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Product Description

Alephino 4.0

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1 General Overview

Ex Libris is pleased to present Alephino, an integrated library system for smaller and medium-sized libraries. Alephino offers extensive functionality with a modern interface and robust database, enabling libraries to deliver cutting-edge user experience and services. The Client/Server-based modular architecture provides the optimal arrangement of data for integrated library workflow. Alephino is simple to install and administrate, enabling users with little IT experience to manage the system easily.

A comprehensive set of modules covers every aspect of library activity, helping your library to manage a growing volume of material, improve circulation efficiency and introduce new patron services. Bibliographic and administrative data can be accessed easily in the integrated modules, which are split into several frames and provide users with simple and intuitive workflows. Automated routines streamline processes and free up library staff for more knowledge-intensive tasks. Advanced reporting tools enable library staff to make data-driven decisions regarding the most effective use of resources, ensuring better management of collections and services.

Bibliographic data is stored in MARC21 format and can be exported, imported and manipulated easily. The multi-pool Alephino option enables management of any number of independent databases.

Z39.50 capability provides access to external databases and streamlines retrospective cataloguing of the library holdings. Alephino also supports sub-library (or "branch" architecture with a central bibliographic pool. The OPAC shows which sub-library has copies of a title. The statistics, acquisitions, circulation and serials work separately for each sub-library, enabling a library to keep common and separate data in one system.

2 GUI Search

GUI Search functionality is available in each module and provides the user with a wide range of sophisticated retrieval options for all types of records, e.g. bibliographic and authority. Title display includes holdings information such as call number, collection and loan status for all items.

Alephino offers two search options:

- **Search**
- **Browse**

2.1 Search

This option allows the user to search for keywords or phrases in the database. The user may choose between the simple mode (simple queries without Boolean operators or parentheses), the multi-base CCL mode (search in several masterfiles and databases at the same time using the Alephino command language) and the multi-field mode (search with several search aspects simultaneously). Additional options in Search are:

- Truncation, simple and multiple, left, middle and right
- Boolean operators ("AND", "OR", "NOT")
- Search for adjacent words
- Range search in numeric and alphanumeric fields
- Search queries are not case-sensitive and ignore umlauts

Available search fields are:

<ul style="list-style-type: none">• location number• LoC classification• personal name• LoC location• corporate bodies• Dewey• conferences• title• personal headings• series	<ul style="list-style-type: none">• corporate body headings• publisher• conference headings• place of publication• geographical headings• publication year• topical heading• imprint• LoC classification fields• uniform title
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2.2 Browse

This option allows the user to browse through a list of results sorted in alphabetical order. The user selects the desired field (see list of available fields in section 2.1) and entry point. When selecting an index term, the linked records are displayed in brief or full format. Previous searches

All queries performed via the search mode are documented and saved as a set of results. These sets contain information about the query itself and the results. You may access these sets at any time during a session and view, modify or interlink them.

3 Display Formats

Depending on the number of hits, the target information is displayed in full format or in a brief list. The user may then select the required titles.

A brief list can be sorted by publication year, title, author or corporate body, in ascending or descending order. A brief list may be saved as a set of results which can be printed, saved or e-mailed at a later stage.

In the full view, the following formats are available to the user: full, field or ISBD formats. From a full view record, it is possible to:

- Navigate the record to other modules within the system
- Access linked records (e.g. common title, authority records, items)
- Locate the record in other databases
- Access the indexes via the searchable fields
- Retrieve other records with the same index heading in the selected field
- Access links to external documents, images or tools

4 Print / Save / Mail

The print function is available from the full display or the set of results, where either single records or entire lists can be printed out.

An alternative method of printing in Alephino is "HTMLPrint" (Bersoft). This method allows printouts to be directed to different printer devices depending on the print type of the file.

The following output formats are available:

- Full Format
- Field Format
- ISBD Format
- Brief List Format

5 Cataloguing/Items

Cataloguing and item management is integrated in one module as described below.

5.1 Cataloguing

The cataloguing module is used to create, correct and delete bibliographic records, including author-title cataloguing and subject indexing. The cataloguing module is password-controlled.

