periodical. The fields will be displayed in the window are Code, Volume No., Issue no., Due date, Receipt date and Status.

To modify or delete an entry, place the highlighter on the desired record and press F3 or F5 respectively as desired. An entry will be marked as N/REC if the periodical is regular, but in case of irregular periodical entry will be removed from the list. Rest is same as explained in ADDITION.

To search for a year press F7, enter the year, highlighter will be placed on the first entry of the entered year if year doesn't exist error message will be flashed on screen.

ADDING EXTRA ISSUES

Some time instead of receiving the fixed number of issues, you may get one or two issues extra (as in case of BMJ, which is a weekly periodical, you may get 52 or 53 issues. System will generate 52 issues, to enter 53th issue follow the under mentioned steps

- 1) Place the highlighter on the last issue (52nd in our case).
- 2) Press ALT-F3. Following screen will appear

S.No	:	-	0
Vol. No	:	-	1
Due Date	:	-	31/03/76
Recv. Dt.:	-		31/03/76
Iss. Dt.	:	-	/ /
Supp No.	:	-	0

3) Now enter all the information ie Vol., Iss No. etc.

NOTE : Make sure to enter the DUE DATE latter than the DUE DATE of 52nd issue.

This option can also be used if the periodicity of a periodical changes (ie increases from bi-monthly to monthly)

DELETING EXTRA ISSUE

This option can also be used if the periodicity of a periodical changes (ie decreases from monthly to bi-monthly). Follow the under mentioned steps.

- 1) Place the highlighter on the issue which you wish to delete.
- 2) Press ALT-F5 and confirm for deletion.

In some case if a periodical is weekly no of issues received are You can insert an entry by pressing the ALT-F3

EDITING OF YEAR AND ISSUE NO.

If you wish to change Year or Iss. No., select the modification mode. Once you get the list of the all issues. Place the highlighter under YEAR column press ENTER. Now type the year. and press to complete the entry. In case of Iss. No. Place the highlighter under Iss. No. and rest is same as of year.

B. INTER LIB BORROWING

If the Periodical received by you has been borrowed from another Library, use this data entry program.

Press B the following MENU will be displayed.

- A. REQUEST FOR PERIODICAL
- B. RECEIVE REQUESTED PERIODICALS
- C. RECEIVE LOANED PERIODICALS
- D. RETURNED BORROWED PERIODICALS
- E. REPRINT THANKS LETTER

REQUEST FOR PERIODICAL -This option will allow you to enter the periodicals which you want to Borrow from other Library.

RECEIVE REQUESTED PERIODICALS -This option will allow you to receive the periodical which you have requested from other library and loan those periodicals to Staff Members.

RECEIVE LOANED PERIODICALS - This option will allow you to receive the periodicals which from the Staff Members.

RETURNED BORROWED PERIODICALS - This option will allow you to Return the Borrowed periodicals to respected library.

REPRINT THANKS LETTER - If you wish to reprint he letter generated through option D select this option.

REQUEST FOR PERIODICAL

Press A and a submenu will appear

- A. ADD
- B. MODIFY

Select A if you wish to make a request else if you wish to modify the already entered ones, select B .

ADD

Following data entry screen will be displayed.

SEARO	WORLD HEALTH ORGANIZATION INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Request No. :	36
Library Code :	1 NATIONAL MEDICAL LIBRARY
Source :	
Requested By :	

PRESS ESC TO FINISH ENTRY & PRINT LETTER

Request No : This will be automatically generated by the system.

Library Code : Enter the Library Code or SHORT NAME from which you are requesting the Periodicals. If Library Code is not present, press F3 to add the new Librarian the master.

Source : Enter the details of the requested periodical.

Requested By : Enter the Code or SHORT NAME of the member who has requested for the periodical. If you wish to add a new member press F3.

The following menu will be displayed after entering Source

O.K. To Save	
Yes	No

Press Y for saving data.

Press N for not saving.

After saving the first periodical, cursor will again will be placed at **Source** , now you can enter another periodical in a request. After

you have finished entering the periodical Press ESC to start printing the REQUEST LETTER.

MODIFY

After selecting the option, system will ask for the Request No. After entering the Request No., Library Name will be displayed and a window will opened at the lower half of the screen displaying the information entered and below that HOT KEYS will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Request No. : 36
Library Name : NATIONAL MEDICAL LIBRARY

SOURCE

PC WORLD; 1980: VOL 10- 1
DATABASE ADVISOR; VOL 35-6

Use to scroll records; to scroll fields; to select; Esc to exit.
F3 - ADD F4 - DELETE F5 - MODIFY

F3 To add another Periodical. Now provide the periodical details as you have in the ADD procedure.

F4 To delete the entry from the Request List. Place the highlighter on the desired record and press F4. Following menu will appear

O.K. To Delete	
Yes	No

Press Y to delete else press N.

F5 To Change the contents on the request.

After making the desired changes, Press ESC, following menu will appear

PRINT REQUEST LETTER	
Yes	No

Press N if you don't want to print the letter.

Press Y to print the letter and window will be opened

HEADING : <u>BY HAND</u>

Enter the heading and start printing the letter.

RECEIVE REQUESTED PERIODICALS

Press B and the following data entry screen will be displayed.

SEARO	WORLD HEALTH ORGANIZATION INTER LIBRARY REQUEST - BORROWING	SEARO
Request No. : 36		
Library Name : NATIONAL MEDICAL LIBRARY		
Receiving Date: 25/03/92 Returning Date : 26/03/92		
Member Name : DEEPAK KHATTAR		
STATUS	SOURCE	
RECEIVE	PC WORLD; 1980: VOL 10- 1	
PENDING	DATABASE ADVISOR; VOL 35-6	

Use to scroll records; to scroll fields; to select; Esc to exit.
F9 - PROCESS

Request No : Enter the Request No.

Library Name : This will be automatically displayed by the system.

Receiving Date : Enter the date on which periodicals are received.

Returning Date : Enter the date on which the periodicals will be

Returned to Respected Library.

A window will be opened at the lower half of the screen with contents as **STATUS** and **SOURCE**.

Status will be **PENDING**, if you have received the periodical, place the highlighter on the entry and press **ENTER**. Cursor will be jump above the window, in front of **MEMBER NAME**, enter the **Member Code** or **SHORT NAME** to whom you wish to loan the periodical. Status will be changed to **RECEIVE**.

After receiving the periodical, press **F9** to finish the entry and start printing the **LOAN CARD**.

RECEIVE LOANED PERIODICALS

Press **C** and the following MENU will appear of screen

SEARCH THROUGH
LOAN CARD NO.
MEMBER NAME
TITLE

LOAN CARD NO. If you remember the Loan Card No, select this option to receive back the periodical. If the **CARD No.** exist then all the information like Member name, Source, Library Name, Issue Date and Due date will be flashed on to the screen.

MEMBER NAME If you want to search the periodical through **MEMBER NAME** select this option. System will ask for the **MEMBER CODE**, enter the code or **SHORT NAME**. After selecting the member name.

A window will be opened at the lower half of the screen displaying the source and in upper half name of the library from whom the periodical was borrowed.

Select the desired periodical by pressing **ENTER**. All the information like Member name, Source, Library Name Issue Date and Due date will be flashed on to the screen.

TITLE Enter Title (Source). A window will be opened at the lower half of the screen displaying the source and in upper half name of Borrower and the Library name from whom the periodical was borrowed.

Select the desired periodical by pressing **ENTER**. All the information like Member name, Source, Library Name Issue Date and Due date will be flashed on to the screen.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Member Name	: DEEPAK KHATTAR
Source	: PC WORLD; 1980: VOL 10- 1
Library Name	: NATIONAL MEDICAL LIBRARY
Issue date	: 25/03/92
Due date	: 29/03/92
Return date	: 25/03/92

ESC - EXIT

After all the information is displayed on the screen system will ask for the Return Date, provide the date. Following menu will be displayed

O.K. To Save	
Yes	No

Press Y for saving data.

Press N for not saving.

RETURNED BORROWED PERIODICALS .

Press D to select the option,

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Library Code. : NML Library Name : NATIONAL MEDICAL LIBRARY
--

STATUS	SOURCE
RETURN KEEP	PC WORLD; 1980: VOL 10- 1 DATABASE ADVISOR; VOL 35-6

Use to scroll records; to scroll fields; to select; Esc to exit.
F9 -Process

System will ask for Library Code. Enter the Library Code or SHORT NAME.

A window will open at the lower half of the screen displaying all the periodicals which are to be returned. Window will display Status and Source.

Status will be displayed as KEEP means that you don't want to send this periodical back. If you want to send it back press ENTER, Status will change to RETURN means that you want to send the periodical back to the Library.

After changing the status, Press F9 to Send the periodical back and print THANKS LETTER.

C. LOAN/RECEIVE PERIODICAL

If you are going to loan periodical to Staff member or other Library, Select option this option

Press C, the following menu will be displayed.

A. LOAN PERIODICAL B. RECEIVE PERIODICAL

If you want to loan a periodical then press A.

If you want to RECEIVE BACK loaned periodical then press B
Press <ESC> key to quit from here.

LOAN PERIODICAL

If you press A the following data entry screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N LOAN PERIODICAL	SEARO
-------	--	-------

Slip No. :	37/92
Perio. Code :	
Perio. Name :	
Volume No. :	
Start Issue :	End Issue :
Borrow. Code:	
Borrow. Name:	
Issue Date :	
Due Date :	

<ESC> To Exit

Press <ESC> key for quitting from this data entry. The following menu will be displayed.

O.K. To Exit
Yes No

If you will press Y the system will come out to the Data Entry Menu.

If you will press N again the cursor will be positioned at the year field.

Slip No. - Slip No. is the Loan Card No. This no. is automatically generated by computer.

Perio. Code - Enter periodical code if you remember and press ENTER Key. If you don't remember the periodical code then enter the SHORT NAME of periodical name a window will open at the lower half of the screen. For selecting the periodical from the window place the highlighter to the appropriate record and press ENTER key.

e.g. Short Name of Periodical Name American Journal Of Clinical Nutrition will be AJOCN.

Perio. Name : Automatically displayed by the computer.

The following menu will be displayed.

ISSUE ARE
BOUND
LOOSE

If the Issues are BOUND, Press B and in case of LOOSE press L.

if you have selected BOUND then provide the following information

Volume No. Enter the Volume No. which you are issuing.

Start No. Enter the first Issue No of the BOUND Volume.

End No. Enter the last Issue No of the BOUND Volume.

In case you have selected LOOSE, following Screen will Popup. In this screen you can issue 5 different issues of a periodical.

SEARO	WORLD HEALTH ORGANIZATION LOAN PERIODICAL	SEARO
-------	--	-------

Slip No. :	37/92		
Perio. Code	Vol. No.	Issue No.	Supplement No.
Perio. Name			
Volume No.	20	12	0
Start Issue	0	0	0
Borrow. Cod	0	0	0
Borrow. Nam			
Issue Date :			
Due Date :			

F2 - DELETE ENTRY F4 - END ENTRY ESC - EXIT

Volume No. Enter the Volume No. which you are issuing.

Issue No. Enter the Issue No which you are issuing.

Supplement No. if it is a Supplement, enter the No. else press ENTER.

After completing all details Press F4 to finish entry.

The following menu will be displayed.

<p>ISSUE TO</p> <p>STAFF MEMBER</p> <p>LIBRARY</p>
--

If borrower is a Staff Member , Press S and in case of Library press L.

Borrow. Code - Enter borrower code if you remember and press ENTER Key. If you don't remember the borrower code then enter the short name of borrower name a window will be opened at the lower half of the screen. For selecting the borrower from the window place the highlighter to the appropriate record and press ENTER key.

e.g. Short Name of Borrower Name Mr. Ram Kumar will be MRK.

If you don't find the borrower in the window then you have the option to add a new borrower after pressing F3 key.
(See - ADD NEW BORROWER).

Borrow. Name - Name automatically picked up by the computer.

Issue Date - Enter the date of issue.

Due Date - Enter the Due date. Due date must be greater than or equal to the issue date.

After entering the due date, the system will display the following menu.

<p>O.K. To Save</p>	
<p>Yes</p>	<p>No</p>

If you press Y the data will be saved and the system will flash a message **Set the Print ON , Press any key** and when you will press a key then the system will start printing the Loan Card. After printing the Loan Card for the periodical the next consecutive slip no. will automatically be generated by the computer.

If you press N again the cursor will be positioned at the Perio Code.

B. RECEIVE PERIODICALS

If you are receiving periodicals from borrower, use this option
Press B, the following menu will be displayed.

SEARCH THROUGH
LOAN CARD NO.
BORROWER CODE
PERIODICAL CODE

It is upto you to decide on which field you want to search the loaned periodical

LOAN CARD If you remember the Loan Card No. Press L . System will ask for Loan Card No., if the Loan Card Exist, Name of the Borrower and Periodical Name will be displayed on the upper half of the screen and a window will be opened at the lower half of the screen displaying Volume No., Starting Issue No., End Issue No, Supplement No, Issue Date and Due Date

Place the highlighter on the entry you wish to receive and Press ENTER. System will display all the Information on the Screen and will prompt you to enter Date of receipt.

After entering the receipt date the system will display the following menu:

O.K. To Save	
Yes	No

Press Y for saving the data.
Press N for not saving the data.

BORROWER CODE If you have received number of periodicals from a borrower then press B to select this option.

System will display the Following menu

STAFF MEMBER LIBRARY

Select the desired option. and System will ask for the Borrower Code.

Borrow. Code - Enter Borrower Code or SHORT NAME

REST IS SAME AS EXPLAINED IN THE LOAN CARD SYSTEM.

PERIODICAL CODE Enter Periodical Code or SHORT NAME

REST IS SAME AS EXPLAINED IN THE LOAN CARD SYSTEM.

ADD NEW BORROWER

In case you want to add a new borrower from the LOAN Data Entry screen press F3. If You have selected to loan the periodical to STAFF MEMBER it will allow you to add the Staff Member else if you have selected Library, system will allow you to add New Library.

D. PERIODICALS LOST

If any issue of a periodical is LOST. Use this option.

Press D and the following DATA ENTRY screen will be displayed

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N PERIODICALS LOST	SEARO
-------	---	-------

Perio. Code :	4
Perio. Name :	BIOMETRICS
Volume No. :	0
Issue No. :	0
Supplement No.:	0
Remarks :	

<ESC> To Exit

Press <ESC> key for quitting from this data entry. The following menu will be displayed.

O.K. To Exit	
Yes	No

If you will press Y, the system will come out to the Data Entry Menu.

If you will press N, again the cursor will be positioned at the Perio Code.

Perio. Code - Enter Periodical Code or SHORT NAME.

Perio. Name : Automatically displayed by the computer.

Volume No. : Enter the Volume No. of periodical which is LOST.

Issue No. : Enter the Issue No. which is LOST.

Supplement No.: If it is Supplement, enter the Supplement No. else press ENTER.

Remarks : Enter any remarks.

The following Menu will appear

MARK THE PERIODICAL AS LOST	
Yes	No

If you press Y, issue will be marked as LOST

If you press N, not to mark the issue as LOST and the cursor will be positioned at the Perio. Code. again.

Note : If any Issue is on Loan or has gone for Binding, error message will be displayed on the screen.

E. WEEDOUT

If you are going to WEEDOUT the periodicals , use this option.

Press E and the following DATA ENTRY screen will be displayed

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N WEED OUT PERIODICALS	SEARO
-------	---	-------

Perio. Code :	5
Perio. Name :	DATABASE ADVISOR
Year :	0

<ESC> To Exit

Press <ESC> key for quitting from this data entry. The following menu will be displayed.

O.K. To Exit	
Yes	No

If you will press Y, the system will come out to the Data Entry Menu.

If you will press N, again the cursor will be positioned at the Perio Code.

Perio. Code - Enter Periodical Code or SHORT NAME.

Perio. Name : Automatically displayed by the computer.

Year : Enter the year for which WEEDING OUT has to be done.

The following Menu will appear

WEED OUT THE PERIODICAL	
Yes	No

If you press Y, all the issues of that year will be weeded out

If you press N, the cursor will be positioned at the Perio. Code. again.

Note : If the Periodical is not for WEEDING OUT, the error message will be flashed.

If any Issue in the Given year is on Loan or has gone for Binding, error message will be displayed on the screen.

F. BINDING

If you are going to issue the periodicals for binding or receiving the periodicals after binding, use this option.

Press F and the following SUB-MENU will be displayed.

A. ISSUE FOR BINDING B. RECEIVE FROM BINDER
--

ISSUE FOR BINDING : If you are going to issue the periodicals for binding, Select option A.

Following Data Entry Screen will be displayed

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
ISSUE FOR BINDING		

Perio. Code :	2
Perio. Name :	JOURNAL OF MEDICAL EDUCATION

Volume No. :	0
--------------	---

<ESC> To Exit

Press <ESC> key for quitting from this data entry. The following menu will be displayed.

