



Introduction

Infolib Library Information system is a library system designed to provide library and information management solutions for small libraries. The entire modules are user friendly and can be an alternative to expensive, proprietary computer systems for small libraries and other non-profit entities.

Although, novice in library systems can be able to setup and make the Infolib up and running in much less time, some staff training will be required to familiarize them with at least the basics of the system.

Software & Hardware Minimum Requirement

Pentium 233 or higher
 64 MB Memory
 500 MB free hard disk space
 CDROM drive
 Windows 98/XP/2000

Installation Instructions:

For Existing Infolib Users:

1. **Backup the gldb.mdb (database) file and gl.txt file.** Copy it somewhere else, to another hard disk, or any other folder in the hard disk, to a flash drive, cdrom, etc. Just be sure, it is properly backed-up.
2. **Rename the glsystems folder to a new folder.** Let's say glsystems_orig.
3. **Do the Infolib installation.** It will create a new glsystems folder.
4. **Copy your backed-up gldb.mdb to the new glsystems folder.** It will overwrite the blank gldb.mdb
5. **Run infolibupdate.exe.** It will modify the structure of your old gldb.mdb
6. **Explore the updates.**

Notes: Updates includes:

infolibCatAV – for cataloging AV Materials

infolibUpdate – for updating database structure

forWeb – for exporting your database into a new database (forweb.mdb) to be used on the web

InfolibOpac scripts (Windows) – you can add this to your web server together with your forweb.mdb so that it can be searched over the web.

Special Note:

If you want to use the system over the network:

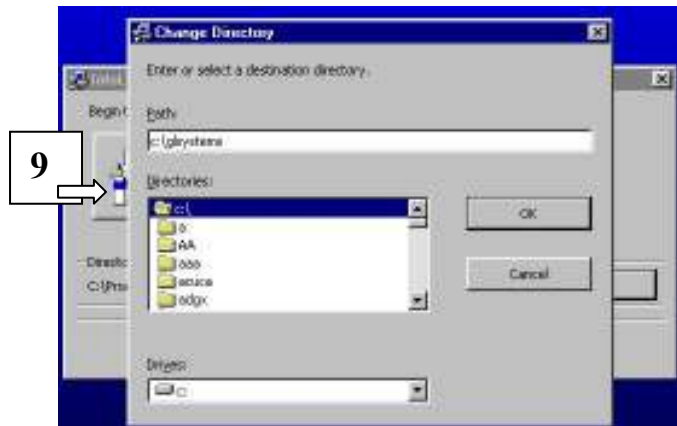
1. **Share the glsystems folder (with read/write permission) in the computer that will act as server.**
 Ex. You share glsystems folder in 10.13.2.1 computer
2. **You should edit gl.txt and it will contain text as follows:**
 Server=10.13.2.1
 Then Save.

For New Infolib Users:

1. Run Windows Explorer
2. Click CD drive where installation program is located.
 3. Click Setup
 4. * If the installer ask that the computer should be restarted click **YES**
The computer will restart.
 5. * After restarting, run Windows Explorer again.
 6. * Click Setup again. See welcome screen. (picture below)



At welcome screen click OK



7. At InfoLib Setup click **Change Directory**
At path : type **c:\lglsystems** then click **OK**.
8. Click Yes to create directory (if it is not yet present)
9. Click the button with the computer picture to start installation