Functions

The cataloguing module includes the following functions:

- Cataloguing new records (bibliographic description, subject indexing)
- Editing (word processing functions)
- Copying (duplicating)
- Deleting
- Importing records
- Printing
- Creating individual cataloguing templates
- Placing triggers
- Duplicate check
- Integrity checks
- Offline cataloguing
- Handling via mouse and keyboard

6 Multi-pool system

Alephino offers a multi-pool system, i.e. any number of databases can be administrated. External databases may, for example, contain the holdings of external libraries which can be used for retrospective cataloguing of their own holdings. Another option is to have the administration of authority data in a separate database.

The advantage of this procedure is that the main database does not contain multiple authors or headings that are not linked to bibliographic records, but only records relevant to holdings.

The multi-pool concept allows users with several separate Alephino installations to combine these previously unconnected databases into an overall catalogue.

6.1 New records

Original cataloguing is performed in MARC21 format via predefined or self-created templates. These templates can either be saved on the server (thus available to all colleagues) or on the local PC.

Word processing functions like overwrite, copy & paste, delete etc. support the user in cataloguing. Errors can be rectified at any time. Alephino also offers input forms, indexes and tables.

The user is able to use the copy function for cataloguing new editions and multiple copies; the original record remains unchanged and a new record with modified data is created. A cataloguer can lock single records to prevent modifications by other users.

6.2 Variable fields length

Field length is variable up to a maximum of 28,000 characters.

6.3 Special characters

Special characters can be entered directly via the keyboard or using Unicode numerical character references. Additionally, an Alephino keyboard is available on the screen; it is possible to use this floating keyboard to enter Latin, Greek or Cyrillic characters on the cataloguing screen.

7 Help system

Alephino provides various cataloguing aids for the user. The help texts may be accessed by keyword or via a table of contents. Context-sensitive help is available for each field of the cataloguing input mask.

In addition, the Web Service Module includes an online guide which describes in detail how to handle records in each module. It also contains information on the Alephino setup options (e.g. changing templates, screen colour, etc.)

8 Storage

Each record is identified by a system number which is automatically assigned by the system whenever a new record is saved on the server. The system number acts as a link to other records that are related to the current record (e.g. authors, items, subjects). Field contents indexing and the linkage of records are done automatically in real time, so that

the content entered is instantly retrievable. The list of non-searchable words (stopwords) covers e.g. articles, prepositions etc. and may be modified by the user.

9 Error checking

When saving the data, the following checks are performed:

- Formal check for correct indicators and subfields
- Check if mandatory fields are filled
- Check if fields are filled which belong together or are mutually exclusive
- Check if all linked records exist
- ISBN / ISMN / ISSN - checks for formal correctness
- Checks for encoded fields
- Checks for repeatability of fields / subfields
- Security checks upon deletion of records

Further check algorithms for each file can be defined and the checks can also be performed during cataloguing.

9.1 Duplicate check

The following fields are checked: Control Number, LoC Control Number, NBA Control Number, ISBN, ISSN, ISRN, ISMN, Title, Author, Corporate body, Congress, Uniform Title, Non descriptive Title, Publication Date.

10 Delete records

Deletion of a record on the server is irrevocable. The system number is not re-assigned. Alephino protects parent records by ensuring that records can only be deleted if there are no dependent records (item or user information). The storage space in the database is re-used.

11 Import records

The Import Records function enables the conversion of external bibliographic records to the Alephino format.

12 Triggers

A trigger reminds the user of a task or information related to a particular record. All modules allow the user to search for records with triggers.

13 Subject indexing

For subject indexing, fields with links to the following related files are available:

- Subject headings
- Thesaurus terms / facet files

Fields for subject indexing are repeatable in the bibliographic record and may contain, for example, statements on links, notes, explanations, generic and specific terms. External authority files may be imported and used. Thesaurus terms and facet files may be used for more detailed subject indexing.

14 Thesaurus

A thesaurus is integrated into the GUI Search and Cataloguing modules. Any desired number of thesauri may be established and maintained, independent from entering the bibliographic data. Descriptors and non-descriptors are thereby stored as separate records. A non-descriptor may be linked to several descriptors.

