Shituf - Software, Consultants and Development
P.O. Box 805 Migdal Haemek, Israel 10500
Tel. (972)-6-547837   Fax. (972)-6-545748

Library Management System
Software package

Version 2.60
All Rights Reserved (c) 1990, 1991, 1992

User Manual

INTRODUCTION

The Library Management System presented to you hereby is especially adapted to schools and other small establishments, but can accommodate larger libraries as smoothly.

At primary installation this system can handle up to 9,999 books and 500
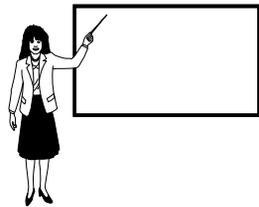
readers, but is expandable using a small routine (not available on demo version), easy to use and effective, up to 99,999 publications and 9,999 reader cards. It is possible to expand the program even further, with our assistance.

The whole system is operated by colorful window screens, easy to use and simple to grasp, and highly effective at getting your data.

This program enables to locate books read by a specific reader and all the readers of a certain book, in a simple and easy manner. This function can also appear as part of a supplemental program, which can be prepared by you, to be used by the readers themselves, without intervention of the staff of the library.

In addition, the program can print labels for mail to be sent to the readers, regarding general subjects and to let them know their payment is due.

A novelty in version 2.60: A new window menu was added - Utilities Menu, through which other programs can be operated, such as word processors, personnel management, and so on, all at your choice. For further information see Appendix 2.

Depending on the system of automatic information input, such as bar-code, the program can be adapted with minor changes or with no changes at all for automatic lend and return functions, which will speed those operations significantly. For further information on this function see Appendix 1.

Some of the functions of this program are made in order to enable creating a limited version for readers' use, which can be operated without assistance, to make work easier for you and your readers. Readers can obtain information, find the desired publications, and get other data, without being able to change anything. See Appendix 3 for further information on creating such a version.

The software, as-is, can handle up to 99,999 publications and 9,999 readers. It is possible to enlarge the scope of this program almost indefinitely, by specific

demand, with additional fee. The scope of the demonstration version is 125 publications and 10 readers only.

This Library Management system can operate under a Local Area Network (LAN) such as NOVELL[tm], and can be operated from several stations throughout the library, using the same data bank.

HARDWARE

An AT/PS-2 IBM-PC[tm] and true compatible - as fast as possible.

512K Available memory.

Hard disk with at least 6MB available for each 10,000 planned publications (recommended seek-time less than 20 mSec.).
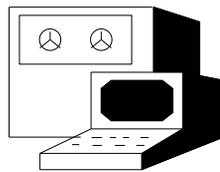
Floppy disk drive for installation purposes.

A coded automatic input system - when desired.

A regular EPSON[tm] compatible printer.
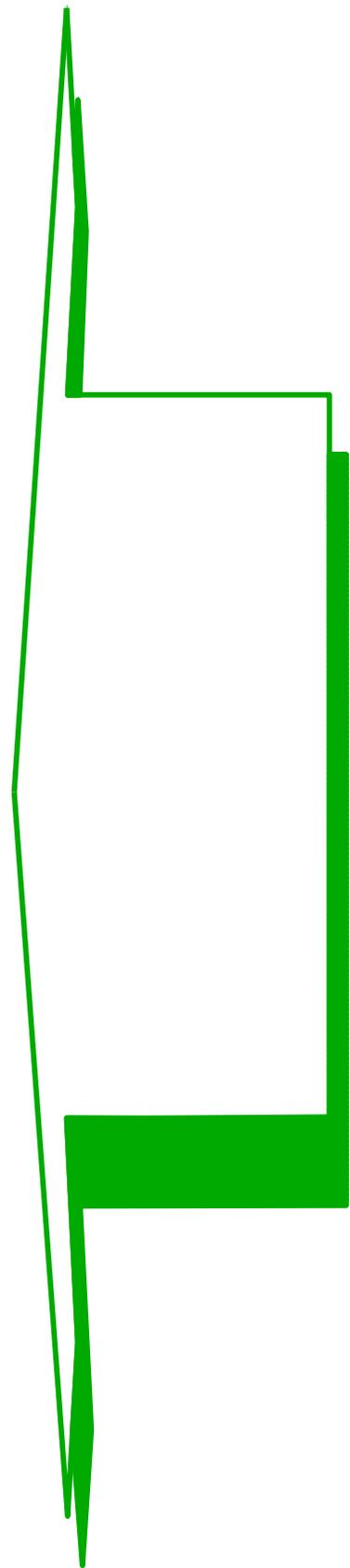
INSTALLATION

When first installing the program, follow those steps:

1. Boot the computer from the DOS installed on your hard disk.
2. Insert the program diskette into drive A:.
3. Go to the root directory: C:> CD \
4. Verify 6MB free: C:> DIR
5. Go to drive A: C:> A:
6. Install the program: C:> INSTALL

Installation will take a few minutes, and will be for the scope of 10,000 publications and 500 readers. The system is installed in the ROOT Directory of drive C: and can be moved afterwards by the user.

In case this scope is not sufficient, or needs to be expanded later on, use the utility program EXTEND.EXE. This program includes one screen and only two questions, and it enables you to extend the scope of the main program to up to 99,999 publications and 9,999 readers. Avoid extending the system un-necessarily because of disk-space consuming.

It is recommended to run a disk-organizing utility such as Norton's Speed Disk^{tm} after extending the library system, to keep the hard disk in order.

Further expansion will be done by us, on demand.

Make sure before any expansion that there is at least 6MB free space for every 10,000 added publications !

The user's, or library's name is saved in the file NAME., which can be created through DOS command COPY CON: or other ASCII word - processor. When this process is done, all printouts will include the name of the library, as you put it in.
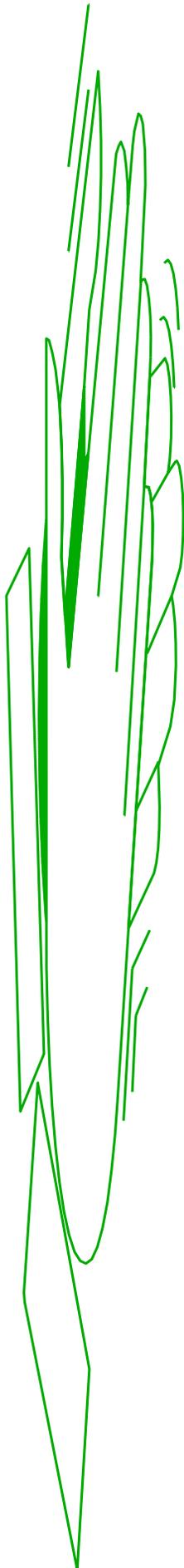
DAILY OPERATION

Before activating the program make sure the DATE in the computer memory is correct.

If the software is protected - the master diskette has to be present in drive A: in order to operate it.

Enter the program's name while in the work directory of the program on the hard disk:

C:> CD {NAME OF WORK DIRECTORY}   .
C:> LIBRARY   .

USING THE SYSTEM

When booting the program, a window menu screen appears with the main functions of the software, called MAIN MENU:

```
12:29:34              NAME OF LIBRARY              22/07/1992

                Library Management System Version 2.60E
                Copyright (c) 1990, 1991  SHITUF Software


                ┌─────────────────────┐
                │ Publication card ║   │
                │ New publication  ║   │
                │ Duplicate card   ║   │
                │ Lent publications║   │
                │ Generate reports ║   │
                │ View Pub. log    ║   │
                │ Readers database ║   │
                │ Utilities menu   ║   │
                │ Exit to DOS      ║   │
                └─────────────────────┘




 F1=Lend                                F2=Return
 Serial #: %%%%  Type │ and │ to move, ⌐ to activate
```

On the top right side of the screen appears today's date, as was entered before the program was booted, in the European format of DD/MM/YYYY. On the top left side appears the exact time, as was entered before the program was booted, in the format HH:MM:SS. In the middle of the top line appears the name of the library, as entered by you when the program was installed. Underneath that appears information about the program and its creators, including its official name and version. This part of the screen will appear the same way in almost all the screens in the program.

To the left and right, close to the bottom of the screen, appear the functions for lend and return, which will be discussed later on. Underneath "LEND=F1" appears your customer's number, which is there to protect you and us, because it belongs to this copy of the software, and non else. This copy can not be transferred to anyone else, and that is one of the ways to make sure of it.

At the bottom of the screen there are basic instructions on how to operate this screen, and they change with the various screens. Those instructions constitute of a summary of how to use this program, in addition to what's written in this manual.

