# ORGANIZE YOUR PROFESSIONAL BOOKS

This cataloging format is designed for use by business, government, schools, and individuals who need to catalog detailed information about books, articles and technical papers.  You can catalog a library and then locate a book, or article in a magazine, by any one of up to 21 characteristics.  For example, you'll be able to get a list of all of references to George Washington in a history library or find all the information on chemical recovery boilers in a technical library.

Another nice feature of this format is that it can be used with books, magazines, newspapers, technical papers or almost any other published material.  Entries can be made for individual articles allowing you to list the individually unique information contained in each article.

The catalog name for this format is: PROBOOKS

The following is a recommended list of the information that can be entered using the default format.  The number in parenthesis shows the number of characters in that line (field).  Keep in mind that you can use the "Set Up Catalog Format" feature on the Utilities Menu (push ALT-U) to modify both the lengths of the lines and the line titles.  See page 62 in the manual for information on how to do this.

Title (64) - two lines of sixty four characters each are provided. This provides 128 characters for long book titles.  During searches each line is searched individually.  Enter the name of the book, chapter and/or article on these lines.  (You may wish to put the book title on the first line and the chapter name on the second line)

Author (64) - the name of the author(s) who wrote this book/article.

Keywords (60) - enter the words that describe this book/article. These should be individual words that describe the important topics, ideas, or concepts covered.

Subject (60) - enter a description of the subject.

Catalog Number (15) - the catalog number used to locate this book/article.

Publisher (60) - the name of the publisher.  The city the publisher is located in could also be entered here.

Copyright (15) - the date of the copyright.

Location Stored (20)- a description of where this book/article is located.  (i.e. University library, personal library, city library, etc.)

Type (10) - enter a description of the type of book/article.  Types could be text book; technical paper; newspaper article; diary; etc.

Borrower Name (60) - the name of the person who has borrowed this book/magazine.

Date Due (10) - the date the book/magazine is due to be returned.

Note-1 thru Note-3 (3 lines of 64 characters each) - enter your comments or notes.  These lines are full searchable and can be sorted and alphabetized.