O.K. To Exit	
Yes	No

If you will press Y, the system will come out to the Data Entry Menu.

If you will press N, again the cursor will be positioned at the Perio Code.

Perio. Code - Enter Periodical Code or SHORT NAME

Perio. Name : Automatically displayed by the computer.

Volume No. : Enter the Volume No which you sending for binding.

The following Menu will appear

MARK PERIODICAL FOR BINDING	
Yes	No

If you press Y, all issues will be marked as SEND FOR BINDER.

If you press N, if you don't want to send the Issue for BINDING. The cursor will be positioned at the Perio. Code. again.

Note : If the Periodical is not to be bound the error message will be flashed.

If any Issue of the Given Volume is on Loan or has gone for Binding, error message will be displayed on the screen.

B. RECEIVED FROM BINDER

When you receive the periodicals after binding, use this option.
Press B the following data entry screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N RECEIVE FROM BINDING	SEARO
-------	---	-------

Perio. Code : 2
Perio. Name : JOURNAL OF MEDICAL EDUCATION
Volume No. : 70

<ESC> To Exit

Press <ESC> key for quitting from this data entry. The following menu will be displayed.

O.K. To Exit	
Yes	No

If you press Y, the system will come out to the Data Entry Menu.

If you press N, again the cursor will be positioned at the Perio Code. field.

Perio. Code - Enter Periodical Code or SHORT NAME

Perio. Name : Automatically displayed by the computer.

Volume No. : Enter the Volume No of the periodical which you have received back after binding. If the Volume No was not sent for binding or Volume No is not existing, error message will be flashed else

the following Menu will appear

RECEIVE PERIODICAL FROM BINDER	
Yes	No

If you press Y, all the issue will be marked as AVAILABLE in the Library

If you press N, to cancel and the cursor will be positioned at the Perio. Code. again.

Note : If the Periodical is not to be bound the error message will be flashed.

REPORTS

If you press letter R from the main menu the following Reports Menu will be displayed:

- | |
|---|
| A. PERIODICALS AVAILABLE |
| B. LIST TO PERIODICALS TO BE WEEDED OUT |
| C. PERIODICALS LOST /WITH BINDER |
| D. SLA PERIODICALS LIST |
| E. OVERDUE TO PUBLISHER/VENDOR |
| F. PERIODICALS LENT & OVERDUE |
| G. PERIODICALS BORROWED & OVERDUE |
| H. REMINDERS |
| I. REMINDER STATUS |
| J. HOLDING LIST |
| K. PERIODICALS BINDING REPORT |
| L. PENDING REQUESTS |
| Q. QUIT |

Depending on the entries you wish to make, choose the option by pressing the alphabet at the beginning of the option, e.g. A, B, C etc.

Press Q to quit from Reports Menu, the System would ask the following question.

Are you sure to quit ?	
Yes	No

Press Y for quitting.

SCREEN/PRINTER

For each report, a small SCREEN/PRINTER MENU will be displayed.

SELECT
SCREEN PRINTER

If you want to see the report on Screen, press S

If you want to print the report on paper, press P

In some cases SCREEN/PRINTER MENU will display

```
SELECT
SCREEN
PRINTER
FILE
```

if you select FILE you have to provide the file name for the report and file name will have the extension as .TXT i.e. if you give file name as LOST the system will store the report in your current directory by the name LOST.TXT.

Note - Printer must be ready in the case of printing the report.

A. PERIODICALS AVAILABLE

This option allows the viewing/printing of all Periodicals subscribed Fund Wise, Subject Wise (code/Description), Division Wise, Status Wise, Year Wise.

1. Press A from the Reports Menu. Following Menu will be displayed on screen

```
A. FUND WISE
B. SUBJECT WISE (CODE)
C. SUBJECT WISE (DESC)
D. DIVISION WISE
E. STATUS WISE
F. YEAR END
```

FUND WISE

1. Press A from the SUB Menu. Following Menu will be displayed on screen

```
LIBRARY FUND
PROJECT FUND
GRATIS
LIB/PROJ FUND
ALL
```

LIBRARY FUND - denotes that the periodicals subscribed from Library fund.

PROJECT FUND - denotes that the periodicals subscribed from project fund.

GRATIS - denotes that the periodicals which as received free (Gratis).

LIB/PROJECT FUNDS - Combined report of Library Fund and Project Fund.

ALL - All the periodicals

Select the desired option

2. Second menu will appear below the first one.

TITLE ONLY DETAIL

Title : It will print only the title of periodicals

Detail : It will display all the details of Periodicals

3. SCREEN/PRINTER MENU will be displayed, select the option.

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

SUBJECT WISE

This option allows the viewing/printing of all Periodicals, Subject wise (i.e. subject code that is entered at the time of creating Periodical Master)

1. Press B from the SUB Menu. Following Menu will be displayed on screen

INDIVIDUAL SUBJECT ALL SUBJECTS

INDIVIDUAL SUBJECT - Select when you want the periodicals on a given subject.

ALL SUBJECTS - Select when report is required for Subjects

if INDIVIDUAL SUBJECT is selected, following Screen will be displayed

Enter Subject Code ; _____

Enter Subject Desc.: _____

Enter Subject Code : Enter the Subject Code.

Subject Description : This will be Automatically displayed and you can modify it.

2. Second menu will appear below the first one.

TITLE ONLY DETAIL

Title : It will print only the title of periodicals

Detail : It will print all the details of Periodicals

3. SCREEN/PRINTER MENU will be displayed, select the option.

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

SUBJECT WISE (DESC)

This option allows the viewing/printing of all Periodicals, Subject wise (i.e. text that is enter while creating the Periodical Master)

1. Press C from the SUB Menu. Now provide the subject description

Enter Subject :

The System will display the WAIT message and total number of Periodicals in the Library and how many system has found.

3. Now all the Periodicals on the Subject are displayed on the screen giving the Periodical code, Tag Status, Title

Use left or right arrow key to move from one field to another.

Up/Down arrow the move one record up or down.

Press Enter on the Periodical you want to tag them and T will appear in the Tag field. If you press Enter on the Tagged book, it will be untagged.

4. Press F9 to Print/view all books on the subject or F10 to print/view the Tagged books only. System will display
5. SCREEN/PRINTER MENU will be displayed, select the desired option.

If you press the <ESC> key, the System will come out of the Reports Menu.

DIVISION WISE

This option allows printing of all the periodicals division wise.

1. Press D from the SUB menu. This report is only available on printer.

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

STATUS WISE

1. Press E from the SUB Menu. Following Menu will be displayed on screen

The following menu will be displayed

STATUS
AVAILABLE
CEASED
DISCONTINUED
SUBS. STOPPED

Select the desired Status.

2. Second menu will appear below the first one.

TITLE ONLY
DETAIL

Title : It will print only the title of periodicals

Detail : It will display all the details of Periodicals

3. **SCREEN/PRINTER MENU** will be displayed, select the option.

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

YEAR WISE

1. Press **F** from the SUB Menu. This option will print all the periodicals for which subscription end in the given year.

2. System will ask for the Year. Enter the year. Following Menu will be displayed on screen

LIBRARY FUND PROJECT FUND GRATIS LIB/PROJ FUND ALL
--

LIBRARY FUND - denotes that the periodicals subscribed from Library fund.

PROJECT FUND - denotes that the periodicals subscribed from project fund.

GRATIS - denotes that the periodicals which as received free (Gratis).

LIB/PROJECT FUNDS - Combined report of Library Fund and Project Fund.

ALL - All the periodicals

Select the desired option

3. Second menu will appear below the first one.

TITLE ONLY DETAIL

Title : It will print only the title of periodicals

Detail : It will display all the details of Periodicals

4. SCREEN/PRINTER MENU will be displayed, select the option.

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

B. LIST OF PERIODICALS TO BE WEEDED OUT

This option allows the viewing/printing of Vol. No. and their Issues to be WEEDEDOUT

1. Press B from the Reports Menu.
2. SCREEN/PRINTER MENU will be displayed. Select the desired option

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

C. PERIODICALS LOST/ WITH BINDER

This option allows the viewing/printing of LOST ISSUES or issues which are WITH BINDER.

1. Press C from the Reports Menu. Following menu will appear on screen

ALL SINGLE

ALL - This option will list a all periodicals which are LOST/WITH BINDER.

SINGLE - This option will list a single periodical which are LOST/WITH BINDER.

If you select SINGLE system will ask for the periodical code. You can enter the periodical code or SHORT NAME.

2. Another Menu will appear

LOST WITH BINDER

LOST - Select this option to get the list of periodicals which are LOST.

WITH BINDER - Select this option to get the list of periodicals which are with BINDER

3. SCREEN/PRINTER MENU will be displayed. Select the desired option

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

D. SLA PERIODICALS LIST

This option allows the viewing/printing of all the SLA Periodicals in the Library that have been received within the given period.

1. Press letter D from the reports menu.

The system will display the following and wait for your reply.

SLA No. : _____
Enter Starting Date : __/__/__
Enter Ending Date : __/__/__
Heading : _____

2. Enter the next SEARO LIBRARY ALERT No (SLA No.)

3. Enter the Starting date .

4. Enter the Ending date.

5. Enter the Heading. This is use to print the heading of report.

6. A Menu will be displayed.

WITH VOL. WITH S.NO.

WITH VOL. specifies that Vol. No and Issue No.to be printed.

WITH S.NO. specifies that Serial No to be printed.

7. SCREEN/PRINTER MENU will be displayed. Select your option

Note - Ending date must be greater than or equal to the starting date.

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

E. OVERDUE TO PUBLISHER/VENDOR

This option allows the viewing/printing of the periodicals which are overdue to publisher/vendor.

1. Press letter E from the reports menu.
2. SCREEN/PRINTER MENU will be displayed. Select your option

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

F. PERIODICALS LENT & OVERDUE

This option allows the viewing/printing of the periodicals which are overdue or loaned to borrower(Library/Member).

1. Press letter F from the reports menu. Following menu will appear on screen

OVERDUE LENT

OVERDUE - Select this option if you want the list of overdue periodicals.

LENT - Select this option if you want the list of periodicals which are lent.

2. Another Menu will appear

ALL SINGLE

ALL - This option will list all borrowers and the periodical details which are OVERDUE/LENT.

SINGLE - This option will list all the periodicals OVERDUE/LENT to the borrower.

3. Another Menu will appear

MEMBER LIBRARY

MEMBER - Select this option to get the list of MEMBERS.

LIBRARY - Select this option to get the list of LIBRARIES.

If SINGLE is selected the System will ask for the borrower Code, provide the Code or SHORT NAME.

4. SCREEN/PRINTER MENU will be displayed. Select the desired option

G. PERIODICALS BORROWED & OVERDUE

This option allows the viewing/printing of the periodicals which are borrowed from another library as well as overdue to SEARO.

1. Press letter G from the reports menu. Following menu will appear on screen

OVERDUE BORROWED

OVERDUE - Select this option if you want the list of overdue periodicals.

BORROWED - Select this option if you want the list of periodicals which are BORROWED.

2. SCREEN/PRINTER MENU will be displayed. Select the desired option

H. REMINDERS

For printing the reminder letters to Publishers/Vendors or Borrowers, follow the undermentioned steps :

1. Press H from the reports menu. The following menu will be displayed

TO PUBLISHER TO BORROWERS TO LIBRARY
--

TO PUBLISHER - Select this option for printing Reminders to Publishers/Vendors.

If you select **TO PUBLISHER** System will display the following menu .

CLAIM FORMAT LETTER FORMAT

CLAIM FORMAT - Select this option will print the REMINDERS for FAXON EUROPE FORMAT.

LETTER FORMAT - This option will print the REMINDERS on the WHO LETTER HEAD.

System will ask for FAXON EUROPE code. Enter Code or SHORT NAME.

TO BORROWERS - Select this option for printing Reminders to Borrowers (Staff Members).

TO LIBRARY - Select this option for printing Reminders to Libraries.

After Selecting the option, a message will be flashed ...

Set the Print ON Press any key

2. Set the printer ready and press any key(space bar) to start printing the reminders.

I. REMINDER STATUS REPORT

This option allows viewing/printing the Status of reminders that have been sent to Publisher/vendors or reminder to be send. If the reminder is pending the on the right hand side it will show PENDING else it will be blank.

1. Press I from the reports menu.
2. SCREEN/PRINTER MENU will be displayed. Select your option

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

J. HOLDING LIST

This option allows viewing/printing of all the periodicals with volume & issue nos. which are present in the SEARO library.

1. Press J from the reports menu.
2. SCREEN/PRINTER MENU will be displayed. Select your option

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

K. PERIODICAL BINDING REPORT

This option allows viewing/printing of all the periodicals those are pending for binding in the library.

1. Press K from the reports menu.
2. SCREEN/PRINTER MENU will be displayed. Select your option

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

L. PENDING REQUEST

This option allows viewing/printing of all the INTER-LIBRARY REQUESTS which are not received in the library.

1. Press L from the reports menu.
2. SCREEN/PRINTER MENU will be displayed. Select your option

If you press the <ESC> key will be pressed the system will come out to the Reports menu.

MASTERS

If you press letter M from the main menu the following Masters Menu will be displayed:

- | |
|------------------------|
| A. PUBLISHER MASTER |
| B. VENDOR MASTER |
| C. PERIODICAL MASTER |
| D. LIBRARY MASTER |
| E. SUBJECT MASTER |
| F. MEMBER MASTER |
| G. PO MASTER |
| H. CHANGE PERIO STATUS |
| Q. QUIT |

Depending on the entries you wish to make, choose the option by pressing the alphabet at the beginning of the option, e.g. A, B, C etc.

Press Q to quit from Masters Menu, the System would ask the following question.

Are you sure to quit ?	
Yes	No

Press Y for quitting.

A. PUBLISHER MASTER

If wish to enter/edit data regarding Publishers, press A and the following screen will be displayed.

Publ. Code :		
Publisher :		
Address :		
City :		
Country :		
Phone [1] :		[2] :
Telex :		
Fax :		

A. Addition
M. Modification

Pin :

<ESC> To Exit

The undernoted small Addition/Modification Menu will also be displayed in the middle of the screen.

A. Addition
M. Modification

For adding new Publisher choose A.
 For modifying Publisher data choose M
 For quitting from here Press <ESC> Key.

ADDITION

- Publ. Code - The system will automatically generates the code.
- Publisher - Enter a new publisher's name.
- Address - Enter publisher's address.
- City - Enter publisher's city name.
- Pin - Enter the Pin Code.
- Country - Enter the name of the Country.
- Phone [1] & [2] - Enter Phone nos. of publisher's if any.
- Telex - Enter telex no. of publisher's if any.
- Fax - Enter fax no. of publisher's if any.

Note - the System will not accept blank in the fields Publisher Name, Address, City & Country.

MODIFICATION

Publ. Code - Enter the Publisher code. If you remember it, and press ENTER. Otherwise SHORT NAME of the Publisher name and a window will be opened at the lower half of the screen. For selecting the Publisher's Name from the window, place the Highlighter to the appropriate record and press ENTER.

After you enter the Publisher code all the details of the publisher will be displayed automatically.

All the fields publisher, address, city, country, phone nos., telex, fax are open to change if you want. If you don't want to change a field, then you can bypass it by pressing ENTER.

If you wish to delete the code press F9. If any periodical is having the Publisher code, then error message will be flashed and you won't be allowed to delete the code.

In case of Addition/Modification the following menu will be displayed after entering Fax no.

O.K. To Save	
Yes	No

If you press Y the data will be saved.

If you press N again the cursor will be positioned at the publisher/code field.

Press <ESC> key for quitting from Addition/Modification mode. The following menu will be displayed.

O.K. To Exit	
Yes	No

Press Y to quit from here. The system will come out to the Addition/Modification menu.

If you press N again the cursor will be positioned at the Publisher code field.

B. VENDOR MASTER

If you want to enter/edit data regarding vendors, press B the following screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N VENDOR MASTER MAINTENANCE	SEARO
-------	--	-------

Vendor Code :		
Vendor Name :		
Address :		
City :		Pin :
Country :		
Phone [1] :	[2] :	
Telex :		
Fax :		

<ESC> To Exit

A small Addition/Modification Menu will also be displayed in the middle of the screen.

A. Addition M. Modification

For adding new vendor choose A.
For editing already entered vendor data choose M
For quitting from here Press <ESC> Key.

ADDITION

Vendor Code - The system will automatically generates this code.

Vendor Name - Enter a new Vendor's name.

Address - Enter Vendor's address.

City - Enter the name of the City.

Pin - Enter the Pin Code.

Country - Enter the name of the country.

Phone [1] & [2] - Enter phone nos.

Telex - Enter Telex no.

Fax - Enter Fax no.

Note - the System will not accept blank in the fields Publisher Name, Address, City & Country.