In the middle of the screen appear the topics which can be activated from this screen, details of which will be presented later on. Movement within the window by pressing or arrows, or by typing the first highlighted letter in the name of the topic. Press to confirm.

R E M A R K : In the Main Menu screen there is automatic shut off which will be activated after one minute in which the program was not used. To re-activate the screen press any key (excluding ALT, SHIFT & CTRL). This will protect the screen from over-use, and therefore it is highly recommended to return to the main menu after each operation.

The explanations will start from the method of opening a new publication card, which is the first thing to be done, because no actions can be taken on non-existing cards.

New publication:

After selecting this topic, the program will look for the first empty record - at the end or instead of one that was deleted. When many books have already been entered, this search may take a few seconds.

An empty Publication card screen will appear:

```
12:29:39              NAME OF LIBRARY            22/07/1992

              Library Management System Version 2.60E
              Copyright (c) 1990, 1991  SHITUF Software
        ╔═══════════════════════════════════╗  0
        ╠═══════════════════════════════════╣
        ║ Catalog Number:        Pub. Type   :        ║
        ║ Pub. Title   :                            ║
        ║ Author       :                            ║
        ║ Published by  :        Obtained from :        ║
        ║ Year published:         Located at   :        ║
        ║ Date received :        Pub. price   :   $0.00  ║
        ║
        ╟──────────────────────────────╢
        ║ Sub-Titles   :                     ║
        ║ Additional ref:                     ║
        ║ Remarks       :                     ║
        ║
        ╟──────────────────────────────╢
        ║ Keywords     :               ║
        ║                        ║
        ║
        ╟──────────────────────────────╢
        ║ Lent to reader:        Lent date   :        ║
        ║
        ╚══════════════════════════════╝

        Search criteria definition - type  ESC  when done..
        Use  │  to move, and press  ┘   to accept modifications
```

The header of the screen will stay the same throughout the different screens. Underneath appears the publication card inside a box, and bellow that the basic instructions on how to use this screen. Here, as well as in the main menu screen, it is possible to invoke an action by typing the first, highlighted letter of its name.

On the frame of the card, on the top in the middle, appears a number - this is the record number of the book, that is, the number the book has in the computer files. In the program this number will be referred to as "publication card number".

Please follow the instructions at the bottom of the screen while entering changes, use arrows to move from field to field without change, press   to accept change. Using an arrow after a change was made cancels the change and brings back the old data.

To make generating a report by subjects an easier task, make sure you enter similar data the same way. Consistency will make search easier later on !

Those are the items in the publication card:

Catalog Number:

When you fill out a card, the record number of the card will appear here, and can be used as the catalog number, if desired. If not - type the

catalog number as it appears in your records.

Pub. Type:

This will be filled at your best judgement, and will be used later on to help locate books on specific subjects. For example: poetry, suspense, romance etc.

Pub. Title:

Write here the full title of the book, or publication, without sub-titles, which will appear later on. It is recommended to decide on a policy about **THE** - if you are to use it, use it always, and if not, don't use it at all. (In any case - search can be done properly whether you put **THE** or not).

Author:

The author's name will appear as in catalogs, last name first. For example: "Ludlum, Robert".

Published by:

Write down the name of the publisher, and where it was published, when needed. For example: "MacMillen, NY".

Obtained from:

In case the book was purchased from an agency or from the publisher directly, put it down here. It will make it easier to calculate the sums paid to a certain agency or publisher, and to determine next year's budget.

Year published:

Put down the year the book was published, either in two digits or four, but always the same way.

Located at:

There are three different methods of using this field:
    Put in the book's mark. For example: "S-LUD".
    Describe the actual location of the book. For example: "Shelf c, row a" or "Sub library A.".
    Combined methods (there is enough space).

Date received:

This is very important information for reports on how many publications were purchased in a specific period of time, and for calculating the cost of books purchased within a certain period of time.

Pub. price:

The price of publications is important only for later calculations of cost. Wherever those calculations are not relevant - you don't have to fill up this field.

Note: *We are finished with the publication card's main header, and we can turn to the secondary information.*

Sub-Titles:

In this field all sub-titles will appear, including co-authors, translators, and the like.

Additional ref:

Use this field for a physical description of the publication, such as size, number of pages, addition number, drawings, tables, pictures and the like.

Remarks:

This is where you write a few words about the book, give some information about its contents and special features.

Keywords:

By your judgement, perception and acquaintance with the book, or by pre-established rules (such as Thesaurus), this is where you put down key words to make locating the book later on much easier, even for those who don't remember its name, and to generate reports by subjects of interest for certain groups of people, or a specific reader. There are two full fields dedicated to that purpose. The key words will be entered with or without delimiters, at your convenience. The first field should be used to generate reports, and the second to locate a specific publication card.

Lent to reader and Lent date:

Those fields have no meaning when opening a publication card, but after the book is lent, those fields will be filled automatically, in a numeral form: the number of reader card and the date the book was lent.
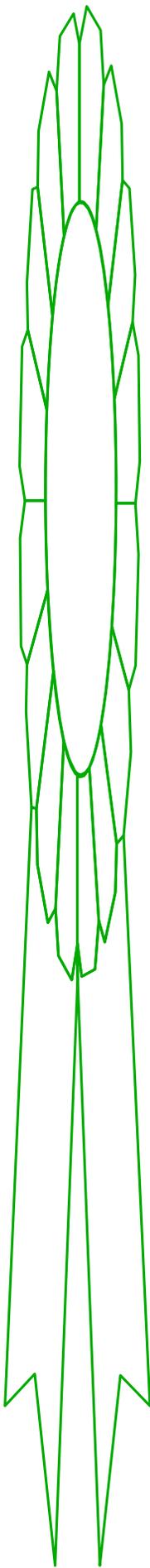
Now the publication card is filled.

```
12:30:16              NAME OF LIBRARY              22/07/1992

                 Library Management System Version 2.60E
                 Copyright (c) 1990, 1991  SHITUF Software
 ╔════════════════════════════════════════════════╗  49
 ╠════════════════════════════════════════════════╣
 ║ Catalog Number:  40973          Pub. Type   : NOVEL      ║
 ║ Pub. Title   : Something Happened                    ║
 ║ Author       : Heller, Joseph                  ║
 ║ Published by : Alfred A. Knopf     Obtained from : -        ║
 ║ Year published: 1974           Located at   : EN-HEL      ║
 ║ Date received : 15/08/78        Pub. price   :     $44.00    ║
 ║                                   ║
 ║ Sub-Titles   : -                          ║
 ║ Additional ref: 564 p. hard cover                  ║
 ║ Remarks      : -                        ║
 ║                                   ║
 ║ Keywords     : AMERICA, U.S.A.,                 ║
 ║              -                     ║
 ║                                   ║
 ║ Lent to reader:  6          Lent date   : 10/11/91      ║
 ╚════════════════════════════════════════════════╝

   Print card, Delete card, Change data, Forward, Backward, ESC to exit
```

   After all details were filled, and you made sure they are correct, press   . You will be asked if you want to update data file, and you should answer if you discovered you want to change anything else, or re-do the whole card, and if you want to save the data as it is.

   If you want to continue to the next publication press to return to the main menu and start all over again, from the beginning of this chapter.

   Make absolutely sure you don't enter the same book twice under two different record numbers !

   V E R Y   I M P O R T A N T : Write down the publication card number *on the book* for efficient lend and return.

Publication card:

   This topic is used to locate a specific publication by typing its catalog number or by other information known about the book. As different from other software, this one does not limit the search criteria to certain fields only, and any field, or combination of fields, or even part of a field, known about the publication can be used to locate the desired book, as in the case of a reader who knows many details about the book he is looking for, only they are all minor details...

When you select this topic, you get the same screen as when you open a new card, only the highlighted field is already waiting to enter the catalog number.

This is where you are asked to choose the criteria by which the desired card will be found. It isn't necessary to enter the catalog number, unless you know what it is. It is enough that anything will appear in any of the fields, or in some of them, for the first publication that fits those characteristics to appear on screen after you press , and so if you put under Publication Title just "M", the first book (by record numbers) that has an 'M' in it will appear. however, if "Graves" appears under author, the first book written by an author named Graves will appear. If "Clau" appears under Publication Title, "Graves" under author and "NO" under publication type, only the novel "I, Claudius" by Robert Graves will fit the requested criteria and appear on screen. The search is done regardless of lettercase.

```
12:30:51              NAME OF LIBRARY              22/07/1992

           Library Management System Version 2.60E
           Copyright (c) 1990, 1991  SHITUF Software
                                                   0
  Catalog Number:  973          Pub. Type   :
  Pub. Title   : some
  Author       : heller
  Published by :           Obtained from :
  Year published:           Located at   :
  Date received :           Pub. price   :     $0.00


  Sub-Titles   :
  Additional ref:
  Remarks      :


  Keywords     :



  Lent to reader:          Lent date   :


      Search criteria definition - type  ESC  when done..
      Use  │  to move, and press  ⌐┘   to accept modifications
```

It is possible to find the desired book by any field, a part of any field, or a combination of fields or field parts, without limitations, and on screen will appear the first book (by record numbers), which will comply to **all** characteristics.