10. At Program Group:
Type **InfoLib**
Installation will continueuntil

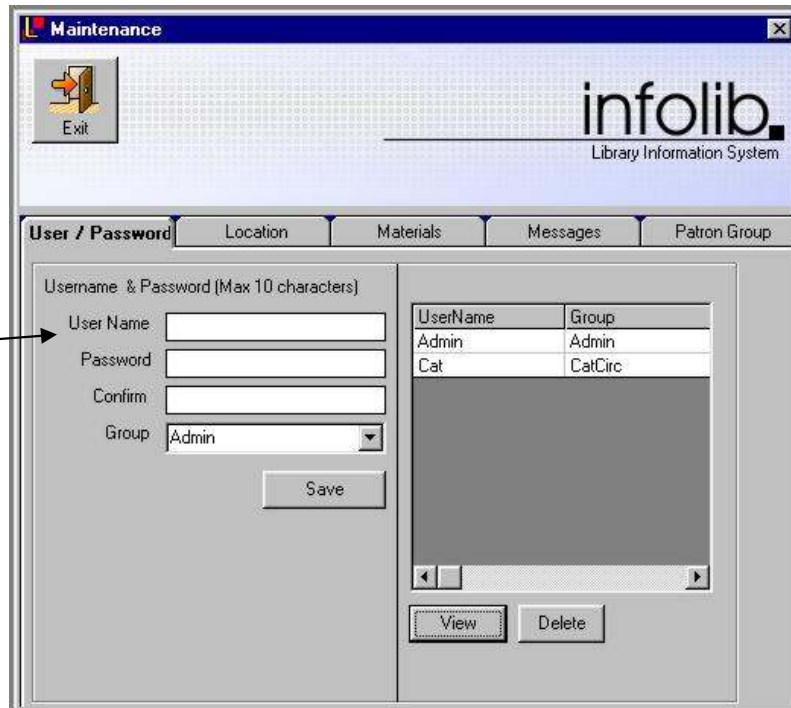


Maintenance Module

This module is for the administrator of the system where the basic configuration is performed. These include user and password setup, location, material and patron group to be used in circulation module. Another good feature of the system that needs to be setup is the OPAC message.

The initial login / password for the Maintenance module is : **ADMIN / ADMIN**

I. Setup the username and password.



User Name : Type here the preferred user name (max 10 characters)

Password: Type here the password (max 10 characters)

Confirm : Type here the password for confirmation

Group Codes:

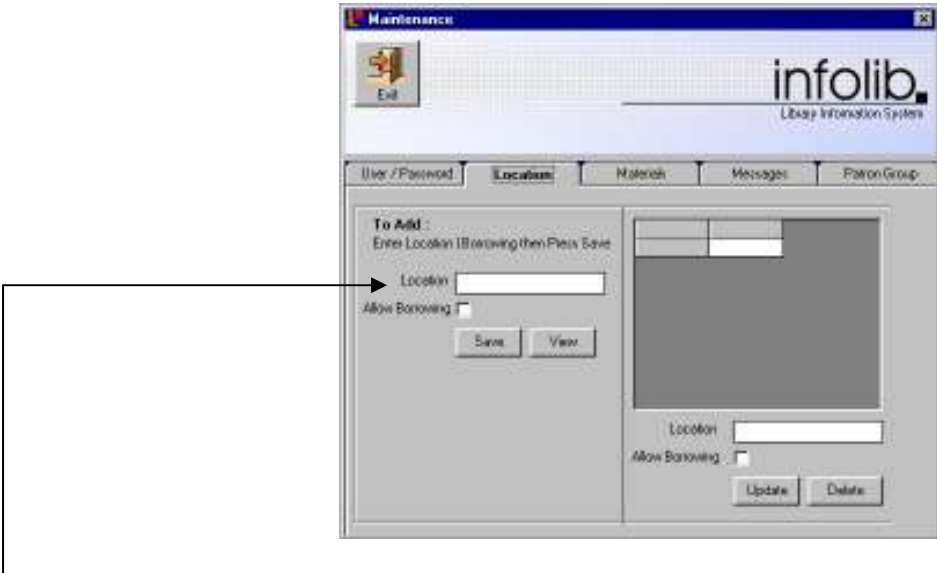
- Admin** group can administer the Maintenance Module
- Cat** group for Cataloging Module only
- Circ** group for Circulation Module only
- CatCirc** group can login to both Cataloging and Circulation Module