MODIFICATION

Vendor Code - Enter to Vendor's code or SHORT NAME (as explained in Publisher Master)

If you wish to delete the code press F9. If any periodical is having the Vendor code, then error message will be flashed and you won't be allowed to delete the code.

REST IS SAME AS THAT OF PUBLISHER MASTER.

C. PERIODICAL MASTER

If you want to enter/edit data regarding periodicals, press C the following screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
	PERIODICAL MASTER	

Perio Code :					
Title :					
Subject :					
Funds :	SLA (
Publi Code :					
Vendor Code:					
No. per Vol:	Vol. pe		quency :	Lead Time :	
Cont Iss No:					
Binding Y/N:	Binding Color :				
Binding Type :					
Retention Period :					
Library Code :					
Subscription No. :					
Due date for first issue :			No. of Year Subscription :		

A undernoted small Addition/Modification Menu will also be displayed in the middle of the screen.

A. Addition M. Modification

For adding new periodical choose A.

For modifying Periodical data choose M

Press <ESC> Key to quitting .

ADDITION

if Addition is selected SUB-MENU will appear below
Addition/Modification Menu

- A. NEW SUBSCRIPTION
- B. OLD SUBSCRIPTION

If Periodical is NEW select option A and in case of OLD subscription
(Renewal) select B.

ADDITION NEW SUBSCRIPTION

Perio. Code - The system will automatically generates the code.

Title - Enter title of Periodical.

Subject - Enter the subject code of periodical. After entering the
Subject Code, its description is displayed on the right side of
Subject Code.

Funds (L/P/G) - Enter L, P or G.

L stands for the Periodicals subscribed form Library funds.

P stands for the Periodicals subscribed from Project funds.

G stands for the Periodicals received by the Library free of cost.

SLA (Y/N) - Enter Y or N that denotes this periodical comes under SLA
or not.

P.O. No. - Enter P.O. no. in case Fund is G this is optional.

Publi Code - Enter the publisher code and its name will be displayed
on the right side of code.

Vendor Code - Enter the vendor code and its name will be displayed
on the right side of code.

A undernoted small Regular/Irregular Menu will be displayed in the
middle of the screen.

- A. REGULAR
- B. IRREGULAR

ST 200
05577



Select the option depending on whether the periodicity of the periodical is REGULAR or IRREGULAR.

No. per Vol. - This specifies the No. of issues in one volume of the periodical.

Vol. per Year - Enter volumes per year. This specifies the No. of volumes to be received in a year.

Frequency - Frequency will be automatically displayed

W - Weekly
F - Fort-Nightly
M - Monthly
B - Bi-Monthly
T - Three Months
Q - Quarterly
H - Half-yearly
Y - Yearly

Lead Time - Enter lead time. This specifies the No. of days after the issue date the periodical would normally take to reach the Library.

Cont Iss No - Enter Y or N whether the issues numbers are continues.

First Issue No. - If the Cont Iss No. is Y the this question will be asked.

Binding(Y/N) - Enter Y or N. This specifies whether or not the Periodical will be bound in future.

Binding Color - Enter binding color if Periodical is to be bound.

Binding Type - Enter binding type if Periodical needs to be bound.

Retention Period - Enter retention period in year. If retention period is indefinite enter "99".

Library Code - Enter the library code, in case Retention Period of the Periodical is less than 99 Years, and its name will be displayed on the right side of the Code.

Subscription No. - Enter the Subscription No of the Periodical.

Due date for first issue - Enter the due date of first issue of this periodical.

No. of year Subscription - Enter the No of Years for which the Periodical is Subscribed.

Following Screen will appear, after entering the No. of year Subscription.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N P E R I O D I C A L M A S T E R	SEARO
-------	--	-------

Perio Code :	9	Title :	PC WORLD
Division :		Program Area :	
Source :			
Amount :		0.00	
Subject :			
Remarks :			
AD Title :			
EX Title :			

Division - Enter the Division Code for which this Periodical is Subscribed.

Program Area - Enter the Program Area for which this periodical is Subscribed.

Source - Enter the Source of the Fund.

Amount - Enter the Currency and the Subscription Amount.

Subject - Enter the subject description, one subject should be separated for other by ;

Remarks - Enter any remarks for your own information.

AD Title - New title of Periodical.

EX Title - Old title of periodical.

After entering the Subject, the following menu will be displayed

O.K. To Save	
Yes	No

If you press Y the data will be saved. if you have defined the Periodical as REGULAR then a message will be displayed for short duration **Generating Record - Please Wait**, otherwise in case if

IRREGULAR no message will be displayed.

If you press N again the cursor will be positioned at the perio Name.

ADDITION OLD SUBSCRIPTION

Perio. Code - Enter periodical code if you remember it and press ENTER Key. If you don't, then enter the SHORT NAME of periodical name a window will be opened at the lower half of the screen and help keys will be displayed below it. For selecting the periodical from the window, place the highlighter to the appropriate record and press ENTER key.

Title - Title will be displayed but you can't modify it.

All the information will be displayed if you want you can change it.

Only Due date of first Issue will be blank.

REST IS SAME AS OF ADDITION NEW SUBSCRIPTION (for details see above)

MODIFICATION

Perio. Code - Enter periodical code if you remember it and press ENTER Key. If you don't, then enter the SHORT NAME of periodical name a window will be opened at the lower half of the screen and help keys will be displayed below it. For selecting the periodical from the window, place the highlighter to the appropriate record and press ENTER key.

After entering the periodical code another window will be opened at the lower half of the screen displaying

Ist iss. Dt. - Due date of the first Issue.

Subs. Yr. - No. of subscription year.

Frequency -

- W - Weekly
- F - Fort-Nightly
- M - Monthly
- B - Bi-Monthly
- T - Three Months
- Q - Quarterly
- H - Half-yearly
- Y - Yearly

No. per Vol. - This specifies the No. of issues in one volume of the periodical.

Vol. per Year - This specifies the No. of volumes to be received in a year.

Lead Time - This specifies the No. of days after the issue date the periodical would normally take to reach the Library.

Select the desired subscription and press ENTER key and all the information will be displayed.

If you wish to delete a subscription. Place the highlighter on the desired SUBSCRIPTION press F9 and conform for deletion. If any issue of that subscription is on Loan or with Binder. You can't delete that subscription.

NOTE : If periodical is having only one subscription then instead of deleting the subscription delete the Periodical. (see below)

When the cursor is on Title, You can delete that periodical just by pressing F9, is any issue of the periodical is on loan you will get the message that you can't delete that code.

REST IS SAME AS OF ADDITION NEW SUBSCRIPTION(for details see above)

NOTE : - if any of Ist iss. Dt., Subs. Yr., No. per Vol., Vol. per Year, Lead Time is modified then at the time of saving Data you will get Bell on you system followed by undernoted Menu

DELETE ALL ENTRIES	
Yes	No

If you press Y , all the entries will be deleted and recreated (but all issues will be marked as NOT RECEIVED.)

If you press N again the cursor will be positioned at the perio. Code field.

NOTE :- SHORT NAME can be used in case Publisher Code, Vendor Code, P.O No and Library Code. and new code can be created by pressing F3

D. LIBRARY MASTER

If you want to enter/edit data regarding libraries. Press D the following screen will be displayed.

Library Code:		
Library Name:		
Designation :		
Address :		
City :		
Country :		
Phone [1] :		
Telex :		
Fax :		

A. Addition
M. Modification

Pin :

. <ESC> To Exit

A small addition/modification menu will also be displayed in the middle of the screen.

A. Addition
M. Modification

For adding new library choose A.

For editing already entered library data choose M

For quitting from here Press <ESC> Key.

ADDITION / MODIFICATION

SAME AS THAT OF PUBLISHER MASTER.

E. SUBJECT MASTER

If you want to enter/edit data regarding subjects, press E the following screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N SUBJECT MASTER MAINTENANCE	SEARO
-------	---	-------

Subject Code :			
Description :	<table border="1"><tr><td>A. Addition</td></tr><tr><td>M. Modification</td></tr></table>	A. Addition	M. Modification
A. Addition			
M. Modification			

<ESC> To Exit

A undernoted small Addition/Modification Menu will also be displayed in the middle of the screen.

A. Addition
M. Modification

For adding new subject choose A.

For modifying, choose M

Press <ESC> Key to quit.

ADDITION

Subject Code - Enter a new subject code. If subject is already entered then the system will display an error message **Subject already entered , Press any key.**

Description - Enter the description of subject code.

Following Menu will appear on the screen after you enter the Description.

O.K. To Save	
Yes	No

If you press **Y**, the data will be saved

If you press **N** again the cursor will be positioned at the subject code field.

MODIFICATION

Subject Code - Enter Subject code that you want to modify. Otherwise, enter the first letter of the subject code and press ENTER. A window will be opened at the lower half of the screen. Description is open to change if you want.

Note - If you don't want to change the description of subject then press ENTER .

Following Menu will appear on the screen

O.K. To Save	
Yes	No

If you press **Y**, the data will be saved

If you press **N** again the cursor will be positioned at the subject code field.

Press <ESC> key for quitting from Addition/Modification mode. The following menu will be displayed.

O.K. To Exit	
Yes	No

Press Y to quit from here. The System will come out to the Addition/Modification menu.

If you press N, again the cursor will be positioned at the subject code field.

F. MEMBER MASTER

If you want to enter/edit data regarding Members, press F the following screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N MEMBER MASTER MAINTENANCE	SEARO
-------	--	-------

Member No. :			
Member Name :			
Department :	<table border="1"><tr><td>A. Addition</td></tr><tr><td>M. Modification</td></tr></table>	A. Addition	M. Modification
A. Addition			
M. Modification			

<ESC> To Exit

A undernoted small addition/modification menu will also be displayed in the middle of the screen.

A. Addition M. Modification
--

For adding new member choose **A**.

For modifying member choose **M**

Press <ESC> Key to quit from here.

ADDITION

Member No. - The system will generate the member no.

Name - Enter a new member's name.

Department - Enter the department of the member.

MODIFICATION

Member No. - Enter Member code if you remember it and press ENTER Key. If you don't, then enter the SHORT NAME of Member name a window will be opened at the lower half of the screen with the help keys will be displayed. For selecting the Member from the window, place the highlighter to the appropriate record and press ENTER key.

After entering the member no. all the details of the member will be displayed automatically

The Name, Department are open to change. If you don't want to change a field, you can bypass it by pressing ENTER

If you wish to delete the code press F9. If any periodical is on loan to the member, then error message will be flashed and you won't be allowed to delete the code.

In case of Addition/Modification the following Menu will be displayed after entering Department.

O.K. To Save	
Yes	No

If you press **Y** the data will be saved

If you press N again the cursor will be positioned at the member no.(in case of Modification) /Name field (in case of Addition).

Press <ESC> key for quitting from Addition/Modification mode. The following Menu will be displayed.

O.K. To Exit	
Yes	No

Press Y for quitting from here. The system will come out to the Addition/Modification Menu.

If you press N again the cursor will be positioned at the member no.(in case of Modification) /Name field (in case of Addition).

G. PO MASTER

This option allows the user to create/modify the PO No. Press G to choose the option and the following would be displayed on the screen.

PO No. : If want to modify the already existing PO enter the code if you remember it else press F1 to view all PO No. & select desired PO No from the window.

PO DATE : Enter/modify PO name.

PO Amt : Enter/Modify PO amount.

PO FOR LOCAL/FOREIGN : A menu will POP UP and system will display. If the PO is raised for the locally purchased periodicals select LOCAL, else FOREIGN.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
	PO MASTER ADDITION	

PO No. :	
PO DATE :	
PO DESC :	
PO AMT :	
PO FOR LOCAL/FOREIGN :	

F1 - VIEW ALL CODES

If you wish to delete the code press F9. If any periodical is having the PO No., then error message will be flashed and you won't be allowed to delete the code.

The following menu will be displayed after entering date of change.

O.K. To Save	
Yes	No

If you press Y the data will be saved.

If you press N for not saving the data.

H. CHANGE PERIO STATUS

If Periodical Status is changed ie. if it is AVAILABLE/ CEASED/ DISCONTINUED/ SUBSCRIPTION STOPPED select this option by pressing H. Following Data Entry Screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
PERIODICAL MASTER		

Perio. code : 4					
Perio. Name : BIOMETICS					
Present Status : Available					
<table border="1"><tr><td>STATUS</td></tr><tr><td>AVAILABLE</td></tr><tr><td>CREASED</td></tr><tr><td>DISCONTINUED</td></tr><tr><td>SUBS. STOPPED</td></tr></table>	STATUS	AVAILABLE	CREASED	DISCONTINUED	SUBS. STOPPED
STATUS					
AVAILABLE					
CREASED					
DISCONTINUED					
SUBS. STOPPED					

Esc - EXIT

Periodical Code - Enter periodical code if you remember it and press ENTER Key. If you don't, then enter the SHORT NAME* of periodical name a window will be opened at the lower half of the screen with the help keys will be displayed. For selecting the periodical from the window, place the highlighter on the appropriate record and press ENTER key.

Periodical Name : After entering the Periodical code, periodical name will be displayed.

Present Status : System will display the current status of the periodical (AVAILABLE/CEASED/DISCONTINUED/SUBSCRIPTION STOPPED)

The following menu will be displayed

STATUS	
AVAILABLE	
CEASED	
DISCONTINUED	
SUBS. STOPPED	

Select the desired Status.

The following menu will be displayed after selecting the status

O.K. To Save	
Yes	No

If you press Y the data will be saved.

If you press N again the cursor will be positioned at the perio. code.

Press <ESC> key for quitting from from the this program. The following menu will be displayed.

O.K. To Exit	
Yes	No

Press Y for quitting from here. The system will come out to the Main Menu .

If you press N again the cursor will be positioned at the Perio. code.

SETUP

If you press the letter **S** from the Main Menu, the following Setup Menu will be displayed :

A. SCREEN
B. COLORS
C. SETUP
Q. QUIT

Depending on the setup you need, choose the option by pressing the alphabet at the beginning of the option e.g.A, B.

If you press **Q**, the System would ask the following question:

Are you sure to quit ?	
Yes	No

Press **Y** for quitting.

We take up the other options as under:

A. SCREEN

Press **A**, the following question would be asked by the System.

Which Monitor do you have	
Monochrome	Color

If you are using a Monochrome Monitor, Press **M**.

If you are using a Color Monitor, Press **C**.

Press **<ESC>** key to quit from here.

B. COLORS

Press B for making changes in the color combination.

Color Setup Menu would be displayed. Choose the option in which you wish to make the changes and press ENTER. The System will take you to the Color Selection Menu. Make selection of the fore-ground and back-ground colors by moving pointer with the help arrow keys. Press ENTER to get back to the first menu and similarly make other changes, if desired.

Press ESC at the first menu to exit.

C. SETUP

Press C for making changes in the Library Name and Librarian.

Setup would display the following menu

SELECT

SEARO LIBRARY
OTHER LIBRARY

Select OTHER LIBRARY, if you are not SEARO LIBRARY, system will ask for

LIBRARY NAME : Enter Your Library Name.
LIBRARIAN : Enter Librarian Name.
ADDRESS : Enter Library's address.
YEAR : Enter the Year in which you are working.

if you select SEARO LIBRARY only Librarian name will be asked.

UTILITIES

If you press the letter U from the Main Menu, the following Setup Menu will be displayed :

A. REORGANIZE
B. PACK DATA
Q. QUIT

Depending on the UTILITIES option you need, choose the option by pressing the alphabet at the beginning of the option e.g.A, B.

If you press Q, the System would ask the following question:

Are you sure to quit ?	
Yes	No

Press Y for quitting.

We take up the other options as under:

A. REORGANIZE

Press A for reorganize data.

The System will flash the undermentioned message.

Reorganizing Data - Please Wait.

After completing the reorganization of data the System will come out to the utilities Menu.

B. PACK DATA

Use this option atleast once in a month to remove the unwanted data. Press B, the following question would be asked by the System.

OK TO REMOVE UNWANTED DATA	
Yes	No

If you are select Y then system will start removing unwanted data else you will be back on UTILITIES MENU.

EXIT

If you press letter E or <ESC> from the Main Menu, the following Exit Menu will be displayed:

NO
YES

Press Y to quit from the Periodical Management System.