Search for the right publication card will take time, according to the amount of publications in your files and to the selected criteria. The less the amount of fields to be taken into account, the shorter the search period. Abort the search process anytime by pressing .

This is the result of the criteria selected above:

```
12:30:59              NAME OF LIBRARY              22/07/1992

             Library Management System Version 2.60E
             Copyright (c) 1990, 1991  SHITUF Software
    ╔══════════════════════════════════════════════╗ 49
    ╠══════════════════════════════════════════════╣
    ║ Catalog Number:  40973          Pub. Type   : NOVEL        ║
    ║ Pub. Title   :  Something Happened                  ║
    ║ Author       :  Heller, Joseph                   ║
    ║ Published by  :  Alfred A. Knopf     Obtained from : -       ║
    ║ Year published:  1974            Located at    :  EN-HEL     ║
    ║ Date received :  15/08/78        Pub. price    :    $44.00   ║
    ║ ─────────────────────────────────────────────║
    ╟───────────────────────────────╢
    ║ Sub-Titles   :  -                      ║
    ║ Additional ref:  564 p. hard cover              ║
    ║ Remarks       :  -                      ║
    ║ ─────────────────────────────────────────────║
    ╟───────────────────────────────╢
    ║ Keywords      :  AMERICA, U.S.A.,               ║
    ║               -                      ║
    ║ ─────────────────────────────────────────────║
    ╟───────────────────────────────╢
    ║ Lent to reader:  6          Lent date    :  10/11/91     ║
    ║ ─────────────────────────────────────────────║
    ╟───────────────────────────────╢


      Print card, Delete card, Change data, Forward, Backward, ESC to exit
```

Here as well select the actions to be taken on this card by typing the first highlighted letter of that action.

When changing the card use the instructions in chapter A., but make sure you don't change anything in a book that is currently lent, because it may cause confusion when the book is returned, especially if data in the book's main header was changed.

The card can be printed by pressing

It is possible to browse through cards forward and backward by pressing or respectively.
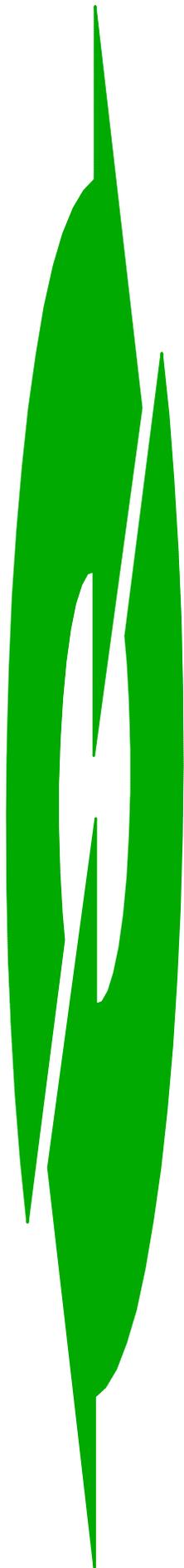
When a publication card is deleted, all data concerning this publication will be deleted as well (except what was written in the log), and instead of the publication's title will appear "Deleted". When searching for an empty record to open a new publication card, the program will first turn to the deleted cards and fill them out.

Duplicate card:

This topic allows you to duplicate the contents of the fields of an existing publication card to a new card, which will be opened for that purpose. It is mainly used when more than one copy of the publication exists in the library, and saves much time and tiresome typing work.

When selecting this topic you will be asked to type the card number of the book you want to duplicate. This number can be anything between one and the last card number existing in your files. If an empty card's number was typed, duplication will not take place.

After the publication card number was selected, the original card will appear with a highlighted blinking question:

```
12:31:14              NAME OF LIBRARY             22/07/1992

              Library Management System Version 2.60E
              Copyright (c) 1990, 1991  SHITUF Software
    ┌─────────────────────────────────────────── 49
    ╠══════════════════════════════════════
    ║ Catalog Number: 40973          Pub. Type    : NOVEL        ║
    ║ Pub. Title   :  Something Happened                  ║
    ║ Author       :  Heller, Joseph                ║
    ║ Published by  :  Alfred A. Knopf      Obtained from : -         ║
    ║ Year published:  1974            Located at   :  EN-HEL       ║
    ║ Date received :  15/08/78         Pub. price   :    $44.00     ║
    ║
    ─────────────────────────────────╢
    ║ Sub-Titles   : -                    ║
    ║ Additional ref:  564 p. hard cover              ║
    ║ Remarks      : -                  ║
    ║
    ─────────────────────────────────╢
    ║ Keywords     : AMERICA, U.S.A.,                ║
    ║            -                    ║
    ║
    ─────────────────────────────────╢
    ║ Lent to reader:  6          Lent date   : 10/11/91      ║
    ║
    ╚══════════════════════════════
              Duplicate this card ? (Y/N)

              Type  ESC  for main menu
```

In case the answer is , almost all fields will be copied to the first empty card available, excluding the catalog number and lending details, and the highlighted field will be on catalog number, in the state of "change data", as in chapter A. above.
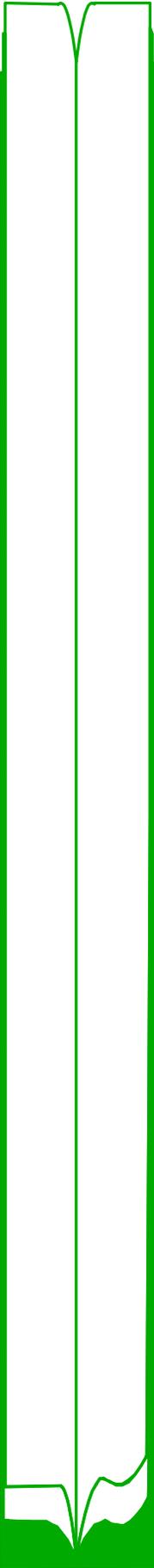
Lent publications:

This topic allows you to receive a list of all the readers late in returning lent publications, in a flexible way - you determine how many days will be considered "late".

You will have to wait a few seconds until the program scans the lent publications files and sorts them by readers' numbers.

A question will appear under the main menu window for you to determine the amount of lent days to be considered late. Default, to be obtained by pressing , is a list of all publications currently lent, and it is possible to select any number of days up to 30. It isn't possible to select a period of time longer than 30 days.

```
14:05:40              NAME OF LIBRARY              22/07/1992

               Library Management System Version 2.60E
               Copyright (c) 1990, 1991  SHITUF Software


              ┌─────────────────────────┐
              │ Publication card  ║      │
              │ New publication  ║       │
              │ Duplicate card   ║       │
              │ Lent publications║       │
              │ Generate reports ║       │
              │ View Pub. log    ║       │
              │ Readers database ║       │
              │ Utilities menu   ║       │
              │ Exit to DOS      ║       │
              └─────────────────────────┘


                  Lent days (0-30):  0


                  Type  ESC  for main menu
```

After the period of time was established, a window will appear to the left of the main menu window, where you will be asked to select whether to show the list on screen or to print it. As usual, use arrows or type the first highlighted letter of the action to be taken, and press to confirm.

```
                        List of lent publications

                  Library Management Program - 22/07/1992
                  *************************************
```

Page number: 1

Card #	Catalog #	Type	Publication title	Publication author	Located at	Lent	Date
3	1482	BIOGRAPHY	The Art of Ernest Hemingway	Atkins, John	EN-ATK	1	10/11/91
25	821	COMMENTARY	The Romance of Philosophy	Choron, Jacques	EN-CHO	1	10/11/91
21	51669	NOVEL	The Brothers Karamazov	Dostoyevsky, Fyodor	EN-DOS	1	10/11/91
35	40151	NOVEL	Rebecca	Du Maurier, Daphne	EN-MAU	2	10/11/91
23	14076	NOVEL	A Pride of Place	McGivern, William P.	EN-MCG	2	10/11/91
43	218933	NOVEL	Homo Faber	Frisch, Max	EN-FRI	2	10/11/91
56	7027	NOVEL	The Red Badge Of Courage	Crane, Stephen	EN-CRA	3	10/11/91
45	40939	NOVEL	Centennial	Michner, James A.			