Press **Save** when Done

Press **View** to view all the users

Press **Delete** to delete the highlighted user

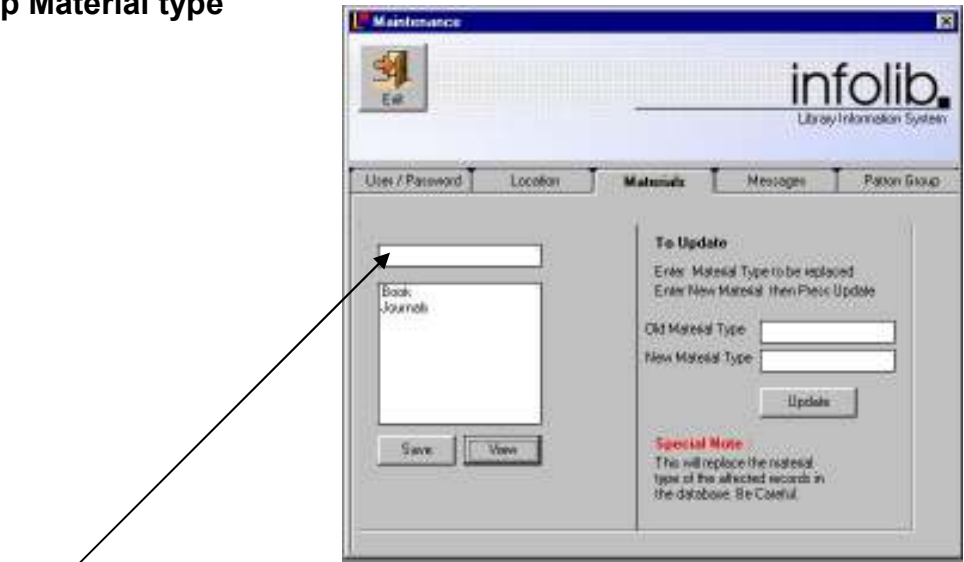
II. Setup Location



Location Assign the Location of the materials
Allow borrowing The materials can be borrowed

Press **Save** when Done
 Press **View** to see all the locations
 Press **Update** to save the modified location
 Press **Delete** to delete the highlighted see all the location

III. Setup Material type



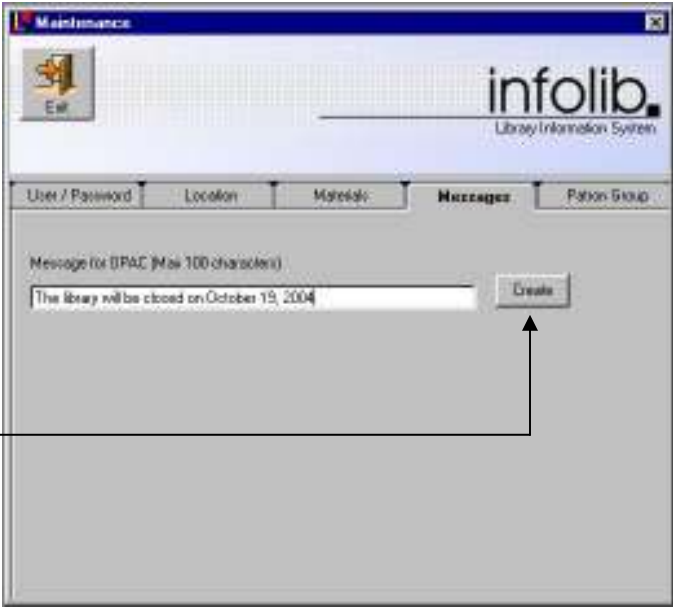
Materials Material type (Book, Journal, etc.)

Press **Save** when Done
Press **View** to see all the locations
Press **Update** to save the modified location

