

## Overview of CS Library™

CS Library (CSL) is a program for the control of small libraries. It is set up to use and print bar coded patron id cards and bar codes on the books for check in/out of materials. Bar code readers are optional since any information normally scanned in by a bar code reader may also be typed in.

A bar code label is created for each book and each patron. The patron label is usually then attached to the patron's library card. CSL uses inexpensive standard one inch continuous mailing labels for use with a dot matrix printer like the ImageWriter. For laser and inkjet printers CSL uses standard 3 across 10 down sheets of laser labels.

ook Label:

atron Label:

Note: The bar codes are printed in 18 point type. This is the minimum size that can be consistently read by a bar code reader if printed on an ImageWriter printer using the "Best" print setting. While smaller sizes can be used with laser printers the 18 point size is still the most convenient. The disadvantage is that you are limited to the number of characters you can use for your book and patron ID numbers that will print (which is the reason for the "shorter is better" warnings about IDs in this manual).

The system is set up so that it may be used in the traditional way, where the librarians check out every book, or it can be used as an honor system checkout. In the latter case the patron merely scans his or her library card bar code then scans the bar code on each book they are checking out. Because CS Library is set up for the honor system it will always open up directly to the "Check Out" window. Other librarian functions are then accessed from the Options menu with a password and cannot be used by the patron.

Notice the "Find" button on the Check Out window. Pushing this button brings up a search catalog window to help the patron locate a particular book.

After a patron has entered their ID in the "Your ID" field they can hit the "List" button to get a complete list of all items that they have checked out. If you have a printer attached to the computer they can also print out this list.

Checking in returned books is a librarian function and is accomplished by merely scanning (or typing) the bar code label ID of the returned book. CS Library takes care of the rest of the record keeping.

We realize that this job is frequently interrupted so CS Library is set up so that if you scan a book in twice it does not hurt anything.