│EN-MIC   │ 3 │10/11/91
  42│44466   │HISTORY   │The Race West   │Howard, Robert
West │EN-HOW   │ 3 │10/11/91
   6│76844   │NOVEL   │The Pride of Hannah Wade   │Dailey, Tanet
│EN-DAI   │ 4 │10/11/91
  41│90139   │NOVEL   │A Mother's Secret   │Haddad, Carolyn
│EN-HAD   │ 5 │10/11/91
  27│772211   │NOVEL   │How Green Was My Valley   │Llewllyn,
Richard   │EN-LLE   │ 5 │10/11/91
  57│272   │MYTHOLOGY │Mythology   │Hamilton, Edith
│EN-HAM   │ 5 │10/11/91
  28│18755   │ESPIONAGE │Triple   │Follett, Ken   │EN-
FOL   │ 6 │10/11/91
  49│40973   │NOVEL   │Something Happened   │Heller, Joseph
│EN-HEL   │ 6 │10/11/91
  52│81537   │NOVEL   │Intimate Strangers   │Logan, Julie
│EN-LOG   │ 6 │10/11/91
  38│38   │S FICTION │Out Of The Silent Planet   │Lewis, C.S.
│EN-LEW   │ 7 │10/11/91
  26│86112   │THRILLER │Convention   │Knebel, Fletcher
│EN-KNE   │ 7 │10/11/91
  17│54460   │NOVEL   │The Story of a Country Town   │Howe, E. W.
│EN-HOW   │ 7 │10/11/91

A table will appear where various details about the lent publication are listed, including the reader's number and date it was lent, and it will be listed by order of readers' numbers.

In the printed report there will be much more information about each publication than on screen.

Whenever the printed table is longer than a page, the pages will be advanced automatically. On screen you will have to press any key to receive the next page.
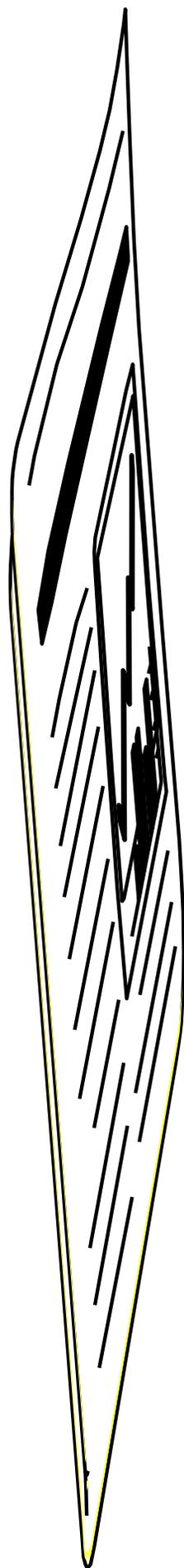
Generate reports:

This topic is very powerful, with many possibilities to generate various reports by many different criteria of the publications in your library, for statistical purposes, to generate orderly lists of publications and to get information about the status of budget spent on different criteria of books.

A window appears in which there is a list of criteria, with the explanation that asterisk ("*") means all, that is, this subject will not be limited when preparing the data to be compared.

The highlighted field will wait on the line underneath the window - Printed report title. It isn't necessary to determine a name to the report, but when you wish to print the report, it will be much easier to locate it later on if it has a title. For example: "Books by Philip Roth" or "List of history books".

```
12:32:05              NAME OF LIBRARY              22/07/1992

            Library Management System Version 2.60E
            Copyright (c) 1990, 1991  SHITUF Software
          ┌─────────────────────────────────────────────┐
          │   Data to be compared          ║             │
          ├─────────────────────────────────────────────┤
          │ Publication type :         ║                 │
          │ Publication title:         ║                 │
          │ Author        :          ║                   │
          │ Published by     :         ║                 │
          │ Located at      :        ║                    │
          │ Date received    :         ║                 │
          │ Sub-titles      :        ║                    │
          │ Keywords, line 1 :          ║                 │
Start card num: 00001     ║ Lent to       :          ║   │
End card num. :           └─────────────────────────────┘

      Printed report title: General sorted list


            Type  ESC  for main menu
```

After the title was selected, or abandoned by pressing , you will be asked to select the scope of search by typing the start card number and the end card number. Default (pressing ENTER) will select '1' as the start card number and the highest record number existing in your library as the end card number. It is possible for you to use only a part of the records, for one reason or another, and in this case you put down the corresponding record numbers.

At this stage determine the criteria to be compared. Like in other parts of this program, it is enough to put down only a part of the word, but here **A L L** the books containing that data will be included. For example: if you type "A" in publication title, all the books that have an 'A' in their title will appear in this report. It is possible to create a combination of conditions, and then only the books that correspond to all of them will be included in the report.

In the item "Lent to", and in it *only*, put down the full reader's number you require, or else you will have on your list readers that don't interest you. If you want a report regardless of reader's number - leave this field as is - "*".

After all the conditions for data to be compared were filled, a smaller window will appear to the left of the bigger one, in which you move by arrows to select which way to sort the list. "Record number" means no sorting whatsoever.

```
12:32:20              NAME OF LIBRARY              22/07/1992

              Library Management System Version 2.60E
              Copyright (c) 1990, 1991  SHITUF Software

                               ║     Data to be compared      ║
    Sorted  by: ║         ║
                             ║ Publication type : *         ║
    Record number║         ║ Publication title: *         ║
    Catalog num. ║         ║ Author         : *       ║
    Pub.  type   ║         ║ Published by    : *       ║
    Pub.  title  ║         ║ Located at      : *     ║
    Author       ║         ║ Date received   : *     ║
                             ║ Sub-titles      : *        ║
                           ║ Keywords, line 1 : *      ║
    Start card num:   1    ║ Lent to         : *       ║
    End card num. :  125

        Printed report title: General sorted list

              Type  ESC  for main menu
    Serial #: %%%%  Type  │  and  │  to move,  ⌐ to activate
```

In some cases it is essential to sort the data by a certain order, and that is why this option exists, but take into consideration that such sorting takes time, so if it is not necessary, it will turn out to be a waste of valuable time. In any case consider the importance of a sorted report, and in time you will have the experience to know how long this sorting takes on your computer, with your amount of publications and on the subject you picked.

Just to stress the importance of considering sorting ahead of time, be aware that sorting by publication title for a scope of 50,000 publications can take hours !

After that was established you will be asked whether to calculate total cost. In case the answer is a line will appear at the end of the report, stating the total cost of the books on that list, to enable to generate reports on the cost of books from a specific publisher, of a specific author or about a specific subject, and so on.

In the next stage the window of screen/print will appear on the left side of the screen for you to choose, and immediately after that the report will appear, either on screen or on your printer.

```
12:32:57              Publications list
Catalog num│   Publication  title        │ Publication author │ Located at
================================================================================
=====
90139     │ A Mother's Secret        │ Haddad, Carolyn    │ EN-HAD
14076     │ A Pride of Place         │ McGivern, William P.│ EN-MCG
1449466   │ All The President's Men    │ Bernstein, Carl    │ EN-BER
30       │ Amy Marsh In Copenhagen      │ Nichols, Sarah     │ EN-NIC
43218     │ Angels On a String        │ Goff, I Roberts, Ben│ EN-GOF
42185     │ Athabasca             │ MacLean, Alister    │ EN-MAC
18812     │ Bread            │ McBain, Ed        │ EN-MCB
58848     │ Case of The Empty Tin       │ Gardner, Earl Stanle│ EN-GAR
144943    │ Catherine            │ Benzoni, Juliette   │ EN-BEN
40939     │ Centennial            │ Michner, James A.   │ EN-MIC
7680     │ Code of the West         │ Grey, Zane       │ EN-GRE
86112     │ Convention            │ Knebel, Fletcher    │ EN-KNE
92355     │ Doctor On The Brain        │ Gordon, Richard    │ EN-GOR
62173     │ Gilligan's Last Elephant     │ Hanley, Gerald     │ EN-HAN
95277     │ Gone With The Wind        │ Mitchell, Margaret  │ EN-MIT
144399    │ Help From The Baron        │ Morton, Anthony    │ EN-MOR
218933    │ Homo Faber           │ Frisch, Max       │ EN-FRI
772211    │ How Green Was My Valley      │ Llewllyn, Richard   │ EN-LLE
81315     │ How to Play Canasta        │ Frey, Richard L.    │ EN-FRE

          To continue - press any key.....
```

If the report is on screen, press any key to go to the next page. If the report is printed, the pages will be advanced automatically to the end. At the end of the report a line will be printed stating your Serial #.