USERS' MANUAL

BOOKS MANAGEMENT SYSTEM *ver 1.1*

*Developed by
WHO SEARO Library*



World Health Organization
Regional Office for South-East Asia
Indraprastha Estate, Ring Road
New Delhi 110 002, India

1992

TABLE OF CONTENTS

INTRODUCTION	Page # 1
BEFORE YOU START	Page # 1
SETTING DOS PARAMETERS	Page # 2
INSTALLING	Page # 2
GETTING STARTED	Page # 2
STEPS FOR USING BMS	Page # 3
BACKUP AND RESTORING	Page # 4
DATA ENTRY	Page # 4
A. BOOKS ON APPROVAL	Page # 6
B. APPROVE / REJECT	Page # 9
C. OTHER BOOKS -PROJ/LIB/GRATIS	Page # 9
D. BILL	Page # 10
E. RESERVATION	Page # 12
F. INTER LIB BORROWING	Page # 17
G. LOAN /RECEIVE BOOKS	Page # 20
REPORTS	Page # 20
A. BOOKS FOR APPROVAL	Page # 21
B. BOOKS APPROVED	Page # 21
C. BOOKS STATUS/LOANS	Page # 21
D. NEW EDITIONS TO BE PURCHASED	Page # 22
E. BOOKS RESERVED	Page # 22
F. INTER-LIBRARY REPORT	Page # 23
G. SEARCHING	Page # 25
H. MEMORANDUM/REMINDERS	Page # 25
I. BOOK REPORT	Page # 26
J. LIBRARY NEWS	Page # 26
K. INDEX GENERATION	Page # 27
MASTERS	Page # 27
A. BOOK MASTER	Page # 28
B. VENDOR MASTER	Page # 29
C. PO MASTER	Page # 30
D. BOOK MASTER (EDIT)	Page # 31
E. THESAURUS ENTRY 1	Page # 31
F. THESAURUS ENTRY 2	Page # 31
G. IMPORT DATA	Page # 32
H. CURRENCY MASTER	Page # 32
I. MEMBER MASTER	Page # 33
J. LIBRARY MASTER	Page # 35
SETUP	Page # 35
A. SCREEN	Page # 36
B. COLORS	Page # 36
C. SETUP	Page # 37
UTILITIES	Page # 37
A. REORGANIZE	Page # 37
B. PACK DATA	Page # 38
EXIT	

INTRODUCTION

The WHO South-East Asia Regional Office (SEARO) Library has a large collection of books and monographs. These could have been purchased through the Library or projects funds or may have been received free of cost. Further, the library also borrows many publications on inter-library loan (ILL).

The Books Management System aims at covering all aspects concerning the management of a large number of publications and varied procedures, functions and services of the library. It also enables to keep track of forthcoming volumes/editions likely to be added to the library collection. The System provides various search points for accessing the required publication(s) such as author, title, subject and classification code (thesaurus) etc.

In the case of inter-library borrowing (ILL)/loan of publications, the system keeps all the relevant information handy, e.g. when the book was borrowed, to whom it has been lent and when it is to be returned, both by the borrower and the SEARO Library. In case reminders are to be sent to borrowers in respect of overdue publications, the system generates reminder letters.

Further, the Library News that mentions all the books added to the library during a user-defined period can be generated by this system for instant circulation among the users as a part of "Current Awareness Service".

The system helps to build comprehensive databases of books, vendors, publishers and members (library users) etc. which can be used for knowing the status of any book at any given point of time.

The System is completely "Menu driven and Interactive", besides, it provides the option of viewing the various reports on the screen or printing them.

BEFORE YOU START

You must be using an IBM PC or compatible machine, running PC-DOS, MS-DOS or a compatible operating system, with ver 3.3 or above.

Your machine must have enough memory (RAM) available to run BMS System. The amount of RAM needed is 640 KB.

You need at least 1 MB of spare disk space for BMS program files, plus the space required by the database.

SETTING DOS PARAMETERS.

DOS is controlled by two files: CONFIG.SYS and AUTOEXEC.BAT. These are read whenever the system starts up. No special commands have to be put into AUTOEXEC.BAT, but CONFIG.SYS must contain at least two commands as follows:

BUFFERS - DOS can become very slow when handling large files on a hard disk. To prevent this, allocate at least 10 buffers by including the BUFFERS command in CONFIG.SYS for instance,

BUFFERS=10

If some other software product you are using recommends more buffers, use more. But beware: if you allocate too many buffers, you may not have enough memory left to run BMS; and beyond a certain stage, adding buffers make the system run slower.

FILES - This command controls how many files you can have open at once. If you omit the FILES command, 8 files are assumed, of which only 3 are available to application programs, and these are not enough for BMS to run. We recommend that you should use FILES=50 at least.

If you make any change in CONFIG.SYS, you must REBOOT (CTRL+ALT+DEL) the computer.

INSTALLING

Decide where you want to put BMS. Hard disks are divided into directories. The purpose of directories is to keep together files of particular kinds - you may have directory for accounts, for instance, and a separate one for word processing.

Take these steps in sequence to install BOOKS MANAGEMENT SYSTEM (BMS) software :

- 1) Turn on your computer, type 'CD\' and press ENTER. This will access the root directory on the hard disk.
- 2) To create a directory, type the DOS command

```
MD \BMS
```

- 3) Change the directory to BMS, type the DOS command

```
CD \BMS
```

- 4) Insert the BMS disk in the drive A or B.

- 5) If you have the BMS disk in drive in drive A, type:

```
COPY A:*.*
```

GETTING STARTED

For using this System, follow the undernoted steps :

1. Boot the computer.
2. Type CD\BMS or desired SUB-DIRECTORY and press ENTER .
3. Type BMS and press ENTER .

A Logo of System will appear on the screen.

The following Main Menu of the Books Management System will be displayed, with the DATA ENTRY highlighted.

You can choose any one with the help of left choice and pressing

```
DATA ENTRY    REPORTS    MASTERS    SETUP    UTILITIES    EXIT
```

You can choose any one of these options by moving the highlighter with the help of left & right arrow keys to the option of your choice and pressing ENTER. Alternatively, you may do so by pressing the first letter of the option.

For quitting, the user can press <ESC> Key from anywhere in the System.

NOTE : Similar method of choosing the option throughout the System.

STEPS FOR USING BMS

If you are using the system for the first time.

- 1) Select SETUP from Main-Menu.
- 2) Define your screen type color or monochrome, then enter your library Name, address and using the Setup option within SETUP.
- 3) After completing the SETUP, select UTILITIES from Main-Menu and the select Reorganize data.

After you have completed the setting up of system, now you are ready to start your system.

Usually books are received in Library through:

- a) purchased directly or received as gratis
- b) received on approval from vendors.

If a book falls under category 'a' use DATA ENTRY section, its option C: OTHER BOOKS (for details, see Users Manual)

If a book is received on approval from vendor, it falls under category 'b', use following steps for processing it:

- 1) Use DATA ENTRY section, its option A: BOOKS ON APPROVAL for inputting the detailed data pertaining the book(s).
- 2) After completion of the above step, go to REPORTS section, option H: MEMORANDUM/REMINDERS, its SUB-OPTION A: BOOKS FOR APPROVAL for generating Approval Memo addressed to respective officer(s).
- 3) After taking the printouts, send the letter(s) along with book(s) to respective officer(s), for seeking his/her/their recommendation.
- 4) Once you receive back the Approval Memo from the concerned officer(s) along with his/her/their comments, go to DATA ENTRY section, its option B: APPROVE/REJECT for taking appropriate action as the case may be. (for details, see Users Manual)
- 5) After completion of the step 4, go to REPORTS section, option H: MEMORANDUM/REMINDERS, its SUB-OPTION B: LETTER TO VENDOR for generating letter addressed to concerned vendor requesting them to submit bill for approved book(s) and collect the rejected book(s) from the Library.

BACKUP AND RESTORING

You may wish to back up your BMS information periodically using DOS backup utility. Please note that if you're backing up onto floppies, you will need more than 1 floppy to backup. Keep one or two formatted floppies extra while doing back up.

NOTE : Refer to your DOS documentation for more information about backup and restoring.

BACKING UP

To perform a backup of the BMS data, type in the following after display of the DOS prompt:

```
BACKUP C:\BMS\*.* A:
```

Follow the prompts to insert the diskettes into drive A. Each diskette should be labeled with the current date and the diskette number as prompted by the backup program.

NOTE: if you have installed the BMS in a drive other than the one suggested above, you need to replace "C:\BMS\" with the name of that drive and subdirectory.

RESTORING

To restore BMS data, type at the DOS prompt:

```
RESTORE A: C:\BMS\*.*
```

Then insert the backup diskettes as requested by the restore program.

DATA ENTRY

If you press D from the Main Menu, the following Data Entry Menu will be displayed:

- A. BOOKS ON APPROVAL
- B. APPROVE / REJECT
- C. OTHER BOOKS
- D. BILL
- E. RESERVATIONS
- F. INTER LIB BORROWING
- G. LOAN /RECEIVE BOOK
- X. EXIT

Depending on the entries you wish to make, choose the option by pressing the alphabet at the beginning of the option e.g. A, B, C etc.

For quitting the Data Entry Menu, Press X. The System would ask the following question:

Are you sure to quit ?	
Yes	No

Press Y for quitting.

Each of the other options are taken up in detail as under:

A. BOOKS ON APPROVAL

This option is for entering/editing data of the Books received for approval. Press A to choose the option and the following would be displayed on the screen :

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
BOOKS FOR APPROVAL		

VENDOR CODE/NAME :	DATE :	PO No	
APPROVAL NO. :			
	S.No. :		
TITLE:			
OF :			
BOOK :			
AUTHOR :			
:			
:			
PUBLISHER PLACE / NAME :			
PUBLICATION YEAR :	EDITION :		
COST :	RATE :	No. OF COPIES :	
OFFICER : (1)	(2)	(3)	

F1 - Help Esc - Exit

Vendor Code/Name : Enter the Vendor Code, if you remember it, and press ENTER. Otherwise, enter the **SHORT NAME** of the Vendor and a window will be opened at the lower half of the screen displaying all the Vendors. For selecting the Vendor from this window, move the cursor to the appropriate record and press ENTER. The Vendor's name will be displayed. When the **SHORT NAME** is entered, you can add new Vendor by pressing F3.

APPROVAL CODE : Enter the Approval code supplied by the Vendor.

APPROVAL DATE : Enter the date of Approval.

After entering the approval date, System will display

NEW APPROVAL MEMO	
Yes	No

Select YES or NO as the case may be.

If NO is selected, the System will take you back to the Vendor code.

If YES is selected, the System will open a window that would display Po. No, Name, Amount and Balance. By moving the highlighter to the desired PO and Pressing Enter you may select the PO No or press F3 to add new PO.

At the bottom of screen following HOT KEYS will be displayed

PgUp - Prev. PgDn - Next F3 - Add F4 - Edit F9 - Delete

To add the book Press F3.

Cursor will jump to TITLE OF BOOK. Enter the Book title. Press Return.

AUTHOR : Enter the Author and press Return.

PUBLISHER NAME/ PLACE : Enter place and publisher's name.

PUBLICATION YEAR : Enter the year of publication.

EDITION : Enter the Book's Edition.

COST : Enter cost of the book. (first enter Currency code and then the cost)

RATE : Enter the conversion rate.

No. OF COPIES : Enter No. of Copies received.

OFFICER : (1) (2) (3) : Enter the designation of concerned officer(s) to whom the book is intended to be sent for approval. However, first option should not be left blank.

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes.

Similarly, enter other books by pressing F3. You can move between books by pressing PGUP or PGDN.

EDITING/DELETING OF BOOKS

To edit the book, press F4 and do the editing and save the information.

To delete the book, press F9.

Note : - If you want to edit the books which you have already received, at the vendor code Press F1 to see all the approval and to select, position the highlighter on the desired record and press return.

B. APPROVE / REJECT

This option is for marking the books as approved or rejected. Press B to choose the option and the following would be displayed on the screen :

SELECT

TITLE OF BOOK
AUTHOR
EXIT

Select the desired option to find the book.

If TITLE OF BOOK is chosen, System will ask for the TITLE OF BOOK, enter the Title of book which you wish to find. (It is not necessary to enter full name, you can enter first few words). The System will display books of the title entered.

If more than one book is of the same author/title. USE

Page Up To move to previous book
Page Down To move to the next book
F5 To find other books

once the desired books are on the screen, press F6 to mark book to be approved/rejected. The System will display :

SELECT

REJECT BOOK
APPROVE BOOK

Select the option.

If you have chosen the REJECT BOOK, the book will be marked as rejected. Otherwise, System will display three different screens to add the approved book into the SEARO Library Books.

SEARO	WORLD HEALTH ORGANIZATION APPROVAL BOOKS	SEARO
-------	---	-------

ACCESSION NO : 580 DATE OF PURCHASE : 26/03/92 TITLE : OF BOOK AUTHOR : CORPORATE : AUTHOR

Esc - Exit PgUp - Previous Field

ACCESSION NO : This will be automatically generated by the System.

DATE OF PURCHASE : Enter the date on which the book is purchased.

TITLE OF BOOK : The System would display the title, as entered when the book was received for approval. If you wish to edit, make the changes in the title and press Enter.

AUTHOR : Enter/Modify the author.

CORPORATE AUTHOR : Enter the CORPORATE AUTHOR, if any. Press Enter to go to the screen No. 2.

Note : Corporate author and author, both cannot be blank.

SCREEN 2

SEARO	WORLD HEALTH ORGANIZATION APPROVAL BOOKS	SEARO
-------	---	-------

SERIES: YEAR OF PUBLICATION : EDITION : PLACE / : PUBLISHER LOCATION : DOC No : VOLUME : LANGUAGE : No. OF PAGES : NEXT EDITION DUE : COST : FOCUS: LOCATION No 2 :
--

Esc - Exit UP Arrow - Previous Field

SERIES : Enter the Series.

YEAR OF PUBLICATION : If you had entered the year of publication at approval time, it will appear here.

EDITION : Enter if you have not entered at the time of approval.

PLACE/PUBLISHER : Enter if you have not entered at the time of approval.

LOCATION : Enter the Location code.

DOC No : Enter ISBN No.

VOLUME : Enter the volume of book.

LANGUAGE : By default eng. will be displayed. If you want, you can change this.

No. OF PAGES : Enter pages of the book.

NEXT EDITION DUE : Enter the year when next edition is due.

COST : Enter the cost of the book.

FOCUS: Window will be opened. Select the correct focus and it has to be related to the LOCATION, Otherwise error message will be displayed.

LOCATION No 2 : Enter Location No. 2, if any. Press ENTER to go to Screen No. 3.

SCREEN 3

Enter the SUBJECT. One subject should be separated from the other by semicolon(;).

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N APPROVAL BOOKS	SEARO
-------	---	-------

SUBJECT

Esc - Exit PgUp - Previous Screen

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes.

Steps for searching using Author is the same as Title of Books.

If the desired book is not existing, Error Message is displayed on the screen and you will be back to the SELECT options. Otherwise, the book with all particulars will be displayed on the screen.

Page Up To move to the Previous Book
Page Down To move to the Next Book
F5 To Find other books
F6 To Approve/ Reject

Press F6 to Reject/Approve the books and you would return to the beginning of this option for the Approvals/Rejections.

C. OTHER BOOKS -PROJ/LIB/GRATIS

This option allows for entering of all the books that do not come for APPROVAL. Press C to choose the option. The steps to enter are the same as that of option B, the only difference being that, the System asks for the source of the book as under

- 1) Gratis
- 2) Under a project
- 3) Under Library budget

D. BILL

This option allows you to enter the information about bills for the books that are approved. Press D to choose the option and the following would be displayed on the screen

SEARO	WORLD HEALTH ORGANIZATION BILLS FOR BOOKS	SEARO
VENDOR CODE/NAME :		
APPROVAL CODE :	DATE :	PO NO
TOTAL No. OF BOOKS RECEIVED :		
APPROVED :		
REJECTED :		
NOT DECIDED :		
BILL NO. :	BILL DATE :	BILL AMOUNT :
FORWARDED TO BFO :	DATE OF FORWARDED :	
BILL FOR :		

F1 - Help Esc - Exit

VENDOR CODE : Press F1 and the System it will display all the Approval Nos. Select the Approval No for which you wish to Bill.

All the information of the vendor name, Approval No, Po No. and Total no. of books Received, Approved, Rejected, Not Decided will be displayed.

BILL NO. : Enter the Bill No.
BILL DATE : Enter Bill date.
BILL AMOUNT : Enter Bill Amount.

Bill forwarded to BFU	
Yes	No

If YES is selected System will ask DATE OF FORWARDING:. Enter the date.

BILL FOR : Enter the S.No. of the book which you wish to bill. One S.No. should be separated by another using comma ",".

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes.

if the book has been already billed, Error Message will be displayed.

E. RESERVATION

This option allows you to reserve the books (SEARO Library) for the staff members or cancel the Reservation. Press E to choose the option and the following would be displayed on the screen

A. RESERVE BOOKS
B. DELETE RESERVATION

RESERVE BOOKS : Select this option when you like to reserve a book.

DELETE RESERVATION : Select this option when you wish to cancel the reservation.

RESERVE BOOKS

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N RESERVATION OF BOOKS	SEARO
-------	---	-------

TITLE :	
AUTHOR :	<div style="background-color: black; width: 100px; height: 15px; margin: 0 auto;"></div> Select
CO. AUTHOR :	
MEMBER NAME :	TITLE
DEPT. :	AUTHOR
	ACCESSION NO.
DATE OF RESERVATION :	/ /
LAST DATE BEYOND WHICH BOOK NOT REQD. :	/ /

ESC - EXIT

SELECT

TITLE
AUTHOR
ACCESSION NO.