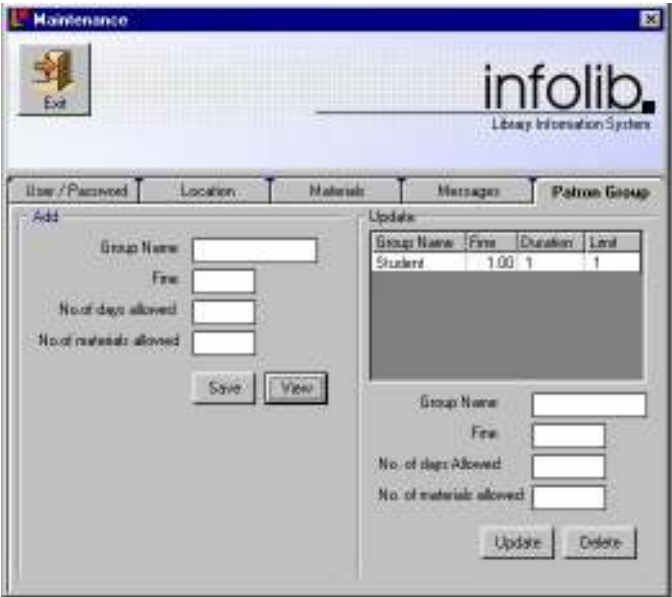
IV. Setup Messages

Infolib messaging capability allows you to setup message that can be viewed at the OPAC terminals.

Type the message for the OPAC then click **Create**



V. Setup Patron Group



Group Name Name of the users group
Fine Amount of overdue fine
No. of days allowed Days allowed per user
No. of Materials allowed Materials allowed for borrowing at a time
 Click **Save** when Done

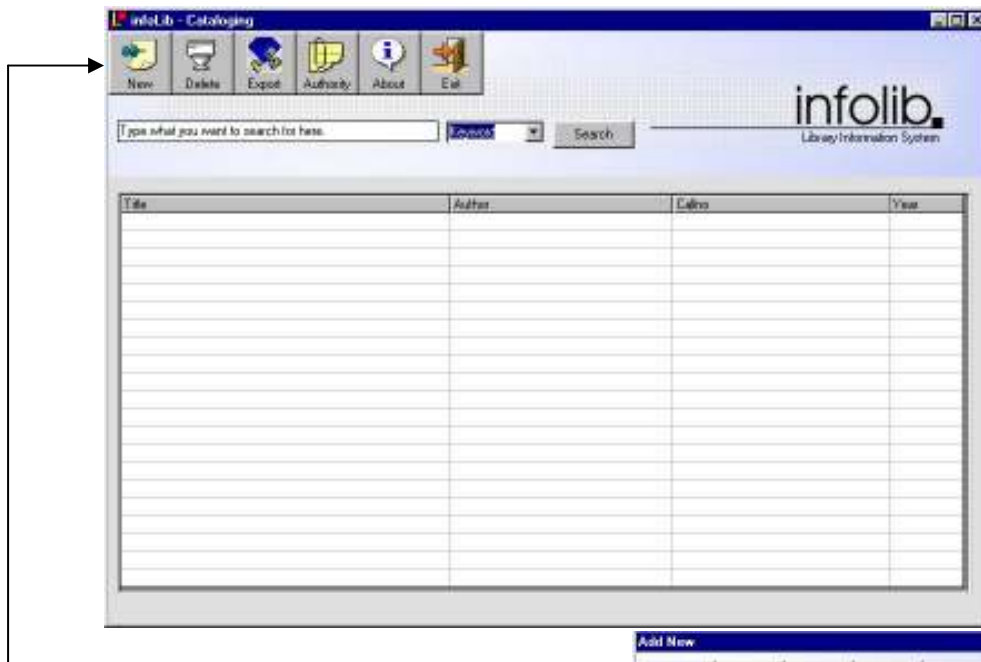
Click **View** to view all groups
 Click **Update** to update the modified group
 Click **Delete** to delete the highlighted group

New.

CLOSED DATES - to specify the library's closed date. This will affect the due dates. If the due date falls on the closed date, fines will not be generated. You can also add 'All Saturdays' and 'All Sundays' for the closed dates.