In this case as well, a printed report will include much more information than

the one shown on screen.
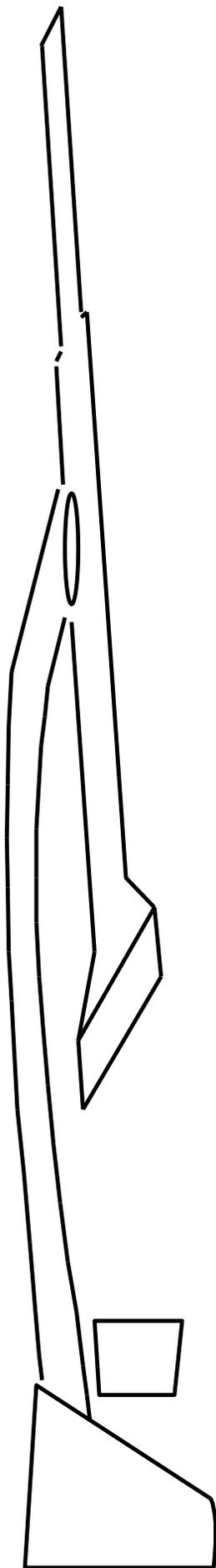
View Pub. log:

The program contains a log of all books which were ever lent, to whom they were lent, and this topic allows you to generate a list of all the readers who ever read a specified book.

After you selected this topic you will be requested to enter the publication card number of which you want a list of readers.

```
 12:33:40              NAME OF LIBRARY              22/07/1992

                 Library Management System Version 2.60E
                 Copyright (c) 1990, 1991  SHITUF Software


                 ┌─────────────────────┐
                 │ Publication card    ║
                 │ New publication     ║
                 │ Duplicate card      ║
                 │ Lent publications   ║
                 │ Generate reports    ║
                 │ View Pub. log       ║
                 │ Readers database    ║
                 │ Utilities menu      ║
                 │ Exit to DOS         ║
                 └─────────────────────┘

         List readers of publication (card number) : 44



                     Type  ESC  for main menu
```

After you entered the **F U L L** publication card number of the desired book you will get on screen a table, including all the readers of that book and the date in which they lent it.

```
 12:33:45          List of publications readers
   Title  of publication        Lent date    Name of reader
 ================================================================================
 ====
 Athabasca                      10/11/91    Borowsky, John
 Athabasca                      10/11/91    White, Carla
```

To continue - press any key.....

When you wish to go to the next screen, if any, press any key.

There is no function of printing this list, because it usually comes to answer a reader's question, who is not sure whether he ever read that book, or to find out which was the reader who damaged a book in the past, and there is no interest in printing a full list. If the need will arise to print that list anyway, it is possible to do that by pressing on your computer's keyboard.
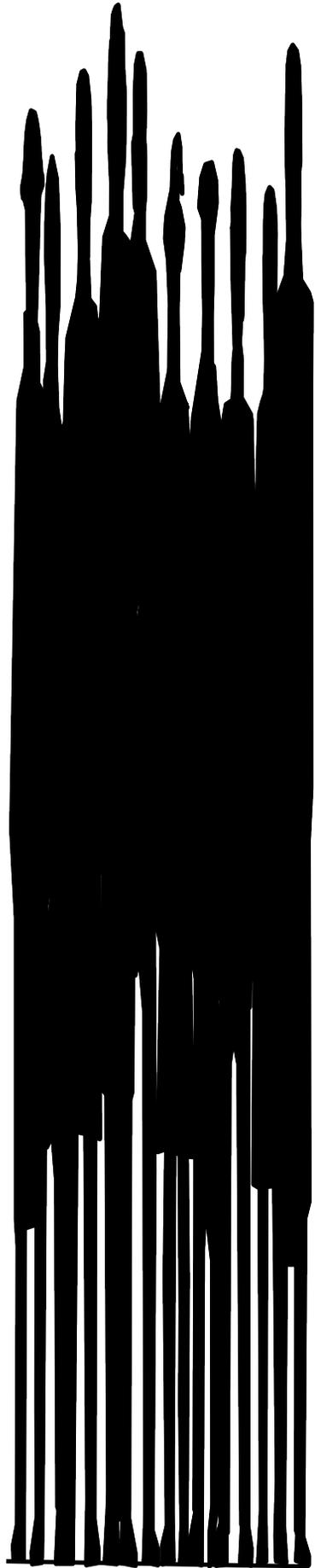
Readers database:

When you select this topic you will get a window on screen, with all the actions you can take on the readers database:

```
12:33:53              NAME OF LIBRARY              22/07/1992

              Library Management System Version 2.60E
              Copyright (c) 1990, 1991  SHITUF Software




                        ┌─────────────────┐
                        │Reader  card     ║│
                        │New reader card  ║│
                        │Generate report  ║│
                        │View readers log ║│
                        │Payments due     ║│
                        │Main menu        ║│
                        └─────────────────┘




 Serial #: %%%%  Type │ and │ to move, ⌐ to activate
```
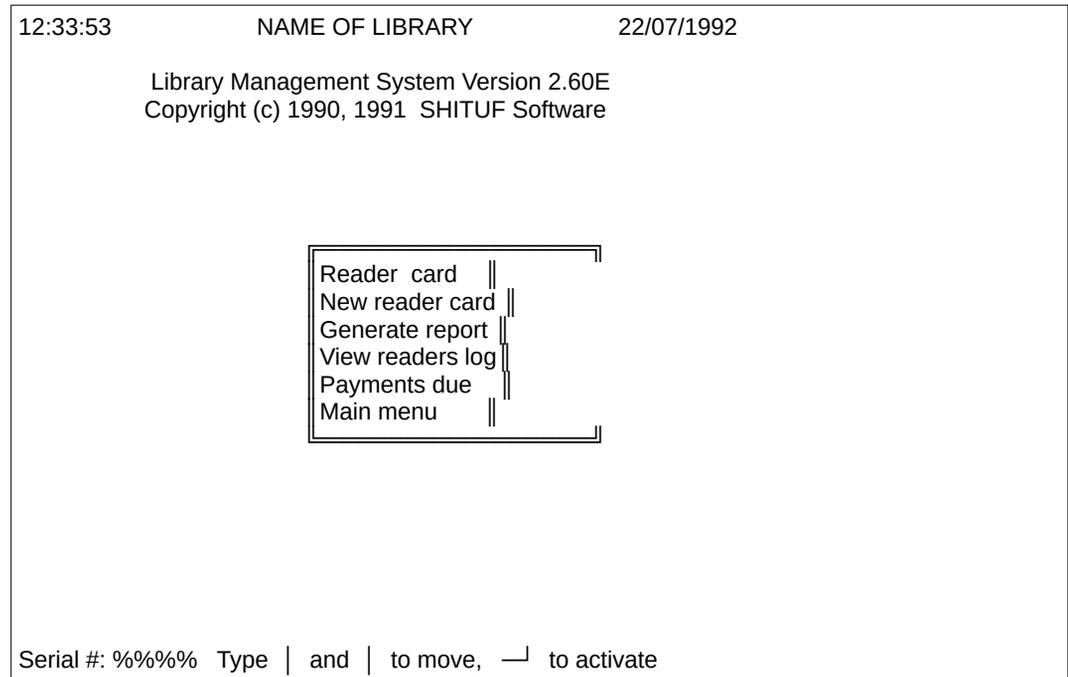
Like when starting on the publications part, we will start explanations with opening a new reader card, because nothing can be done on empty cards.

Move within window by arrows or by typing the first highlighted letter of the topic. Select by pressing .

New reader card:
When selecting this topic, the program will look for the first available record and present an empty reader card on the left of the screen.

On the top middle of the window frame appears the record number of the reader, which will be his "reader number" from now on.

```
12:34:10              NAME OF LIBRARY              22/07/1992

                 Library Management System Version 2.60E
                 Copyright (c) 1990, 1991  SHITUF Software



         ╔══════════════════ 8 ═══════════════════╗
         ║ Reader Name: -           ║              ║
         ║ Address    : -           ║              ║
         ║       -                  ║              ║
         ║ Remarks    : -           ║              ║
         ║ Lend limit :  0     Actual :   0 ║      ║
         ║     Paid until: 31/12/50       ║        ║
         ╚════════════════════════════════════════╝




                  Type  ESC  for main menu
     Print card, Delete card, Change data, Forward, Backward, ESC to exit
```

Fill out the details precisely: Last name before first, full address -first line street and number, second city and zip code, remarks such as phone number, age or occupation, amount of books this reader can lend at a time, and in libraries where payment is due, until when the reader has paid.

In case no payment is needed, default is the end of the year 2050, and this reader will not appear on the due payment list.