Select the option through which you wish to search the book. Depending on the selection, System will ask for the information ie. (Title of Book, Author or Accession No) if the requested book is not there, Error message will be displayed, else the Book Title, Author, Co. Author will be displayed on screen.

If more than one book is of the same Author/Title. USE

Page Up	To move to the Previous Book
Page Down	To move to the Next Book
Enter	To Select the Books for Reservation

If the book is already Reserved, message will be flashed on the screen followed by information if all the reservations for that book. After looking at the books reservations press ESC to come out.

After that provide the member's code or SHORT NAME and a Window will open, displaying the names of staff members. Use Up or Down arrow to place the highlighter on the desired name and press Enter.

if desired name is not there, press F3 to add the member's name in the list.

Now provide the Date of Reservation and Last date beyond which books not required.

ST-200 792
05577



The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes.

DELETE RESERVATION

This option allows two different ways of deleting reservations. Press B to choose the option. System will display :

SELECT

**CANCEL ALL RESERVATION
SPECIFIC BOOKS**

CANCEL ALL RESERVATION : Deletes all the reservations for which the last date of holding the books is less than the current date. No action is required from the user's side.

SPECIFIC BOOKS : Lists all the books that are reserved. With the details like reserved for Member's Name, Title, Reservation date, Last date till the books should be reserved.

Place the highlighter on the desired book, Press Enter to cancel of the reservation. System will display

DELETE RESERVATION	
Yes	No

if Yes is selected, reservation will be canceled. Otherwise not.

F. INTER LIB BORROWING

If the Book received by you has been borrowed from another Library, use this data entry program.

Press F the following MENU will be displayed.

A. REQUEST FOR BOOK
B. RECEIVE REQUESTED BOOKS
C. RECEIVE LOANED BOOKS
D. RETURNED BORROWED BOOKS
E. REPRINTING OF THANKS LETTER

REQUEST FOR BOOK - This option will allow you to enter the books which you want to Borrow from other Library.

RECEIVE REQUESTED BOOKS - This option will allow you to receive the book which you have requested from other library and loan those books to Staff Members.

RECEIVE LOANED BOOKS - This option will allow you to receive the books which were lent to Staff Members.

RETURNED BORROWED BOOKS - This option will allow you to Return the Borrowed books to respected library.

REPRINTING OF THANKS LETTER - This option will allow you to reprint the Thanks letter which is printed using RETURNED BORROWED BOOKS module.

REQUEST FOR BOOK

Press A and a submenu will appear

A. ADD B. MODIFY

Select A if you wish to make a request else if you wish to modify the already entered select B .

ADD

Following data entry screen will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Request No. :	27
Library Code :	1L NATIONAL MEDICAL LIBRARY
Title :	
Author :	
Publ. :	
Source :	

Press ESC to finish entry & print LETTER

Request No : This will be automatically generated by the system.

Library Code : Enter the Library Code or SHORT NAME from which you are requesting the Books. If Library Code is not present, press F3 to add the new Library the master.

Title : Provide the title of book.

Author : Author of book.

Publ : Enter Publisher's name.

Source : Enter the details of the requested book.

The following menu will be displayed after entering Source

O.K. To Save	
Yes	No

Press Y for saving data.
Press N for not saving.

After saving the first book, cursor will again will be placed at Title, now you can enter another book in a request. After you have finished entering the book Press ESC to start printing the REQUEST LETTER.

MODIFY

After selecting the option, system will ask for the Request No. After entering the Request No., Library Name will be displayed and a window will opened at the lower half of the screen displaying the information entered and below that HOT KEYS will be displayed.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Request No. : 27
Library Name : NATIONAL MEDICAL LIBRARY

TITLE	TITLE
Adams & Maegraith: Clinical topical diseases. Fulfillment through leprosy Strategies for alleviating poverty in rural Asia	

Use to scroll records; to scroll fields; o select; Esc to exit.
F3 - ADD F4 - DELETE F5 - MODIFY

F3 To add another Book. Now provide the book details as you have in the ADD procedure.

F4 To delete the entry from the Request List. Place the highlighter on the desired record and press F4. Following menu will appear

O.K. To Delete	
Yes	No

Press Y to delete else press N.

F5 To Change the contents on the request.

After making the desired changes, Press ESC, following menu will appear

PRINT REQUEST LETTER	
Yes	No

Press N if you don't want to print the letter.

Press Y to print the letter and window will be opened

HEADING : <u>BY HAND</u>

Enter the heading and start printing the letter.

RECEIVE REQUESTED BOOKS

Press B and the following data entry screen will be displayed.

SEARO	WORLD HEALTH ORGANIZATION INTER LIBRARY REQUEST - BORROWING	SEARO
Request No. : 27		
Library Name : NATIONAL MEDICAL LIBRARY		
Receiving Date: 26/03/92 Returning Date : 29/03/92		
Member Name :		
STATUS	TITLE	
PENDING	Adams & Maegraith: Clinical topical diseases.	
PENDING	Fulfillment through leprosy	
PENDING	Strategies for alleviating poverty in rural Asia	

Use to scroll records; to scroll fields; o select; Esc to exit.
F9 - Process

Request No : Enter the Request No.

Library Name : This will be automatically displayed by the system.

Receiving Date : Enter the date on which books are received.

Returning Date : Enter the date on which the books will be Returned to Respected Library.

A window will be opened at the lower half of the screen with contents as **STATUS** and **Title, Author, Publisher, Source**.

Status will be **PENDING**, if you have receive the book place the highlighter on the entry and press **ENTER**. Cursor will be placed above the window, in front of **MEMBER NAME**, enter the **Member Code** or **SHORT NAME** to whom you wish to loan the book. Status will be changed to **RECEIVE**.

After receiving the book, press F9 to finish the entry and start printing the LOAN CARD.

RECEIVE LOANED BOOKS

Press C and the following MENU will appear of screen

SEARCH THROUGH
MEMBER NAME
TITLE

MEMBER NAME If you want to search the book through MEMBER NAME select this option. System will ask for the MEMBER CODE, enter the code or SHORT NAME. After selecting the member name.

A window will be opened at the lower half of the screen displaying the source and in upper half name of the library from whom the book was borrowed.

Select the desired book by pressing ENTER. All the information like Member name, Source, Library Name Issue Date and Due date will be flashed on to the screen.

TITLE Enter Title . A window will be opened at the lower half of the screen displaying the Title and in upper half name of Borrower and the Library name from whom the book was borrowed.

SEARO	W O R L D H E A L T H . O R G A N I Z A T I O N INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Member Name	:	DEEPAK KHATTAR			
Library Name	:	NATIONAL MEDICAL LIBRARY			
Title	:	Fulfillment through leprosy			
Author	:	Jagadishan T N.			
Article	:				
Source	:				
Issue date	:	26/03/92	Due date	:	29/03/92
Return date	:	28/03/92			

ESC - EXIT

Select the desired book by pressing ENTER. All the information like Member name, Source, Library Name Issue Date and Due date will be flashed on to the screen.

After all the information is displayed on the screen system will ask for the Return Date, provide the date. Following menu will be displayed

O.K. To Save	
Yes	No

Press Y for saving data.
Press N for not saving.

RETURNED BORROWED BOOKS

Press D to select the option,
System will ask for Library Code. Enter the Library Code or SHORT NAME.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N INTER LIBRARY REQUEST - BORROWING	SEARO
-------	--	-------

Library Code : 1L Library Name : NATIONAL MEDICAL LIBRARY
--

STATUS	TITLE
KEEP	Social science and medicine
KEEP	TURBO C++
KEEP	CODE BASE 4.5
KEEP	Adams & Maegraith: Clinical topical diseases.
KEEP	Fulfillment through leprosy
KEEP	Strategies for alleviating poverty in rural Asia

Use to scroll records; to scroll fields; select; Esc to exit.
F9 - PROCESS

A window will open at the lower half of the screen displaying all the books which are to be returned. Window will display Status and Title, Author, Publication and Source

Status will be displayed as KEEP means that you don't want to send this book back. If you want to send it back press ENTER, Status will change to RETURN means that you want to send the book back to the Library.

After changing the status, Press F9 to Send the book back and print THANKS LETTER.

REPRINTING OF THANKS LETTER

Press E and system will ask for the Letter No.. Enter the letter No., System will display as small window, enter the heading and press ENTER to start printing the letter. If Letter No. is missing error message will be displayed.

G. LOAN /RECEIVE BOOKS

If you are going to loan or receive a SEARO Library book , use this data entry program. Press G to choose the option and, the following screen will be displayed

A. LOAN A BOOK B. RECEIVE A BOOKS

Press A to loan a book
Press B to receive back the book.

LOAN A BOOK

Press A to choose this option. following screen will be displayed

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N LOAN BOOKS	SEARO
-------	---	-------

LOAN CARD NO. :	32/92	ACCESSION NO. :	
TITLE :			
OF			
BOOK			
AUTHOR :			
BORROWER CODE :			
LOAN DATE :		DUE DATE :	

ESC - EXIT

Then the following menu will POP UP

SEARCH ON

ACCESSION NO
TITLE OF BOOK
AUTHOR

ACCESSION NO : denotes that you want to search on Accession No.

TITLE OF BOOK : denotes that you want to search on the Title basis.

AUTHOR : denotes that you want to search on the Author basis.
Select the desired option and system will ask for the desired question ie. Accession No or Title or Author.

In case of Accession No., if the book is already issued then Error Message will be displayed on the screen.

In case of Title and Author , a window will be opened at the lower half of the screen displaying Accession No, Status , Title , Author. You can select the desired book by press ENTER, the following menu would appear

LENDING TO

INDIVIDUAL
LIBRARY

INDIVIDUAL : denotes that you want to lend to a staff member
LIBRARY : denotes that you want to lend to another Library.

Choose the appropriate option and Press ENTER to come to the first display and the cursor on Borrower Code.

If there is any reservation is there for that books Message will be flashed, followed by details of RESERVATION. if you wish to issue the books to the member who has reserved the book, place the highlighter to on the appropriate record and press ENTER, other wise press ESC.

LOAN CARD NO : Automatically generated.

TITLE OF BOOK : Automatically displayed by the System.

AUTHOR : Automatically displayed by the System.

BORROWER CODE : To whom the book is loaned. Borrower Name will be automatically displayed.

LOAN DATE : Date of Loaning the book.

DUE DATE : Automatically generated but you are free to modify the Date.

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes.

After saving the entry and make sure that the printer is ON to print the LOAN CARD.

B. RECEIVE LOANED BOOKS

This option allows you to receive all those books that were loaned to the INDIVIDUAL or LIBRARY. Press B to choose the option and the following would be displayed on the screen

Menu will POPUP on Screen

SEARCH ON

LOAN CARD NO.
ACCESSION NO.

LOAN CARD NO. : You have to provide the loan Card No. that was printed on the LOAN CARD at the time of Loaning the book.

ACCESSION NO. : You can get to the relevant book by providing the Acc. No. of the Book.

After you provided the Acc. No. or Loan Card No., all the information will be displayed by the System.

Press F9 to enter the RETURN of the book. System will ask for the Date of return.

REPORTS

If you press R from the Main Menu the following Report Menu will be displayed:

- A. BOOKS FOR APPROVAL
- B. BOOKS APPROVED
- C. BOOKS STATUS
- D. NEW EDITIONS TO PURCH.
- E. BOOKS RESERVED
- F. INTER-LIBRARY REPORT
- G. SEARCHING
- H. MEMORANDUM/REMINDERS
- I. BOOK REPORT
- J. LIBRARY NEWS
- K. INDEX GENERATION
- X. QUIT

Depending on the entries you wish to make, choose the option by pressing the alphabet at the beginning of the option, e.g. A, B etc.

For quitting from the Reports Menu, Press X. The System would ask the following question :

Are you sure to quit ?	
Yes	No

Press Y for quitting.

SCREEN/PRINTER

For each Report, a small SCREEN/PRINTER Menu will be displayed.

If you Want the see the Report on screen\ Press S.
If you Wish the print the Report on paper, press P.

Note - Printer must be ready in the case of printing the Report.

We would take up each of the available options as under :

A. BOOKS FOR APPROVAL

This option allows viewing/printing of the books pending for approval.

Follow the under mentioned steps :

1. Press A from the Reports Menu.
2. SCREEN/PRINTER MENU will be displayed, select the desired option.

If you press the <ESC> key, the System will come out of the Reports Menu.

B. BOOKS APPROVED

This option allows viewing/printing of the books which are a over a period of time.

Follow the under mentioned steps :

1. Press B from the Reports Menu.
2. SCREEN/PRINTER MENU will be displayed, Select the desired option.

If you press the <ESC> key, the System will come out of the Reports Menu.

Note : If no book is approved on the given date, Error Message will be displayed after step No. 2 and you will be back to the Reports Menu.

C. BOOKS STATUS/LOANS

This option allows viewing/printing of all the Books that are Loaned to MEMBERS.

Follow the undermentioned steps :

1. Press C from the Reports Menu. Following menu will appear on screen

A. BORROWER'S OUTSTANDING STATUS B. BORROWER'S OUTSTANDING (INDIVIDUAL) C. No. OF BOOKS ON LOAN D. OVERDUE BOOKS

A. BORROWER'S OUTSTANDING STATUS : Select this option to view or print the list of all books which are loaned to members

B. BORROWER'S OUTSTANDING (INDIVIDUAL) : Select this option if you to view or print the list of all books loaned to a member.

C. No. OF BOOKS ON LOAN : Select this option if you wish to view how many books are loaned to each member.

D. OVERDUE BOOKS : Select this option if you which to view the books which are overdue to members or libraries.

2. SCREEN/PRINTER MENU will be displayed, select the desired option.

Note : If no book is of desired type, Error Message will be displayed and you will be back to the Options.

D. NEW EDITIONS TO BE PURCHASED

This option allows viewing/printing of all the books that shall be Purchased by the Library in the current year.

Follow the undermentioned steps :

1. Press D from the Reports Menu.
2. SCREEN/PRINTER MENU will be displayed, select the desired option.

Note : If no book is to be purchased in the current year Error Message will be displayed and you will be back at the Reports Menu.

If you press the <ESC> key, the System Will c@come out @f the Reports Menu.

E. BOOKS RESERVED

This option allows viewing/printing of all the Books that are reserved.

Follow the undermentioned steps :

1. Press E from the Reports Menu.
2. SCREEN/PRINTER MENU will be displayed, select the desired option.

Note : If no book is reserved, error Message will be displayed and you will be back at the Reports Menu.

F. INTER-LIBRARY REPORT

This option allows viewing/printing of all the Books that are borrowed from or loaned to other libraries and the books that are overdue from other libraries.

Follow the undermentioned steps :

1. Press F from the Reports Menu. System will display :

A. INTER LIBRARY BORROWING
B. INTER LIBRARY LENDING
C. INTER LIBRARY (OVERDUE)

INTER LIBRARY BORROWING : All books borrowed for other Libraries.

INTER LIBRARY LENDING : All books Loaned to other Libraries.

INTER LIBRARY (OVERDUE) : All books for which due date is over.

In case Of option A and B the System, Displays

Select

WHO LIB
NON WHO LIB

This selection is between the books that were borrowed/loaned to borrowed/loaned to WHO Libraries and those from Non WHO Libraries.

if case of C if will ask for

SELECT

BORROWED
LEND

3. SCREEN/PRINTER MENU will be displayed, select the desired option.

G. SEARCHING

This option allows viewing/printing of all the Books on a desired Subject, Title, Author giving details of Acc. No., Location, Title, Author, Co- Author and Subject.

1. Press **G** for the Report Menu. A menu will be displayed.

A. SUBJECT SEARCHING
B. THESAURUS SEARCHING
C. TITLE SEARCHING
D. AUTHOR SEARCHING
X. EXIT TO DOS

Select the desired option, if you press X, The System would ask the following question :

Are you sure to quit ?	
Yes	No

Press **Y** for quitting.

A. SUBJECT SEARCHING

This option allows viewing/printing of all the Books on a desired subject, giving details of Acc. No., Location, Title, Author, Co- Author and Subject.

Follow the undermentioned steps :

1. Press **A** from the SUB-MENU.

The System will display the following and wait for your reply :

Enter Subject :

2. Provide the information and press return. Another menu will be flashed

Select

<u>IN THESAURUS</u>
IN SUBJECT

if **IN THESAURUS** is selected it will search on the basis of Thesaurus Description.
IN SUBJECT it will search in the subject area.

select the option.

The System will display the WAIT message and total number of books in the Library and how many system has found.

3. Now all the books on the Subject are displayed on the screen giving the Acc No., Tag Status, Title, Author (only first 50 characters of Title and Author are displayed).

Use left or right arrow key to move from one field to another.

Up/Down arrow the move one record up or down.

Press Enter on the books you choose to tag them and T will appear in the Tag field. If you press Enter on the Tagged book, it will be untagged.