Note : The initial username/password for cataloging, circulation and periodical articles module is cat / cat

Cataloging Module (Main Form)



- New** Add new record to the database
- Delete** Delete the highlighted entry
- Export** Export to Text, Printer the searched records
- Exit** Exit the program

Cataloging Module (Add/Edit Form)

- Add New** Unless the current record is saved, this button is disabled.
- Save** Save the added/edited record
- Holdings** To add holdings
- Exit** Exit the Add./Edit Form

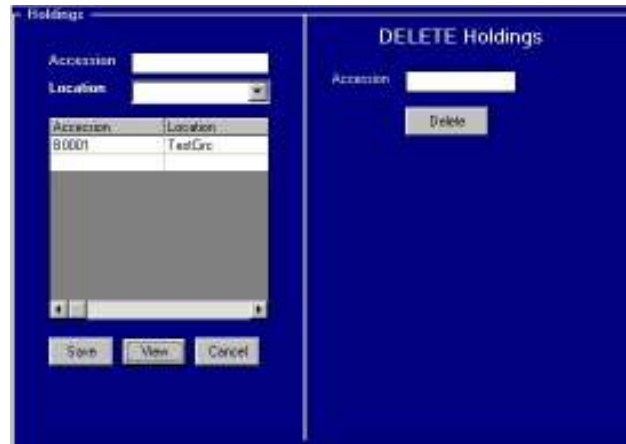
Every time the cursor is placed on Author and Subject field box, the system will check the Authority file to see if the Author or Subject used is present.

If the new encoded Author or Subject is not yet included to the list of Author/Subject authority file, a dialog confirming the addition of the new entry will appear. Click Yes, to include or No to discard changes.

Cataloging Module (Holdings)

Clicking the Holdings button from the Add/Edit form will enable this form.

Accession	Local Accession number
Location	Location of the volume
Save	Save the added holdings
View	View Holdings/Location
Cancel	Discard changes
Delete	Delete the Accession number



Cataloging Module (Authority Control)

In this form, the Author and Subject Authority file can be updated.

Author Authority	Author list
Subject Authority	Subject list
Update	Save the updated authority
Delete	Delete the highlighted authority
Exit	Exit the Authority form



Notes :

1. The screen are somewhat similar to both Periodical Articles and AV Materials module. There are slight differences only in the entry fields.
2. For Periodical Articles, Source is important. Be sure to use the source which are included in the source list, otherwise, the record would not be displayed.
3. There are no holdings button for Periodical Articles module.

Circulation Module

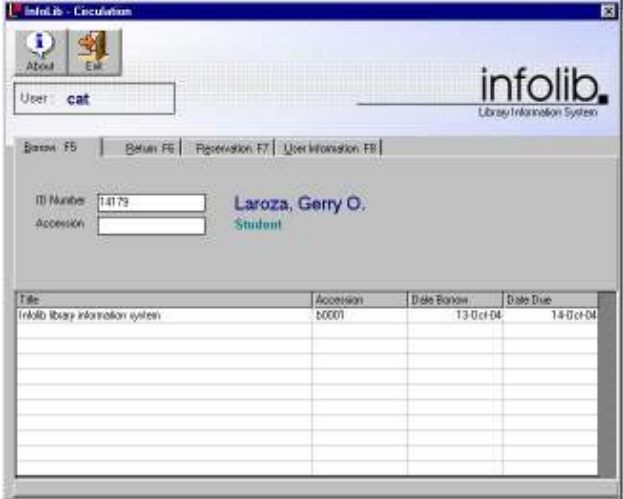
This module will track the transactions on borrowing, returning and reservation of materials.

- F5 Borrow** Borrowing of materials
- ID Number** Type or scan assigned unique number of the client
- Accession** Type or scan the accession number of the material

The system will check if the ID Number scanned is registered. If so, it will check and display all the current borrowed materials of the client.

If the client hasn't reached the maximum number of materials to borrow at a time, the system will allow the client to checkout another material.

A fine table will pop-up in case the client has unpaid fines.