Use the instructions at the bottom of the screen the same way as in chapters A. and B. in this manual.

After the card is full, press and you will get the question whether to save this card. If you want to change something in the card press , if the card is filled to your approval, press .

If you want to enter another reader card, start the process from the beginning of this chapter.

```
12:34:25              NAME OF LIBRARY              22/07/1992

                 Library Management System Version 2.60E
                 Copyright (c) 1990, 1991  SHITUF Software




  ╔═══════════════════ 2 ═══════════════════╗
  ║ Reader Name: Smith, Geoffrey        ║
  ║ Address   : 23 Main st.             ║
  ║       Watertown, NY     80802 ║
  ║ Remarks    : Age 33                 ║
  ║ Lend limit :  4      Actual :   3 ║
  ║      Paid until: 31/10/92           ║
  ╚══════════════════════════════════════╝




                  Type  ESC  for main menu
     Print card, Delete card, Change data, Forward, Backward, ESC to exit
```

V E R Y   I M P O R T A N T : Notify the reader of his card number, to make lend procedure easier and more efficient !

When using a bar-code, this number will appear on the card held by the reader in bar-code signs.

Reader card:
After you select this topic, an empty reader card will appear and the highlighted field will wait on the reader's number.

After entering a legitimate record number (that is, a number that does exist), the card will appear.

When you have the desired card, you can change data within it and save those changes by the usual procedures.

It isn't recommended to change the reader's name after it was entered, and it is therefore very important to enter it without mistakes the first time, because if it is changed later on, the log of read books will be meaningless, but it is possible to change the address and other details, as needed.

Movement between cards, and all other actions are taken the same way as in the publication card, in chapter B.

A deleted reader card will keep on appearing, but instead of a reader's name, will appear "Deleted". When searching for an available card to

open a new one, the program will first look for the cards listed as deleted and fill them.

To print a reader's card press

Generate report:

This topic lets you generate a monthly, or periodical, report on the names and status of the readers. Most of the details of the card will appear in the printed report, and less details on screen.

When you select this topic you will be asked whether to sort by readers' name. Default in this case is 'n'. If you need the list sorted by name, press .

Sorting will take some time (up to a few minutes), in which there will be a massage on screen: "Please wait...".

Then the window of screen/print will appear. Move by arrows or by typing the first highlighted letter of your choice. Press to confirm.

A table will appear with various details about the readers. When printed, it will include all details. LM means lend limits, and AC means the actual amount of books currently lent to the reader.

```
                         NAME OF LIBRARY

                          Readers report

Card│ Reader's name     │   Reader's  address            │
Remarks        │LM│AC│ Paid to
====================================================
===============================================
   3│ Borowsky, John    │3452 Center st.        Burlingham, │Age
52         │ 6│ 3│31/05/91
   5│ Cohen, Robert     │54 Park Drive          Springfield,│Age 68
│ 6│ 3│30/06/92
   1│ Curran, Kimberly  │110 Chestnut st.        Los Angeles │Age
12          │ 4│ 3│31/12/90
   4│ Perez, Rudolfo     │98 High st.            Newtown, MN │Age 19
│ 2│ 1│30/04/92
   6│ Rossini, Christofe│433 South st.          North Shore,│Age 43
│ 5│ 3│31/03/92
   2│ Smith, Geoffrey   │23 Main st.            Watertown, N│Age 33
│ 4│ 3│31/10/92
   7│ White, Carla      │972 North Drive        Salem, MI   │Age 32
│ 8│ 3│31/08/91
%%%%% Library Management System +++ SHITUF Software
(972)-6-547837
```

It is recommended to have an updated printed list of readers, in case it is needed, and for backup to the computer system.

<u>View readers log</u>:

   As different from "view publication log", this topic will give the list of books read by a specific reader, to let a reader review which books he or she already read, and when. This will allow your readers, when you have made a version of the program for readers, to obtain such information without your assistance (see Appendix 3).

   When this topic is selected you will be asked to enter the reader's card number, of which you want the list of books. Type in the **F U L L** card number and press .

On screen you will see a table, including the reader's name, publication title and date the book was lent to that reader.

Make sure that the reader's name is indeed the one desired. Press any key to move to the next screen.

There is no built-in possibility to print this list, because it is supposed to assist readers, who are presumably not able to print anything, and because usually printing this list is not needed.

If the need arises to print the list, use the key on your computer's keyboard.

```
12:35:20              List of publications readers
 Title  of publication         Lent date     Name of reader
=============================================================================
====
Centennial                     10/11/91    Borowsky, John
Athabasca                      10/11/91    Borowsky, John
The Red Badge Of Courage           21/11/91    Borowsky, John
Jupiter                   27/11/91    Borowsky, John
Case of The Empty Tin             08/12/91    Borowsky, John
The Race West                  17/01/92    Borowsky, John




              To continue - press any key.....
```

Payments due:
In this topic the program compares the date you entered as the "paid until" date in the reader card to today's date as you entered when the computer was turned on this morning. If the outcome of this comparison is that the reader is late in paying, the date will appear highlighted and blinking in the reader card.

```
12:35:39             List of payments due
Reader's  name      │  Reader's   address      │ Remarks     │ AC
=============================================================================
====
Curran, Kimberly    │ 110 Chestnut st.      Los Angele│ Age 12      │ 3
Borowsky, John      │ 3452 Center st.       Burlingham│ Age 52      │ 3
Perez, Rudolfo     │ 98 High st.        Newtown, M│ Age 19      │ 1
Cohen, Robert      │ 54 Park Drive       Springfiel│ Age 68      │ 3
Rossini, Christofer │ 433 South st.        North Shor│ Age 43      │ 3
White, Carla       │ 972 North Drive      Salem, MI │ Age 32      │ 3
```

To continue - press any key.....

When selecting this topic the print/screen window will appear to the left of the window. Select as in the other cases.

If "screen" was selected, a table will appear with the name and address of the reader, remarks and the actual number of books he has now.

Because the printing function in this case is different than usual, if you need to print the list do it by using the function of your computer, to print the list as it appears on screen.

"Print" in this case will generate labels with the name and address of the reader, in order to mail a notice of payments due. Make sure before you use it that you have label pages fed to the printer.

It is possible to print this way without label pages, if you like, but in narrow (regular) printers, you have to modify the print size to a smaller one before you do (label pages are wider than regular pages). For this reason the program does not initialize the printer in this case, and in this case only ! Look for instructions on how to change the settings on your printer in the printer manual (recommended size is 12 CPI).

The format of the printed label is:
Standard labels, 3 in a row, 27 characters in a label, 2 spaces between labels, one line between labels.

1 Curran, Kimberly 110 Chestnut st. Los Angeles CA 10111	3 Borowsky, John 3452 Center st. Burlingham, WY 49593	4 Perez, Rudolfo 98 High st. Newtown, MN 67754
5 Cohen, Robert 54 Park Drive Springfield, NY 35823	6 Rossini, Christofer 433 South st. North Shore, FL 99843	7 White, Carla 972 North Drive Salem, MI 44395

With just a little effort, this function can be used for mailing all the readers on various subjects, such as lectures to be held at the library and general information on library activities.

To do that exit to the DOS environment, change date to the end of 2052, return to this function and print. Since all readers will be late in paying at this stage, because it is beyond the default date, all readers will appear on the list and their labels will be printed. Do not forget to change back the date **immediately** after printing was finished !!!
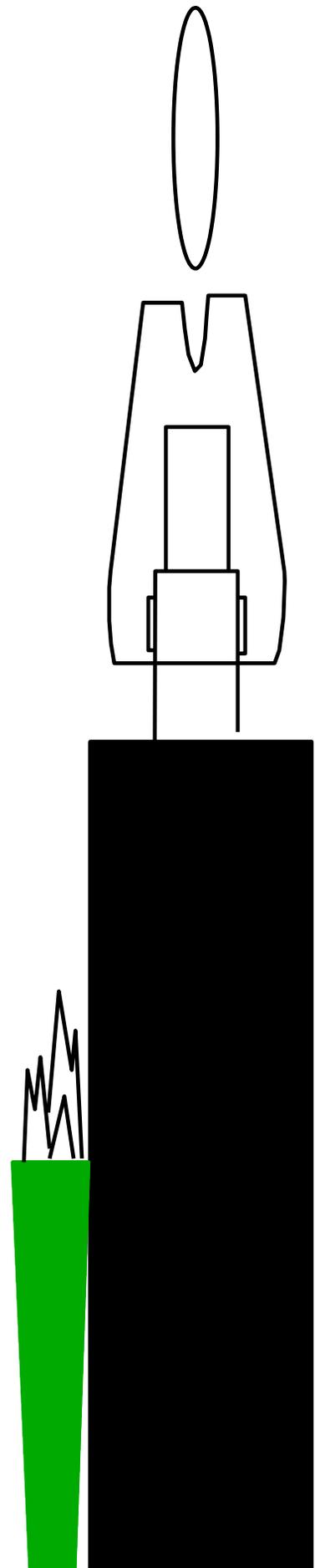
Utilities menu:

This menu enables activating utilities from the library program. In order to make it possible to activate the functions listed here, a few steps should be taken, as described in Appendix 2. After that was done, it is possible to select this topic on the main menu, and get the screen you will see on the next page:

```
12:35:57              NAME OF LIBRARY              22/07/1992

               Library Management System Version 2.60E
               Copyright (c) 1990, 1991  SHITUF Software

        ┌─────────────────────┐
        │ Word processor  ║   │
        │ Spreadsheet     ║   │
        │ Accounting      ║   │
        │ Human resources ║   │
        │ Inventory       ║   │
        │ Backup data     ║   │
        │ User defined    ║   │
        │ Dos Shell       ║   │
        └─────────────────────┘




                   Type  ESC  for main menu
       Serial #: %%%%   Type  │  and  │  to move,  ⅃  to activate
```

Of course, even though the names of functions appear in the menu ("word processor", "spreadsheet", "accounting" etc.), it will not activate any function unless it was defined properly in the command file. If definition was not correct, the program will return to the main menu instantly, without showing the utilities menu at all.

When the command file is properly defined, any topic can be selected the same way as in all other window menus in this program, and be activated. After you finished using the utility, the program will return to the main menu of the library main program.

We would like to emphasize that you can choose the utilities you prefer to work with, such as your favorite word processor or most convenient spreadsheet, without depending on something we supply with the program, as long as EXIT back to the program is under full control.

The last topic in the utilities menu is "Dos Shell", and can be used for short "jumps" into DOS. When you select this topic you will get the DOS environment screen with the pre-set prompt. In this case the library program has no control over your commands, and therefore it is essential that you make sure not to change drive or directory, because then the program will not be able to find its work files when it regains control.

Return to the library system from DOS Shell is done by typing EXIT and then pressing .

Lend and Return:

Very little is required of you to properly fulfill lend and return, and in the future, when you have bar-code, it will be even easier.

For lend press , and the card number of the publication (**not** the catalog number, when it's different). The publication card of the book to be lent will appear on screen.

Afterwards type the reader's card number, and it will appear on screen on top of the publication card, to verify the details and to check whether the reader needs to return books or pay his dues. If the information is confirmed, the computer will update the listing of that book with that reader.

```
12:36:28              NAME OF LIBRARY            22/07/1992

              Library Management System Version 2.60E
              Copyright (c) 1990, 1991  SHITUF Software
  ╔══════════════════════════════════════════ 22
  ╠═══════════════════════════════════════════════════╗
  ║ Catalog Number:  51193          Pub. Type    :  HISTORY        ║
  ║ Pub. Title    :  Men Who Play God                  ║
  ╟═══════════════ 5 ═══════════════╢                 ║
  ║ Reader Name: Cohen, Robert     ║ained from :  -       ║
  ║ Address    : 54 Park Drive     ║ated at    :  EN-MOS     ║
  ║      Springfield, NY     35823 ║. price    :    $29.00    ║
  ╟─ Remarks    : Age 68           ║─────────────────────────────╢
  ║ Lend limit :  6       Actual :   3 ║ Bomb             ║
  ║        Paid until: 30/06/92        ║                  ║
  ╚════════════════════════════════════╝
  ╟───────────────────────────╢
  ║ Keywords     :  BOMB, HYDROGEN, MANHATTAN PROJECT, STRATEGY    ║
  ║          -                        ║
  ╟───────────────────────────╢
  ║ Lent to reader:  -          Lent date    : -         ║
  ╚═══════════════════════════╝
              Please press 'Y' to accept or 'N' to exit

                Type  ESC  for main menu
```

Returning a book is even easier than that - press , and the record number of the publication. The computer will update the return on the publication card and the reader card, after your confirmation.

To use automatic cards of all sorts (magnetic, bar-code etc.) please refer to Appendix 1 at the end of this manual, to get a precise explanation on how to activate the interface between the program and the communication channel you want to use. When using such devices, lend and return can be done without typing cards' numbers. Some of the types of bar-codes don't need any interface.

EPILOGUE

We sincerely hope you found the program efficient, quick and easy to operate, as we found it, and that you enjoy working with it.

In any case, the way to discover the easiest method for you to operate it is by constant and continuous use, thus learning all its advantages over a longer period of time.

We do recommend to create, after enough data was entered, the version for readers only. This version will not allow changes in data, deletion or printing, and will deny access to parts of the data, which are of no interest to the readers as a whole, such as prices, lists of other readers and so on.

If you have questions, remarks, or even compliments, we will be glad to hear from you, and comply with them as much as possible.
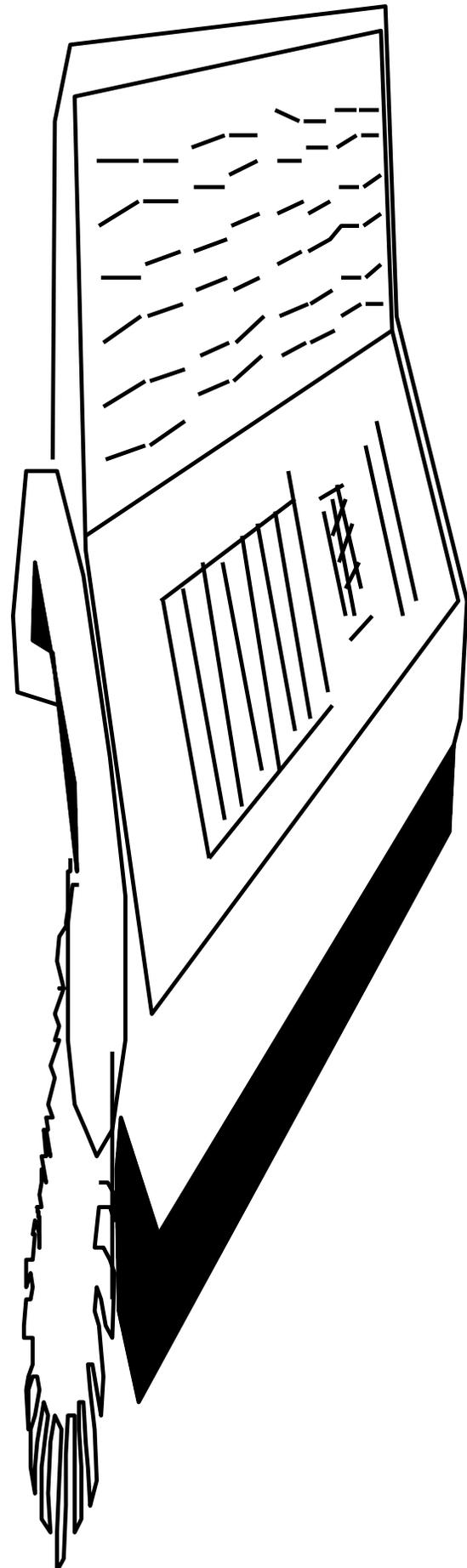
Shituf - Software, Consultants and Development

P.O. Box 805 Migdal Haemek, Israel 10500
Tel. (972)-6-547837 Fax. (972)-6-545748

APPENDIX 1 - LEND AND RETURN BY ELECTRONIC CARDS

In many libraries (as well as in other places) the use of electronic input devices, such as magnetic cards and bar-code is spread.

The equipment for that exists in the market in various forms, and is not particularly expansive, and the use of such input devices can save much time.

Therefore, our library software is equipped to work with such devices, and the user can adjust it to his own needs without assistance, and of course - **with no extra charge ! ! !**

The theory:

When the program is booted it looks for a file named LIBRARY.CFG, in which the data of the interface between it and the equipment should be. If this file does not exist (original status), the program "understands" that such equipment is not in use, and is prepared to receive the lend and return information from the keyboard. If the file is present, and properly defined, the program will wait for it to be used whenever needed.

In the interface file there should be three lines:

1. Communication port data (like in the MODE command in DOS).
2. The position of the sign which begins the required data.
3. The total quantity of signs included in the port massage.