4. Press F9 to Print/view all books on the subject or F10 to print/view the Tagged books only. System will display

PRINT

WITH SUBJECT
WITHOUT SUBJECT

If you select first option, all the information about the book including the subject will appear. (Otherwise, it would be without Subject.

5. SCREEN/PRINTER MENU will be displayed, select the desired option.

If you press the <ESC> key, the System will come out of the Reports Menu.

B. THESAURUS SEARCHING

This option allows viewing/printing of all Books of desired Thesaurus.

Follow the undermentioned steps :

1. Press B from the SUB-MENU.

The System will display the following and wait for your reply :

Enter Thesaurus :

Rest of the steps are the same as that of option A.

C. TITLE SEARCHING

This option allows viewing/printing of Books on desired Title.

Follow the undermentioned steps :

1. Press C from the SUB-MENU

The System will display the following and wait for your reply.

Enter Title :

Rest of the steps are same as that of option A

D. AUTHOR SEARCHING

This option allows viewing/printing of all the Books written by a desired Author.

Follow the undermentioned steps :

1. Press D from the SUB-MENU.

The System will display the following and wait for your reply.

Enter Author :

Rest of the steps are the same as that of option A

H. MEMORANDUM/REMINDERS

This option allows printing of Memos/Reminders.

Follow the undermentioned steps :

1. Press H from the Reports Menu.

The System will display the following and wait for your reply :

A. BOOKS FOR APPROVAL
B. LETTER TO VENDORS
C. LOAN SLIP PRINTING
D. REMINDER TO BORROWERS
E. REMINDER TO LIBRARIES
F. REPRINTING OF APPROVAL
G. LET. TO BORR. (REPRINT)
H. LET. TO LIB. (REPRINT)
I. LET. TO VENDOR (REPRINT)

A. BOOKS FOR APPROVAL : This option will generate Memos for approving the books.

B. LETTER TO VENDORS : This will generate the letters to Vendors, either asking for the Bill or informing them to pick up the rejected books.

C. LOAN SLIP PRINTING : This option will allow to reprint the loan Slip.

D. REMINDER TO BORROWERS : This option will print the reminder to borrowers, for overdue books.

E. REMINDER TO LIBRARIES : This option will print the reminder to Libraries, for overdue books.

F. REPRINTING OF APPROVAL : Allows reprint of approval memo.

G. LET. TO BORR. (REPRINT) : Allows reprint of reminder to a borrowers

H. LET. TO LIB. (REPRINT) : Allows reprint of reminder to a library.

I. LET. TO VENDOR (REPRINT) : Allows reprint letter to vendor.

2. Select the desired option and press Return.

If you press the <ESC> key, the System will come out of the Reports Menu.

I. BOOK REPORT

This option allows printing of all the Books in SEARC Library. Follow the undermentioned steps :

1. Press I from the Reports Menu.

The System will display the following and wait for your reply.

PRINT

DATE WISE
ACC. WISE

If DATE WISE is selected, system will ask of Stating Date and Ending Date.
if case of ACC. WISE, system will display the following menu

Select

Full
Range

If "Full" is selected, it will print all the books from acc. No. 1 till the end, otherwise it will display the following and ask for your reply.

Starting Accession No. :

Ending Accession No. :

J. LIBRARY NEWS

This option allows printing of Library News, which gives all the books added to the library during a particular period.

Follow the undermentioned steps :

1. Press J from the Reports Menu.

The System will display the following and wait for your reply :

Starting Date :

Ending Date :

File/Printer :

Starting Date : Enter the date of commencement of the News.

Ending Date : Enter the ending date.

File/Printer : Press P if you want to print the Index
Press F if you want to down load to disk.

if F is press System will ask for the file name.

System will display message asking you to wait and then the printing of the Library News would commence.

Note : System will take time depending on No. of books,

K. INDEX GENERATION

This option allows generating of index for Author, Subject, Title and printing them directly on to printer or Down Load on to Disk. Follow the undermentioned steps :

1. Press K from the Reports Menu. System will display and ask for Starting Date and Ending Date.

2. System will ask for File/Printer,

Press P if you want to print the Index
Press F if you want to down load to disk.

if F is press System will ask for the file name.

3. System will display the following Menu

Select

SUBJECT INDEX
AUTHOR INDEX
TITLE INDEX

Select the desired option.

MASTERS

If you press the letter M from the Main Menu, the following Masters Menu will be displayed:

- A. BOOK MASTER
- B. VENDOR MASTER
- c. PO MASTER
- D. BOOK MASTER (EDIT)
- E. THESAURUS ENTRY 1
- F. THESAURUS ENTRY 2
- G. IMPORT DATA
- H. CURRENCY MASTER
- I. MEMBER MASTER
- J. LIBRARY MASTER
- X. QUIT

Depending on the entries you wish to make, choose the option by pressing the alphabet at the beginning of the option, e.g. A, B etc.

Press X to quit from Masters Menu, the System would ask the following question :

Are you sure to quit ?	
Yes	No

Press Y for quitting.

A. BOOK MASTER

This option allows the user to mark the book as LOST or WEDED OUT from the library. Press A to choose the option and the following would be displayed on the screen :

SELECT

TITLE OF BOOK
AUTHOR
ACCESSION NO.

Select the desired option to find the book.

If TITLE OF BOOK is chosen, System will ask for the books title

Enter the Title of book that you wish to find. (It is not necessary to enter full name, you can enter first few words of the book). System will display books of the title that you have provided.

If more than one book is of the same Author/Title. USE

Page Up	To move to the Previous Book
Page Down	To move to the Next Book
F5	To Find other books
F7	To move to the Next screen of Same book
F8	To move to the Previous screen of Book

Once the desired book is on the screen, Press F6 to mark the books Lost or to be

Weed Out. The System would display :

SELECT

**BOOKS LOST
BOOK WEEDED OUT**

Select the option and the System will confirm from you whether you are sure to mark the Lost/Weeded Out. After that the System will ask for the REMARKS On the book.

Press F7 to see next screen of the same book. Now, if you press F8 you would go back to the previous screen.

Steps of searching through Author/Accession No. are the same as that of Title of Books.

If desired book is not there, Error Message it displayed on screen and you are back to the SELECT options. Otherwise, book with all particulars will be displayed on the screen.

B. VENDOR MASTER

This option allows the User to create/modify the list of Vendors from whom the books are received on approval, Press B to choose the option and the following would be displayed on the screen.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
VENDOR MASTER ADDITION		

VENDOR CODE :	
VENDOR NAME :	
ADDRESS :	
CITY :	
COUNTRY :	
PHONE :	
TELEX :	
FAX :	LOCAL / FOREIGN :

F3 - ADD NEW VENDOR

VENDOR CODE : When you wishto edit the already existing Vendor, enter his code, else enter his SHORT NAME. If code is entered all details will be displayed on the screen. IF SHORT NAME is entered System will open a window to list all the Vendors and you can make your selection.

If You wish to add a new vendor, Press F3 to get new Vendor code and enter rest of the information.

VENDOR NAME : Enter/modify the Vendor name.
 ADDRESS : Enter/modify the Address.
 CITY : Enter/modify the City.
 COUNTRY : Enter/modify the Country.
 PHONE : Enter/modify Phone numbers
 TELEX : Enter/modify the Telex No.
 FAX : Enter/modify the Fax No.
 LOCAL/FOREIGN : System will display

SELECT

LOCAL
 FOREIGN

Select LOCAL if the Vendor is from India and FOREIGN for other vendors.

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes.

C. PO MASTER

This option allows the user to create/modify the PO No. Press C to choose the option and the following would be displayed on the screen.

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
PO MASTER ADDITION		

PO No. :
PO DATE :
PO NAME :
PO AMT :
PO FOR LOCAL/FOREIGN :

ESC - EXIT

PO No. : If want to modify the already existing PO enter the code if you remember it. Otherwise press F1 to view all the codes and position the highlighter on the desired code. Press enter to select it. In order to add new PO, simply enter the PO code.

PO DATE : Enter/modify PO date.

PO NAME : Enter/modify PO name.

PO AMT : Enter/modify PO amount.

PO FOR LOCAL/ FOREIGN : A menu will POP UP and System will display

LOCAL/FOREIGN

LOCAL
FOREIGN

If the PO is raised for the locally purchased books select LOCAL, else FOREIGN.

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes,

D. BOOK MASTER (EDIT)

This option allows you to edit the books information that is there with the library. Press D to choose the option. The steps are the same as defined under DATA ENTRY of Books.

Only difference is that after entering the Date of Purchase, System will display

SELECT

GRATIS
LIB BUDGET
PROJECT

Select the desired option. In case of LIB BUDGET System will ask for PO No.

After this the System will display as under

Book type	
NEW	OLD

Choose the correct option.

E. THESAURUS ENTRY 1

This option will allow you to create/modify the Thesaurus. Press E to choose the option. System will display

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N	SEARO
THESAURUS ENTRY - 1		

CODE :	
FOCUS :	

Esc - Exit F1 - Help

CODE : Enter the code, If code, already exists. The System will display the message followed by Focus.

FOCUS : Enter/modify the FOCUS.

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.

Press N if you do not wish to save the changes.

If you want to see all the codes, press F1 to view them.

F. THESAURUS ENTRY 2

This option allows you to create/modify the Thesaurus. Press F to choose the option.

Functioning of the module is the same as that of option E THESAURUS ENTRY 1.

G. IMPORT DATA

This option will import the data (which is transfer from CARDBOX to temporary file), into main BOOK MASTER.

No action is required from the user's end other than just selecting the option and providing the Correct Password.

H. CURRENCY MASTER

This option allows you to create/modify the Currency. Press H to choose the option. Following screen will be displayed

SEARO	WORLD HEALTH ORGANIZATION CURRENCY MASTER ADDITION/MODIFICATION	SEARO
-------	--	-------

CURRENCY CODE :	
COUNTRY :	

F1 - VIEW CURRENCY CODES

Currency Code : Enter the Currency Code. if code already exist press F1 to view the code and select it form the window.

Country : Enter/modify the Country.

I. MEMBER MASTER

This option allows you to create/modify the Member's information. Press I to choose the option. A menu will be displayed

SELECT

ADDITION
MODIFICATION

SEARO	WORLD HEALTH ORGANIZATION MEMBER ADDITION/MODIFICATION	SEARO
-------	---	-------

MEMBER NO. :	12
MEMBER NAME :	
MEMBER DEPT. :	

ESC - EXIT

if You wish to add a new member select **ADDITION** else if you wish to change the information of an already existing member select **MODIFICATION**

MEMBER CODE : In case of addition, code will be automatically generated by the system, and in modification enter the code or the **SHORT NAME** of member.

MEMBER NAME : Enter/modify the name.

DEPARTMENT : Enter/modify the department.

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press **Y** for saving data.

Press **N** if you do not wish to save the changes.

J. LIBRARY MASTER

This option allows you to create/modify the Member's information. Press **J** to choose the option. A menu will be displayed

SEARO	W O R L D H E A L T H O R G A N I Z A T I O N LIBRARY ADDITION/MODIFICATION	SEARO
-------	--	-------

LIBRARY CODE :	7L	WHO LIBRARY
LIBRARY NAME :		
DESIGNATION :		
ADDRESS :		
CITY :		
COUNTRY :		
PHONE : (1)	(2)	FAX :
TELEX :	ANSWER BACK :	

ESC - EXIT

SELECT

—————
ADDITION
MODIFICATION

if You wish to add a new member select **ADDITION** else if you wish to change the information of an already existing member select **MODIFICATION**

LIBRARY CODE : In case of addition, code will be automatically generated by the system, and in modification enter the code or the SHORT NAME of member.

Following menu will POPUP

Select

WHO LIB
NON WHO LIB

WHO LIB select if it is a WHO LIBRARY.
NON WHO LIB select if it is a NON WHO LIBRARY.

LIBRARY NAME : Enter/modify the name.

DESIGNATION : Enter/modify the designation.

ADDRESS : Enter/modify the address.

CITY : Enter/modify the city.

COUNTRY : Enter/modify country.

PHONE : Enter/modify phone.

FAX : Enter/modify fax.

TELEX : Enter/modify Telex.

ANSWER BACK : Enter/modify Answer Back.

The following question would be asked by the System:

O.K. To Save	
Yes	No

Press Y for saving data.
Press N if you do not wish to save the changes.

SETUP

If you press the letter **S** from the Main Menu, the following Setup Menu will be displayed :

A. SCREEN
B. COLORS
C. SETUP
X. QUIT

Depending on the setup you need, choose the option by pressing the alphabet at the beginning of the option e.g. **A**, **B**.

If you press **X**, the System would ask the following question:

Are you sure to quit ?	
Yes	No

Press **Y** for quitting.

We take up the other options as under:

A. SCREEN

Press **A**, the following question would be asked by the System.

Which Monitor do you have	
Monochrome	Color

If you are using a **Monochrome** Monitor, Press **M**.

If you are using a **Color** Monitor, Press **C**.

Press **<ESC>** key to quit from here.

B. COLORS

Press B for making changes in the color combination.

Color Setup Menu would be displayed. Choose the option in which you wish to make the changes and press ENTER. The System will take you to the Color Selection Menu. Make selection of the fore-ground and back-ground colors by moving pointer with the help arrow keys. Press ENTER to get back to the first menu and similarly make other changes, if desired.

Press ESC at the first menu to exit.

C. SETUP

Press C for making changes in the Library Name and Librarian.

Setup would display the following menu

```
          SELECT
          _____
SEARO LIBRARY
OTHER LIBRARY
```

Select OTHER LIBRARY, if you are not SEARO LIBRARY, system will ask for

LIBRARY NAME : Enter Your Library Name.
LIBRARIAN : Enter Librarian Name.
ADDRESS : Enter Library's address.
YEAR : Enter current Year.

if you select SEARO LIBRARY only Librarian name will be asked.

UTILITIES

If you press the letter U from the Main Menu, the following Setup Menu will be displayed :

A. REORGANIZE
B. PACK DATA
X. QUIT

Depending on the UTILITIES option you need, choose the option by pressing the alphabet at the beginning of the option e.g.A, B.

If you press Q, the System would ask the following question:

Are you sure to quit ?	
Yes	No

Press Y for quitting.

We take up the other options as under:

A. REORGANIZE

Press A for reorganize data.

The System will flash the undermentioned message.

Reorganizing Data - Please Wait.

After completing the reorganization of data the System will come out to the utilities Menu.

B. PACK DATA

Press B for PACK DATA.

O.K. TO REMOVE DATA	
Yes	No

If you select YES all the unwanted will be removed from the database files. The System will flash the undermentioned message.

PROCESSING DATA - Please Wait.

After PACKING the data, the System will come to the utilities Menu.

If you select NO, the System will come to the utilities Menu.

EXIT

If you press letter E or <ESC> from the Main Menu, the following Exit Menu will be displayed:

NO
YES

Press Y to quit from the Periodical Management System.

Library

[Handwritten signature]

IMSEAR USERS' GUIDE



World Health Organization
South-East Asia Region
New Delhi
September 1992

TABLE OF CONTENTS

		<u>Page</u>
001	RECORD IDENTIFIER	1
040	LANGUAGE OF ITEM	2
200	TITLE	3
210	PARALLEL TITLE	4
300	PERSONAL AUTHOR(S)	5
302	ANONYMOUS AUTHOR	6
310	CORPORATE AUTHOR(S)	7
490	PART STATEMENT	8
500	NOTES	9
600	ABSTRACTS	10
602	ABSTRACT (ADDITIONAL)	11
604	NUMBER OF REFERENCES	12
620	DESCRIPTORS	13
630	GEOGRAPHIC DESCRIPTORS	14
640	BROAD SUBJECT HEADING	15
700	TITLE (SECOND LEVEL)	16
716	DATE OF PUBLICATION (SECOND LEVEL)	17
800	CHECKED ITEMS COMBINED	18
800-830	CHECK TAGS	19

IMSEAR USERS' GUIDE

001 RECORD IDENTIFIER

CHARACTERISTICS

optional
not repeatable
not subfielded
maximum length: 10
not indexed

PURPOSE

Used to insert the record identification number for IMSEAR by computer after sorting the master file or part of the master file.

RULES FOR ENTRY

Do not enter the data manually. To enter the field, run the pascal programme "id" using advanced programming services option "A" of CDS/ISIS after sorting the database. The programme will combine the last digit of the year with the newly assigned MFN number.