- F6 Return** Returning of materials
- ID Number** Type or scan assigned unique number of the client
- Accession** Type or scan the accession number of the material

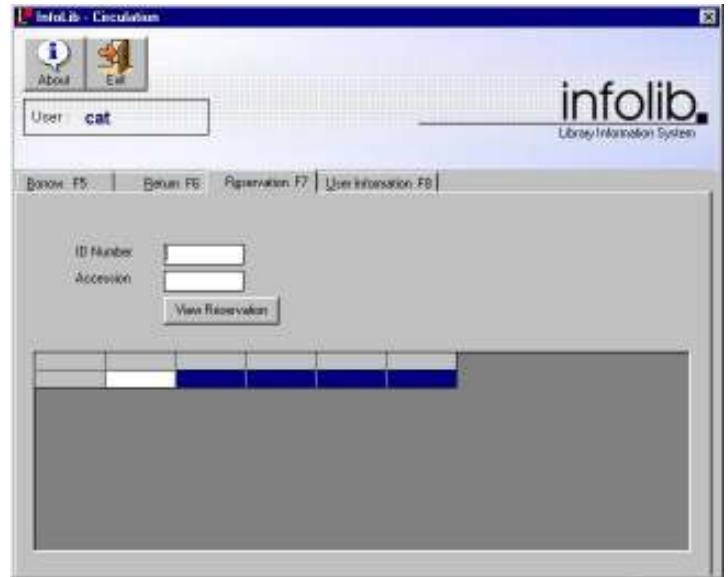
The system will check if the Accession number scanned has an OUT status, if so, the system will change the status to IN and make it available for the next borrowing. It will also check if the returned material is not reserve in the reservation module, otherwise it will inform the person on desk about the reservation status.

The system also computes the fine, and adds it to the fine table.



- F7 Reservation** Reservation of materials
- ID Number** Type or scan assigned unique number of the client
- Accession** Type or scan the accession number of the material

The system will check if the material to be reserved has an OUT status, if so, it will allow the client to reserve the material.



- F8 User Info** Reservation of materials
- Find** The system will look for the record that matches the criteria in the search field.
- Save** Save the client information
- Delete** Delete the user
- Clear** Clear the entry fields



OPAC Module

This module will search for the bibliographic information of the materials included in the database. It will also display the number of matches found per search.

Search String This is where the words for searching are typed.

Search Button to command searching

Criteria

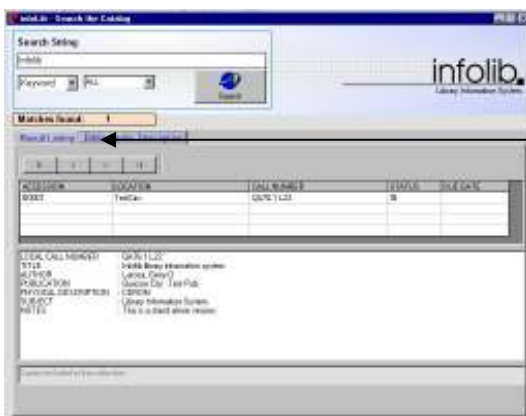
Keyword The system will look for words in Title, author and subject fields.

Title The system will look for words in Title field alone

Author The system will look for words in Author field alone

Subject The system will look for words in Subject field alone.

Result Listing Tab List the Title, Author, Callno and Year of the searched records.



Bibliographic Description Tab List all the bibliographic information and the loan status of the highlighted record

Bibliographic Description form will not be visible if there is no holdings information

Additional :

- 1. Reports are modified based on requests of the users.**
- 2. Export to MARC is now being coded. It will be released soon, for now, just use the export to pipe(|) delimited export**

For Web OPAC (Windows base)

- 1. Run Forweb.exe (Export Utility for Web) – It will export the bibliographic data to Forweb.mdb**
 - a. Click “Clear Forweb Database”**
 - b. When Done, Click “Generate Records for Forweb Database”**
- 2. Copy the files InfolibOpac.asp, Infolib_search.asp, Infolib_DBSearch.asp, style.css and Forweb.mdb TO one of the folders in your Web Server.**
- 3. InfolibOpac.asp is the default search form for your webOpac.**

PLEASE NOTIFY THE AUTHOR AFTER A SUCCESSFUL OR FAILED INSTALLATION. YOU WILL BE INCLUDED IN THE MAILING LIST FOR FUTURE UPGRADES. Include your NAME, Institution, Address, Contact Number.

“Hardwork is nothing, unless appreciated.”

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