For example: a typical bar-code message:

```
Prefix                    Beginning (5)
     |  | |
     A02:088932
        |    |
(6) Quantity
```
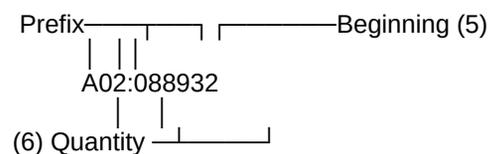
Actions:

create the interface file while in the DOS environment (using this example):

1. Go to the directory from which the library program is activated.
2. Type the command: C:> COPY CON:LIBRARY.CFG
3. Type port data: COM1:1200,N,8,1
4. The beginning sign :   5
5. Quantity of data signs :   6
6. Finish and save: +

The file is saved and if the parameters were defined properly the program is now ready to receive lend and return information from card.

APPENDIX 2 - ACTIVATING THE "UTILITIES" MENU

This menu is used to activate other programs from the library management environment, and turns the program from a secondary program in a variety of modules to a main system activating those modules.

Those modules can be a spreadsheet such as the Quattro-Pro^{tm}, a word processor such as WordPerfect^{tm} etc.

When you select the "Utilities" topic in the main menu, the program looks for a file named LIBRARY.UTL, which should include the commands which will activate those utilities. On each line in this file you will find the DOS command correlating to its placement in the utilities menu.

The creation of this file is very simple:

Go to the directory from which the library program is activated, in the DOS environment, and type:

C:> COPY CON:LIBRARY.UTL
[command for word processor]
[command for spreadsheet]
[command for third utility]
[command for forth utility]
    .
    .
    .

+   - To finish and save.

In case you want to leave the command unused, press instead of the command, to neutralize it. If you don't put in anything (even a SPACE) the whole file will not function.

Whenever more than one command line is needed to activate a program, use a BATCH-FILE whose name will be the command in the file LIBRARY.UTL, which will also enable you to change directories, as long as the last command in the batch-file will take you back to the proper directory.

There is one line in the utilities menu which was left as "User-defined", for uses which are not common, but are still needed.

APPENDIX 3 - CREATING A READERS VERSION

The purpose of a readers version is to ease the work pressure from the librarians, and at the same time give the readers an easy, direct access to a limited, pre-defined data bank.

For this purpose there will be in the library another computer set (with or without a printer), to which certain data files will be copied.

Copying those files can be done in several ways. For example:

1.   Backup the files through a backup program (such as FastBack[tm]) and restore them on the hard disk of the readers version computer system.
2.   A link between the two computers with a serial interface and a communication program.

Without getting into the "how", which will be different in each location, here is an explanation of the "what":

1. Copy to the readers' system all data files, *except* for the following:

    9.DAT
    15.DAT
  READERS.DAT
  READERS.NDX
  LIBRARY.UTL

2. Activate the readers system by putting the program diskette into drive A: and typing **A:LIBRARY** while in the library directory.

The limited version will allow the readers to do all that the regular program allows, only they won't be able to get readers' details, change the main data pool and generate cost reports.

Readers will be able to change data in the publication cards that are in the readers' pool, but since information will only pass one-way (from the main pool to the readers' pool), it will have no effect on the credibility of regular work in the library.

It is recommended to make this transition often, so that the readers system will be as updated as possible.

Printouts are possible at librarian's discretion if a printer is connected to the

readers' system.

<u>APPENDIX 4 - IMPORTING DATA</u>

The Library Management System is capable of importing publication cards from most database software, using the enclosed utility IMPORT.EXE.

This utility will enable the user to define the path and name of the file containing the data to be imported into the library system and all associated fields (i.e., telling the library system which part of each imported record contains the data that should go into which field in the library management system).

Before using this utility, please make sure that you have enough available publication cards in your Library Management System (if not - please use EXTEND.EXE).

Records are copied in place of deleted publication cards, when exist, or appended to the system.

The data file should contain Standard DOS Format ASCII, no delimiters necessary, while each field has the same length and contents as many signs as the equivalent field in other records. For example, if you wish to use a dBase^{tm} III/IV .DBF file as the source for the data, create the data file by using the command (at the dBase prompt):

COPY TO [DataFileName] SDF

<u>PROCEDURE:</u>

While at the library working directory type IMPORT . You will be prompted to enter the name and path of the ASCII file containing the data to be imported.

After you entered a valid existing file name, you will get this screen:

```
        Library Management Records Importing Module
        Copyright (c)  1990, 1991 SHITUF Software


 ╔══════════════════════════════════════════════════════════╗
 ║ Catalog Number:         Pub. Type    :            ║      ║
 ║ Pub. Title   : ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ║
 ║                                                            ║
 ║ Author       :                            ║              ║
 ║ Published by  :         Obtained from :         ║        ║
 ║ Year published:          Located at   :        ║         ║
 ║ Date received :          Pub. price   :        ║         ║
 ║                                                            ║
 ║ Sub-Titles   :                          ║                 ║
 ║ Additional ref:                         ║                 ║
 ║ Remarks      :                          ║                 ║
 ║                                                            ║
 ║ Keywords     :                        ║                   ║
 ║                                     ║                      ║
 ║                                                            ║
 ║ Lent to reader:         Lent date   :           ║        ║
 ╚══════════════════════════════════════════════════════════╝
                            ( 50)
 108    [NECTORS, ELECTRICAL (CIRCULAR,ENVIRONMENT RESISTIN]    59 to 108

 Use ── to move, ⏎ to select, │ next field, C to reset, END to copy
```

The publication card template is displayed, and the relevant field is marked by a group of "▓" symbols, in the amount of characters acceptable for this field.

This screen helps the user to determine which portion of the data in the record will be copied to each publication card's field.

Below the card template there is a Selection Status Line, divided to three areas: Middle section, in reverse video, shows a "window" of 50 characters of the ASCII imported record (here defined as []) showing the first record as an example. Below this area there is a marker showing the actual selection position, and can be moved across the imported record using the and arrows.

At the left of the Selection Status Line there is a number (in this case - 108), identifying the marker's position in terms of character-count.

On the right there is the field selection portion (in this case - 59 to 108) which shows that characters located between the positions 59 and 108 will be copied to the field as marked in the template. Above, in parenthesis, will appear the count of characters so far for this field - 50 in this case (which is also the length of this particular field).

Change to the next field in the card's template by using and   arrows.

Reset a field by marking it and pressing .

After defining all fields to be filled with portions of the ASCII record press .
This will invoke two actions:

1.   A file will be created - IMPORT.CFG in the work directory. This file will
be loaded each time you run IMPORT.EXE so all definitions will remain,
therefore enabling you to import data constantly from the same type of system,
without having to re-configure the import parameters.

If you wish to import from a different data file in the future, be sure to
erase the file IMPORT.CFG prior to activating IMPORT.EXE !

2.   The data will be copied from the ASCII data file into the selected fields
of the Library Management System, and this screen will be displayed:

```
            Library Management Records Importing Module
             Copyright (c)  1990, 1991 SHITUF Software


    ┌─────────────────────────────────────────────────────────┐
    ║
    ║ Catalog Number:           Pub. Type    :         ║        ║
    ║ Pub. Title    :                                 ║
    ║ Author        :                                 ║
    ║ Published by  :        Obtained from :          ║
    ║ Year published:         Located at    :         ║
    ║ Date received :         Pub. price    :       ║
    ║
    ║
    ║ Sub-Titles    :                         ║
    ║ Additional ref:                         ║
    ║ Remarks       :                         ║
    ║
    ║ Keywords      :                       ║
    ║                                 ║
    ║
    ║ Lent to reader:         Lent date    :          ║
    ║
    └─────────────────────────────────────────────────────────┘

               52 Records copied

            Please wait - copying records
```

The template is displayed - without the markers, and a count of copied
records appear at the bottom of the screen. The process will take some time,
depending on the amount of records to be copied. If the library system was not
EXTENDed prior to initiating the IMPORT process, a message may appear:

NO MORE RECORDS AVAILABLE

SUMMARY:

1.	Enter the importing utility by typing IMPORT while in the library work directory.

2.	Type the name of the ASCII file - if prompted to do so.

3.	By means of up or down arrows, select the relevant field in the publication card template.

4.	Using or arrows, move across the sample record to the first character to be copied to the correlating field. Press .

5.	Using the arrow only (positive direction) move the pointer to the last character to be copied to this field. Check the character count in parenthesis to make sure you do not exceed the length of the field.

6.	Reset the current field, in case it isn't correct, by pressing .

7.	Repeat steps 3 to 6 for all desired fields.

8.	Press anytime to abort the importing operation.

9.	Press when done and verified - to update the configuration file and to start the importing process.

10.	When re-importing go through 1 and 9 only.

N O T E :	*It is highly recommended to backup the library system's data files prior to importing data, in case there is a definition error during the process. Backing up the data will enable you to restore the system to its previous condition and restart the import process after re-configuring it to your satisfaction!*