040 LANGUAGE OF ITEM**CHARACTERISTICS**

mandatory
repeatable
not subfielded
maximum length: 20
indexed

PURPOSE

To show the language(s) in which the item is written

RULES FOR ENTRY

Use 3-letter language codes, separate codes with a percentage sign

Arabic	ara
English	eng
French	fre
German	ger
Russian	rus
Spanish	spa

A full list of language codes can be provided upon request to HLT/WHO

EXAMPLES

eng
eng%fre
eng%fre%spa%ara

200 TITLE

CHARACTERISTICS

mandatory
not repeatable
not subfielded
maximum length: 1000
indexed (subfield a only)

RULES FOR ENTRY

- Subfield a:
1. Enter the title as found on the item. When the title is cited in several different manners, choose the title by which it is most likely to be known
 2. If there are several language versions of the title, choose one version for entry in field 200 (title in the language of the documentation centre) and enter the other titles in field 210
 3. Capitalize the first word in the title and proper names in the names of corporate bodies or conferences
 4. Separate the title from the subtitle with a space, colon, space. Precede a supplement or a section with period, space. Do not enter any punctuation at the end of the field. Do not enter periods or spaces within an acronym
 5. Do not enter the hyphen in hyphenated words unless the two parts can stand alone as separate words (i.e. cooperative, interregional, North-South, round-table)
 6. If the title begins with an article ("the", "a", "an"...), enclose the article in triangular brackets < >. This device ensures that the article will be ignored in an alphabetical title list
 7. If the item has no title, supply one and enclose it in brackets. Enclose each bracket in triangular brackets <(>. This device ensures that brackets will be ignored when the titles are sorted alphabetically
 8. If the title requires additional words to make it more meaningful, enclose the additions in brackets.

210 PARALLEL TITLE**CHARACTERISTICS**

optional
repeatable
not subfielded
maximum length: 1000
indexed (subfield a only)

PURPOSE

To enter titles in other languages found on the item and not selected for entry in field 200

This field may also be used to enter titles of other available language versions (WHO publications)

RULES FOR ENTRY

Same rules as for field 200

EXAMPLES

Entry in field 200: Directory, development research and training institutes, Africa

Entry in field 210: Inventaire, instituts de recherche et de formation en matière de développement, Afrique

300 PERSONAL AUTHOR(S)**CHARACTERISTICS**

mandatory
repeatable
not subfields
maximum length: 300
indexed

RULES FOR ENTRY

Enter the names of the author(s), editor(s). Do not enter names of translators.

When there are one, two or three authors, enter all authors and separate the names with a percentage sign (%).

EXAMPLES

Mara, Duncan%
Mara, D.
Mara, D.
Feachem, R.G%Cairncross, S%Mara, D

302 ANONYMOUS AUTHOR**CHARACTERISTICS**

mandatory
not repeatable
not subfielded
maximum length: 1
not indexed

PURPOSE

To indicate anonymous author

RULES FOR ENTRY

Enter "x" if the author of the record being entered is
anonymous

310 CORPORATE AUTHOR(S)**CHARACTERISTICS**

mandatory
repeatable
subfields ^aMain body
 ^bSub body
maximum length: 300
indexed

PURPOSE

To enter the name of each corporate body having intellectual responsibility for the item. Also entered here are the names of corporate bodies that sponsored or funded the work described in the item.

RULES FOR ENTRY

1. Enter the corporate author under its official name in its official language
2. When the body is to be entered as a subheading under the name of the parent body, enter the parent body in subfield a, and the subordinate body in subfield b. If there are more than two hierarchical levels in the name of the body, enter the parent body in subfield a and the other levels in subfield b. If the entry for the body is a single level entry, use only subfield a.

EXAMPLES

^aUnesco
^aFrance^bMinistère de l'Économie et des Finances
^aUnited Nations^bDepartment of Technical Cooperation for
Development

490 PART STATEMENT**CHARACTERISTICS**

mandatory
not repeatable
subfields ^aVolume/issue number
 ^bPagination
maximum length: 150
not indexed

PURPOSE

To enter the pagination of a chapter within a book, the volume and issue number and pagination of an article from a periodical and the volume number when the item is one volume of a multivolume work

RULES FOR ENTRY

1. Article from a periodical: enter the volume and issue number or abbreviated name of month in subfield a; enter the first and last pages of the article in subfield b
2. Chapter from a book: enter the first and last pages in subfield b
3. One volume of a multi-volume work: enter the volume number in subfield a (note that in this case, the pagination is entered in field 460)

EXAMPLES

^a17(3)^b14-21
^b245-310
^av. 2

500 NOTES**CHARACTERISTICS**

optional
repeatable
not subfielded
maximum length: 50
not indexed

PURPOSE

To enter necessary information that does not come within the scope of the other fields, such as information about the library holdings

RULES FOR ENTRY

Begin each note as though it were a new sentence and separate the notes with a percentage sign. Do not enter a period at the end of the field

EXAMPLES

Library has v. 1 only

600 ABSTRACT**CHARACTERISTICS**

optional
not repeatable
not subfielded
maximum length: 1650
words embedded in triangular brackets < > are indexed

PURPOSE

To enter a concise summary of the item to supplement the information entered in the descriptors fields (620, 630)

RULES FOR ENTRY

The indexing method applied to this field allows to search characters placed between triangular brackets. This may be felt necessary for some important or very specific terms, although they are not recognized descriptors

EXAMPLES

This paper discusses work done on desalination using such technology as <electrodialysis>, desalination, <reverse osmosis>, distillation and solar process.

602 ABSTRACT (ADDITIONAL)

CHARACTERISTICS

same as tag 600

PURPOSE

To enter the long abstract which exceeds the first abstract field (tag 600).

RULES FOR ENTRY

Same as tag 600.

604 NUMBER OF REFERENCES**CHARACTERISTICS**

optional
not repeatable
not subfielded
maximum length: 3
not indexed

PURPOSE

To enter the number of references used for the work

EXAMPLES

34
5

620 DESCRIPTORS**CHARACTERISTICS**

mandatory
repeatable
subfields ^aMain heading
 ^bSub-heading
maximum length: 300
indexed

PURPOSE

Descriptors are terms chosen to describe the content of the item in order to facilitate its retrieval. It is suggested that descriptors be selected preferably in MeSH (Medical Subject Headings)

RULES FOR ENTRY

Enter the main subject heading in subfield a and sub-headings in subfield b; separate occurrences by a percentage sign

EXAMPLES

^aWater supply^bfinancial aspects% ^aSanitation^bfinancial aspects% ^aFund raising% ^aTariffs

^aWater treatment% ^aDisinfection% ^aChlorination
% ^aFiltration

630 GEOGRAPHIC DESCRIPTORS**CHARACTERISTICS**

mandatory
repeatable
not subfielded
maximum length: 500
indexed

PURPOSE

To enter names of countries and regions to which apply the item being catalogued.

RULES FOR ENTRY

Separate the names of the countries/regions with a percentage sign

EXAMPLES

France%United Kingdom%Europe

Burkina Faso%Ghana%Nigeria

640 BROAD SUBJECT HEADING**CHARACTERISTICS**

optional
repeatable
not subfielded
maximum length: 100
indexed

PURPOSE

To enter broad categories to which the item belongs.

EXAMPLES

Water supply and Sanitation

Food safety

SECOND LEVEL FIELDS FOR MULTI-LEVEL BIBLIOGRAPHIC MATERIAL

Second level fields are to be used when the item catalogued is a part from a book or an article from a periodical

700 TITLE (SECOND LEVEL)**CHARACTERISTICS**

mandatory
not repeatable
subfields not subfielded
maximum length: 1000
not indexed

PURPOSE

To enter the title of the parent book when the item catalogued is a chapter from a book or a paper presented at a meeting

RULES FOR ENTRY

Apply the same rules as in field 200

EXAMPLES

Field 200: Air pollution control

Field 700: Environmental engineering and sanitation

Field 200: Management of the water quality of the tidal Thames

Field 700: Water Industry E81, International Conference, Brighton, UK, June 1981

716 DATE OF PUBLICATION (SECOND LEVEL)**CHARACTERISTICS**

mandatory
not repeatable
subfields ^bDate in free form
 ^mAbbreviated name of month
maximum length: 20
indexed (subfield b only)

PURPOSE

To enter the date of publication of the parent book, or periodical when the item catalogued is an analytic

RULES FOR ENTRY

1. Enter in subfield b the year of publication of the parent book or the periodical
2. Enter in subfield m the abbreviated name of the month when the item catalogued is an article from a periodical which bears no volume or issue numbers, and can be identified only by the name of the month

EXAMPLES

The item catalogued is an article published in pages 30 and 31 of the December 1989 issue of the magazine World Water

Content of field 716: ^b1989^mDec

Content of field 740: World Water

Content of field 490: ^b30-31

800 CHECKED ITEMS COMBINED**CHARACTERISTICS**

optional
repeatable
not subfielded
maximum length: 1000
indexed

PURPOSE

To make the tag 801 through 830 searchable.

RULES FOR ENTRY

Do not enter this field manually. To fill this field automatically by computer, run the pascal programme "conv" using advanced programming service of the CDS/ISIS.

800-830 CHECK TAGS**CHARACTERISTICS**

optional
not repeatable
not subfielded
maximum length: 1 each
not indexed

PURPOSE

To describe the contents of the item in addition to the broad subject heading (field 640) and descriptors (field 620).

RULES FOR ENTRY

Enter "x" where appropriate.

Library
82

BIBLIOGRAPHIC DATA EXCHANGE TOOLS - 3

HLT/BD/91.3 Rev.1

**GUIDELINES FOR BIBLIOGRAPHIC DATA ENTRY
IN WHOBIS FORMAT FOR MICRO CDS/ISIS**

Office of Library and Health Literature Services
World Health Organization
Geneva



1992

CONTENTS

005	DISTRIBUTION TYPE (NOT CCF FIELD)	1
015	BIBLIOGRAPHIC LEVEL	2
020	SOURCE OF RECORD	3
022	DATE RECORD ENTERED	4
040	LANGUAGE OF ITEM	5
041	LANGUAGE OF SUMMARIES	6
050	PHYSICAL MEDIUM	7
060	TYPE OF MATERIAL	8
100	ISBN	9
101	ISSN	10
120	DOCUMENT NUMBER	11
200	TITLE	12
210	PARALLEL TITLE	14
260	EDITION	15
300	PERSONAL AUTHOR(S)	16
310	CORPORATE AUTHOR(S)	17
320	MEETING	18
330	AFFILIATION	19
400	PLACE OF PUBLICATION, PUBLISHER	20
440	DATE OF PUBLICATION	21
450	SERIAL NUMBER AND DATES	22
460	PHYSICAL DESCRIPTION (COLLATION)	23
480	MONOGRAPHIC SERIES STATEMENT	24
490	PART STATEMENT (CITATION)	25
500	NOTES	26
502	DISSERTATION NOTE (WHOLIS FIELD)	27
514	OTHER LANGUAGES AVAILABLE (WHOLIS FIELD)	28
529	PROJECT NUMBER (WHOLIS FIELD)	29
600	ABSTRACT	30
610	CLASSIFICATION	31
620	DESCRIPTORS	32
630	GEOGRAPHIC DESCRIPTORS	33
640	BROAD SUBJECT HEADING (WHOLIS FIELD)	34
700	TITLE (SECOND LEVEL)	35
709	EDITION STATEMENT (SECOND LEVEL)	36
710	PERSONAL AUTHOR(S) (SECOND LEVEL)	37
711	CORPORATE AUTHORS(SECOND LEVEL)	38
712	MEETING (SECOND LEVEL)	39
715	PLACE OF PUBLICATION/PUBLISHER (SECOND LEVEL)	40
716	DATE OF PUBLICATION (SECOND LEVEL)	41
740	SERIAL TITLE - SECOND LEVEL (SECOND LEVEL)	42

005 DISTRIBUTION TYPE (NOT CCF FIELD)

CHARACTERISTICS optional
 not repeatable
 not subfielded
 maximum length : 3
 not indexed

PURPOSE

Used to indicate the distribution type or level of availability of the item being catalogued

RULES FOR ENTRY

GEN = no limitation
LIM = limited to a specific public
RES = for WHO staff only

015 BIBLIOGRAPHIC LEVEL

CHARACTERISTICS optional
 not repeatable
 not subfielded
 maximum length: 1
 indexed

PURPOSE

To indicate the bibliographic level of the item being catalogued

RULES FOR ENTRY

- A = analytic (a chapter from a book or an article from a periodical)
 - M = monograph (a single volume work including monographic series)
 - C = collection (a multiple-volume work)
 - S = serial (periodical)
 - D = unpublished document
-

020 SOURCE OF RECORD**CHARACTERISTICS**

optional
not repeatable
subfields ^aAbbreviated form
 ^bFull form
maximum length: 62
indexed (subfield a only)

PURPOSE

To identify the agency or unit/programme preparing the record

RULES FOR ENTRY

Enter in subfield a the acronym of the originating agency, unit/programme
Enter in subfield b the full name of the originating agency, unit/programme. To be used
in the absence of a set of coded forms.

EXAMPLES

^aCWS or ^bCommunity Water Supply and Sanitation

^aWHO

022 DATE RECORD ENTERED

CHARACTERISTICS

optional
not repeatable
not subfielded
maximum length: 8
not indexed

PURPOSE

To enter the date on which the record is created/modified. This may be useful to issue current awareness bulletins

RULES FOR ENTRY

Enter according to CCF rules, i.e. 4 digits for year, 2 digits for month, 2 digits for day

EXAMPLES

A record is created on 20 July 1989

entry in field 22: 19890720

040 LANGUAGE OF ITEM

CHARACTERISTICS

mandatory
repeatable
not subfielded
maximum length: 20
indexed

PURPOSE

To show the language(s) in which the item is written

RULES FOR ENTRY

Use 3-letter language codes, separate codes with a percentage sign

Arabic	ara
English	eng
French	fre
German	ger
Russian	rus
Spanish	spa

A full list of language codes can be provided upon request to HLT/WHO

EXAMPLES

eng
eng%fre
eng%fre%spa%ara

041 LANGUAGE OF SUMMARIES

CHARACTERISTICS

optional
repeatable
not subfielded
maximum length: 20
not indexed

PURPOSE

To show the language(s) in which are written summaries of the item

RULES FOR ENTRY

Use same codes as in field 40

050 PHYSICAL MEDIUM

CHARACTERISTICS

optional
 repeatable
 not subfielded
 maximum length: 5
 not indexed

PURPOSE

To show the type of material being catalogued. It is useful for providing statistics about the kind of material in the collection

RULES FOR ENTRY

Enter one of the 3-digit CCF codes.

010	Paper
020	Film
040	Magnetic
050	Laser/optical
900	Other

060 TYPE OF MATERIAL**CHARACTERISTICS**

optional
not subfielded
not repeatable
maximum length: 30
not indexed

PURPOSE

To identify the intellectual form or presentation of the item being catalogued.

RULES FOR ENTRY

Enter one of the three-digit codes.

100	Monograph
105	Report/technical report
107	Assignment report, report on field visit, duty travel report
109	Technical document (WHO material)
110	Thesis, dissertation
115	Meeting document
120	Periodical
130	Annual
140	Standard
145	Irregular serial
150	Monographic series
199	Other textual materials
900	Non textual materials

100 ISBN

CHARACTERISTICS

mandatory
 repeatable
 subfields ^aISBN number
 ^bInvalid ISBN
 ^cQualifier
 maximum length: 50
 indexed

PURPOSE

To enter the International Standard Book Number assigned to published monographs by the publisher.

RULES FOR ENTRY

The ISBN is a ten-digit number divided into four parts. Replace spaces by an hyphen.

^aISBN (mandatory)
 ^binvalid ISBN (a number on an item having the appearance of an ISBN but known to be incorrect) - optional
 ^cqualifier (a statement added when an item bears more than one ISBN)

EXAMPLES

^a0-7214-0191-0
 ^a0-8653-1228-8^cpaper back^cPacific Press

101 ISSN

CHARACTERISTICS

optional
not repeatable
not subfielded
maximum length: 12
indexed

PURPOSE

To enter the International Standard Serial Number when the item being catalogued is part of a serial that has an ISSN

RULES FOR ENTRY

An ISSN consists of 8 characters divided in two groups of 4; separate groups with an hyphen

EXAMPLES

0226-3130

120 DOCUMENT NUMBER

CHARACTERISTICS

mandatory
repeatable
not subfielded
maximum length: 50
indexed

PURPOSE

To enter the document or report number(s) that have been assigned to the item by the organization that issued it

RULES FOR ENTRY

Enter the document number as it is found on the item, including spaces and punctuation. If there is more than one number on the item, enter all of them, separated by a percentage sign

EXAMPLES

PGI-84/WS/4
WHO/CWS/85.3%CDD/OPR/85.1

200.TITLE**CHARACTERISTICS**

mandatory
not repeatable
subfields ^aTitle
 ^bStatement of responsibility
maximum length: 1000
indexed (subfield a only)

RULES FOR ENTRY

- Subfield a:
1. Enter the title as found on the item. When the title is cited in several different manners, choose the title by which it is most likely to be known
 2. If there are several language versions of the title, choose one version for entry in field 200 (title in the language of the documentation centre) and enter the other titles in field 210
 3. Capitalize the first word in the title and proper names in the names of corporate bodies or conferences
 4. Separate the title from the subtitle with a space, colon, space. Precede a supplement or a section with period, space. Do not enter any punctuation at the end of the field. Do not enter periods or spaces within an acronym
 5. Do not enter the hyphen in hyphenated words unless the two parts can stand alone as separate words (i.e. cooperative, interregional, North-South, round-table)
 6. If the title begins with an article ("the", "a", "an"...), enclose the article in triangular brackets <>. This device ensures that the article will be ignored in an alphabetical title list
 7. If the item has no title, supply one and enclose it in brackets. Enclose each bracket in triangular brackets <>. This device ensures that brackets will be ignored when the titles are sorted alphabetically
 8. If the title requires additional words to make it more meaningful, enclose the additions in brackets.
-

- Subfield b
1. To enter names relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the item
 2. Enter exactly in the form and sequence shown on the item as to wording but not necessarily as to punctuation. A statement of responsibility can be transliterated

EXAMPLES

^a<The> art of healthy living^bby Karl Schmidt (content of field 300: Schmidt, K)

^aHuman resources development case study 1 : Managing the manager^bby Alice Petré

^aConsultant's report (on management control system)

^a(>World demographic statistics : a commentary<)>

210 PARALLEL TITLE

CHARACTERISTICS

optional
 repeatable
 subfields ^aTitle
 ^bStatement of responsibility
 maximum length: 1000
 indexed (subfield a only)

PURPOSE

To enter titles in other languages found on the item and not selected for entry in field 200

This field may also be used to enter titles of other available language versions (WHO publications)

RULES FOR ENTRY

Same rules as for field 200

EXAMPLES

Entry in field 200: ^aDirectory, development research and training institutes, Africa

Entry in field 210: ^aInventaire, instituts de recherche et de formation en matière de développement, Afrique

300 PERSONAL AUTHOR(S)

CHARACTERISTICS mandatory
 repeatable
 not subfielded
 maximum length: 150
 indexed

RULES FOR ENTRY

Enter the names of the author(s), editor(s), compiler(s). Do not enter names of translators.

When there are one, two or three authors, enter all authors and separate the names with a percentage sign (%).

When there are more than three authors, choose one of the following options and make sure that it is applied consistently:

- (a) enter all authors; separate names with a percentage sign
- (b) enter the first three authors, separated with a percentage sign and followed by (et al.)
- (c) enter the first author followed by (et al.)

EXAMPLES

Mara, Duncan%

Mara, D

Mara, D.

Feachem, R G% Cairncross, S% Mara, D

Feachem, R.G. (et al.)

Any of these methods is correct but ensure consistency for all records of the data base

310 CORPORATE AUTHOR(S)**CHARACTERISTICS**

mandatory
repeatable
subfields ^aMain body
 ^bSub body
maximum length: 300
indexed

PURPOSE

To enter the name of each corporate body having intellectual responsibility for the item. Also entered here are the names of corporate bodies that sponsored or funded the work described in the item

RULES FOR ENTRY

1. Enter the corporate author under its official name in its official language
2. Enter the name as found in WHO corporate name authority file (available from Office of Library and Health Literature Services, WHO)
3. When the body is to be entered as a subheading under the name of the parent body, enter the parent body in subfield a, and the subordinate body in subfield b. If there are more than two hierarchical levels in the name of the body, enter the parent body in subfield a and the other levels in subfield b. If the entry for the body is a single level entry, use only subfield a.

EXAMPLES

^aUnesco
^aFrance^bMinist re de l'Economie et des Finances
^aUnited Nations^bDepartment of Technical Cooperation for Development

320 MEETING**CHARACTERISTICS**

mandatory
 not repeatable
 subfields ^aMeeting name
 ^bOther parts of the name
 ^gLocation of meeting (city)
 ^iYear of meeting
 ^jNumber of meeting
 maximum length: 320
 indexed

PURPOSE

When the item catalogued is the report or proceedings of a meeting, field 320 is used to enter the name of the meeting

(Note that the agency sponsoring the meeting is entered in field 310)

RULES FOR ENTRY

1. Enter the name of the meeting as found on the item, in subfield a
2. Enter other parts of the name, e.g. subordinate or superior units when the meeting is part of a hierarchical structure in subfield b
3. Capitalize the first word and each significant word in the name
4. Enter the location of the meeting (city) in subfield g; if the city is not well known, give the name of the country as well
5. Enter year of the meeting in subfield i
6. Enter number of the meeting in subfield j

EXAMPLES

^aWorld Health Organization^bRegional Committee for the Eastern
 Mediterranean^gGeneva^i1988^j35th

^aInternational Drinking Water Supply and Sanitation Consultation^gInterlaken,
 Switzerland^i1987

330 AFFILIATION**CHARACTERISTICS**

optional
repeatable
subfields ^aMain body
 ^bSub-body
 ^cQualifier
 ^dAddress
 ^eCountry
maximum length: 400
not indexed

PURPOSE

To enter the institution where the author, or the first mentioned author, works. It is often useful to be able to contact the author of an article or a report directly to obtain a copy of the work. Affiliation should therefore be included whenever the information is available

RULES FOR ENTRY

1. Enter the name of the institution to which the author is affiliated in the same way as the corporate author (field 310)
 2. Enter only one affiliation. If there is more than one author, enter the affiliation of the first named author.
 3. Do not enter affiliation if it is the same as a body already entered in field 310 (corporate author)
-

400 PLACE OF PUBLICATION, PUBLISHER**CHARACTERISTICS**

mandatory
not repeatable
subfields ^aPlace of publication
 ^bName of publisher
maximum length: 100
indexed

PURPOSE

For published items, field 400 is used to enter the place of publication and the name of the publisher. For unpublished items, field 400 is used to enter the name and location of the issuing agency. If the item is unpublished and the issuing agency is not known, leave the field blank. If the item is an article from a periodical, leave the field blank.

RULES FOR ENTRY

1. Enter the place of publication in subfield a
2. If there is no place mentioned on a published item, enter a probable place
3. Enter the publisher or issuing agency in subfield b. Enter the name in the shortest form in which it can be understood and identified internationally

EXAMPLES

^aParis^bOECD

^aAlexandria^bWHO Regional Office for the Eastern Mediterranean
^aThe Hague^bIRC

440 DATE OF PUBLICATION**CHARACTERISTICS**

mandatory
not repeatable
subfield ^b
maximum length: 30
indexed

PURPOSE

To enter the date of publication of the item. Subfield ^b only is used to provide the date in free form

RULES FOR ENTRY

1. If the item is a monograph, give the date of the edition being catalogued
2. If the item is a multivolume work and the separate volumes have different publication dates, enter the first and last year separated by a hyphen

EXAMPLES

^b1986

^b1981-1983

450 SERIAL NUMBER AND DATES**CHARACTERISTICS**

optional
not repeatable
not subfielded
maximum length: 100
not indexed

PURPOSE

To enter the numbers and/or dates of the first and last issues of a serial

EXAMPLES

1. A periodical started in 1980 and is still continuing
1980-
 2. A directory was published from 1980 to 1985
1980-1985
 3. A periodical started with vol. 1, issue no. 1 and ended with vol. 8, issue no. 12
vol. 1, no. 1-vol. 8, no. 12
vol. 1 (no. 1)-vol. 8 (no. 12) (WHOLIS entry rules)
-

460 PHYSICAL DESCRIPTION (COLLATION)

CHARACTERISTICS

mandatory
 not repeatable
 subfields ^aPagination
 ^bDescription
 ^cDimensions (optional)
 ^dOther accompanying material
 maximum length: 100
 not indexed

PURPOSE

To enter the physical description of the item being catalogued when it is a single or multivolume work.

RULES FOR ENTRY

- Subfield a for a single volume, enter the number of pages for a loose-leaf work, enter: 1 v.
 for an item with a complicated series of pagings, enter: 1 v.
 for a multivolume work, enter the number of volumes
- Subfield b ill, tabs
- Subfield c dimensions
- Subfield d slides, maps, plans (when they are separated from the item)

EXAMPLES

^a180 p^bill^c23 cm^d1 map, 4 slides

480 MONOGRAPHIC SERIES STATEMENT**CHARACTERISTICS**

mandatory

repeatable

subfields

^aName of the series

^bStatement of responsibility

^cNumber of the item in the series

maximum length: 250

indexed (subfield a only)

PURPOSE

To enter the series statement when the item being catalogued is part of a monographic series

RULES FOR ENTRY

1. Enter the title of the series in subfield a. Capitalize the first word of the title and proper names
2. If the series title is a generic word, such as "Paper" or "Publication", enter the name of the issuing body in subfield b.
3. Enter the series number in subfield c.

EXAMPLES

^aTechnical paper series^bIRC, International Water and Sanitation Centre^c26

490 PART STATEMENT**CHARACTERISTICS**

mandatory
not repeatable
subfields ^aVolume/issue number
 ^bPagination
maximum length: 150
not indexed

PURPOSE

To enter the pagination of a chapter within a book, the volume and issue number and pagination of an article from a periodical and the volume number when the item is one volume of a multivolume work

RULES FOR ENTRY

1. Article from a periodical: enter the volume and issue number or abbreviated name of month in subfield a; enter the first and last pages of the article in subfield b
2. Chapter from a book: enter the first and last pages in subfield b
3. One volume of a multi-volume work: enter the volume number in subfield a (note that in this case, the pagination is entered in field 460)

EXAMPLES

^a17(3)^b14-21
^b245-310
^av. 2

500 NOTES

CHARACTERISTICS

optional
repeatable
not subfielded
maximum length: 600
not indexed

PURPOSE

To enter necessary information that does not come within the scope of the other fields, such as information about the library holdings

RULES FOR ENTRY

Begin each note as though it were a new sentence and separate the notes with a percentage sign. Do not enter a period at the end of the field

EXAMPLES

Library has v. 1 only*

502 DISSERTATION NOTE (WHOLIS FIELD)

CHARACTERISTICS

mandatory (if item catalogued is a thesis) not repeatable
not subfielded
maximum length: 100
not indexed

PURPOSE

To enter information pertaining to a thesis

EXAMPLES

Ph.D., University College, London

514 LANGUAGES AVAILABLE (WHOLIS FIELD)

CHARACTERISTICS

optional
not repeatable
not subfielded
maximum length: 20
not indexed

PURPOSE

To indicate the languages in which the item is available (WHO material)

RULES FOR ENTRY

Use three-letter codes as in field 040

529 PROJECT NUMBER (WHOLIS FIELD)

CHARACTERISTICS

optional
repeatable
not subfielded
maximum length: 100
not indexed

PURPOSE

To enter the project number, when the item being catalogued describes work carried out under a project

RULES FOR ENTRY

Enter the number as found on the document. If the item relates to more than one project, enter all of them separated by a percentage sign

600 ABSTRACT

CHARACTERISTICS

optional
not repeatable
not subfielded
maximum length: 600
words embedded in triangular brackets < > are indexed

PURPOSE

To enter a concise summary of the item to supplement the information entered in the descriptors fields (620, 630)

RULES FOR ENTRY

The indexing method applied to this field allows to search characters placed between triangular brackets. This may be felt necessary for some important or very specific terms, although they are not recognized descriptors

EXAMPLES

This paper discusses work done on desalination using such technology as <electrodialysis>, desalination, <reverse osmosis>, distillation and solar process.

610 CLASSIFICATION**CHARACTERISTICS**

optional
repeatable
subfields

^aNotation assigned to the item
^cCall number (not CCF)
^dLocation of the item (not CCF)

maximum length: 50
not indexed

PURPOSE

To enter a notation assigned to an item according to the provision of a classification scheme. Subfields c and d have been provided to enter a call number and the location of the item, though this subfields are not provided for by CCF.

620 DESCRIPTORS

CHARACTERISTICS

mandatory
 repeatable
 subfields ^aMain heading
 ^bSub-headings
 maximum length: 300
 indexed

PURPOSE

Descriptors are terms chosen to describe the content of the item in order to facilitate its retrieval. It is suggested that descriptors be selected preferably in thesauri in use in the UN system (MeSH, DECS, UNBIS, INFOTERRA...)

RULES FOR ENTRY

Enter the main subject heading in subfield a and sub-headings in subfield b; separate occurrences by a percentage sign

EXAMPLES

^aWater supply^bfinancial aspects%^aSanitation^bfinancial aspects%^aFund raising%^aTariffs

^aWater treatment%^aDisinfection%^aChlorination%^aFiltration

630 GEOGRAPHIC DESCRIPTORS

CHARACTERISTICS

mandatory
repeatable
not subfielded
maximum length: 300
indexed

PURPOSE

To enter names of countries and regions to which apply the item being catalogued.

RULES FOR ENTRY

Separate the names of the countries/regions with a percentage sign

EXAMPLES

France%United Kingdom%Europe

Burkina Faso%Ghana%Nigeria

640 BROAD SUBJECT HEADING

CHARACTERISTICS

optional
repeatable
not subfielded
maximum length: 100
indexed

PURPOSE

To enter broad categories to which the item belongs.

EXAMPLES

Water supply and Sanitation

Food safety

SECOND LEVEL FIELDS FOR MULTI-LEVEL BIBLIOGRAPHIC MATERIAL

Second level fields are to be used when the item catalogued is a part from a book or an article from a periodical

700 TITLE (SECOND LEVEL)**CHARACTERISTICS**

mandatory
not repeatable
subfields ^aTitle
 ^bStatement of responsibility
maximum length: 1000
not indexed

PURPOSE

To enter the title of the parent book when the item catalogued is a chapter from a book or a paper presented at a meeting

RULES FOR ENTRY

Apply the same rules as in field 200

EXAMPLES

Field 200: ^aAir pollution control
Field 700: ^aEnvironmental engineering and sanitation^bby Joseph A. Salvato, Jr.

Field 200: ^aManagement of the water quality of the tidal Thames^bby A.G.
 Cockburn and P. Holman
Field 700: ^aWater Industry '81, International Conference, Brighton, UK, June 1981

709 EDITION STATEMENT (SECOND LEVEL)

CHARACTERISTICS

mandatory
not repeatable
subfield ^a
maximum length: 250
not indexed

PURPOSE

To enter the edition statement relating to the parent book when the item catalogued is an analytic

EXAMPLES

^a2nd ed.

710 PERSONAL AUTHOR(S) (SECOND LEVEL)

CHARACTERISTICS

mandatory
repeatable
not subfielded
maximum length: 150
not indexed

PURPOSE

To enter author(s) of parent book when the item being catalogued is an analytic

RULES OF ENTRY

Apply same rules as in field 300

711 CORPORATE AUTHORS (SECOND LEVEL)

CHARACTERISTICS

mandatory
repeatable
subfields ^aMain body
 ^bSub-body
maximum length: 300
not indexed

PURPOSE

To enter the name of the corporate body responsible of parent book when the item catalogued is an analytic

RULES FOR ENTRY

Apply same rules as in field 310

712 MEETING (SECOND LEVEL)

CHARACTERISTICS

mandatory
 repeatable
 subfields

- ^aMeeting name
- ^bOther parts of the name
- ^gLocation of the meeting
- ^iYear of the meeting
- ^jNumber of the meeting

maximum length: 320
 not indexed

PURPOSE

To enter the name of the meeting when the item being catalogued is a paper presented at a meeting

RULES FOR ENTRY

Apply same rules as in field 320

715 PLACE OF PUBLICATION/PUBLISHER (SECOND LEVEL)

CHARACTERISTICS

mandatory
not repeatable
subfields ^aPlace of publication
 ^bName of publisher
maximum length: 100
not indexed

PURPOSE

To enter the place of publication and name of publisher of the parent book when the item being catalogued is an analytic

RULES FOR ENTRY

Apply same rules as in field 260

716 DATE OF PUBLICATION (SECOND LEVEL)**CHARACTERISTICS**

mandatory
not repeatable
subfields ^bDate in free form
 ^mAbbreviated name of month
maximum length: 20
indexed (subfield b only)

PURPOSE

To enter the date of publication of the parent book, or periodical when the item catalogued is an analytic

RULES FOR ENTRY

1. Enter in subfield b the year of publication of the parent book or the periodical
2. Enter in subfield m the abbreviated name of the month when the item catalogued is an article from a periodical which bears no volume or issue numbers, and can be identified only by the name of the month

EXAMPLES

The item catalogued is an article published in pages 30 and 31 of the December 1989 issue of the magazine World Water

Content of field 716: ^b1989^mDec

Content of field 740: World Water

Content of field 490: ^b30-31

740 SERIAL TITLE - SECOND LEVEL (SECOND LEVEL)

CHARACTERISTICS

mandatory
not repeatable
not subfielded
maximum length: 300
indexed

PURPOSE

To enter the name of the periodical when the item being catalogued is an article from a periodical

RULES FOR ENTRY

1. Enter the serial title as it appears on the item
2. Capitalize the first word of the title. If the first word is an article, also capitalize the next significant word.

Note that volume/issue numbers and pagination are entered in field 490