14.1 Relationships

The relationships between terms may be defined as follows:

- Equivalence relationship
This relationship type combines two or more terms to an equivalent class. Therefore this relationship is used for synonyms and quasi synonyms to combine them and refer the user to the authorised term (car USE automobile). This relationship can also be used for foreign language references.
- Hierarchical relationship
This relationship type is used to define a broader topic with a narrower term.
- Associative relationship
This type refers to a non-hierarchical relationship between two terms.

14.2 Facet files

Along with the actual thesaurus master file, another five files (facet files) are available. These are structured almost identically for more detailed subject indexing.

15 Items

The items module is used to create, process and delete item records. Item records can also be created automatically in the acquisition module.

15.1 Creating item records

Items are registered in a fixed items form, which consists of three parts with the following fields:

<u>General Info 1</u>	<u>General Info 2</u>	<u>Serial Info</u>
Barcode Sub library Collection Location type 1 Location 1 Location type 2 Location 2 Volume Part Copy number Description Material type Item status Item process status Link to HOL record	Inventory number Inventory date Price OPAC note Circulation note Internal note Order number Invoice key Invoice note Statistics	Subscription no. Pages Description Issue date Expected Arrival Date Arrival Date <u>Serial levels</u> Enum. Level 1-6 Chron. Level 1-4 Alt. Enum.

15.2 Managing supplements

Notes on supplements (e.g. CD ROM, map) are contained in item records and are automatically displayed during return or loan transactions.

15.3 Printing item processing slips

Processing slips contain information on the title and the item (location, collection, access number, barcode), and can be printed.

15.4 Global changes

The Global Changes option allows the user to make modifications to a selected set of items. The set of items retrieved is defined by a filter that can be entered by library staff.

15.5 Binding

The binding option allows serial issues to be bound together into one volume. The former single issue records will be deleted and a single new item volume is created. The item form displayed during the binding process can be assigned a new barcode, location number and description.

16 Acquisitions / Serials

Acquisitions and serials management are integrated into one module, but can be used independently.

16.1 Acquisitions

The Alephino acquisitions screen consists of four tabs and enables order creation and management, the recording of material arrival, invoice management and registration of vendors, presentation of budgets, balances and currency tables.

16.2 Pushing the cataloguing draft

A cataloguing draft may be pushed from the cataloguing client or the search tab of any module to the acquisition client. The order list will open automatically. Using the order list, you may create new orders, duplicate existing orders or update them. The order list also serves as a starting point for the registration of arrivals and invoice handling.

16.3 Creating an order

There are three different types of orders: monographs, serials and standing orders. In the order form, the following fields may be used:

Order Information	Vendor	Quantity & Price
Order No. 1	Vendor Code	Number of Units
Additional Order No. 1	Vendor Name	Unit Price
Additional Order No. 2	Vendor Reference	Total Price
ISBN/ISSN	Vendor Note	Quantity Note
Order Status	Vendor Contact	Create Items Yes/No
Order Group	Order Delivery Type	Collection
Order Date	Letter Type	Currency
Open Date	Delivery Type	List Price
Status Date	Send letter by	Terms Sign
Material Type	Claim Date	Terms Percent
Sub-Library	Rush	Final Price
Acquisition Method	Batch Claiming Yes/No	Local Price
Initiator ID		Price Note
Action		Budget
Approver ID and name		
Library Note		

16.4 Sending orders

Completed orders may be sent manually as a single order or via a batch process in the Web Service module. Alephino takes all orders with a defined status into account. Additionally, each order can be filtered by vendor, order type or acquisition method. Alephino creates letters and order lists for vendors, which may be printed or sent by e-mail.

16.5 Finding orders

The order index contains all orders and can be filtered by:

Sort:	
Title	Vendor Codes
Order No.	Budget Codes
Order Groups	ISBN
Filter:	
Sub library	Access Status
Order Status	Invoice Status
Order Groups	Date of Order (from to)
Type Order	Vendor Status
	Rush order

For each order, the details are displayed in the frame below the index. The order index can be printed or pre-filtered. In addition, the order bar can be used directly for searches by order number, ISBN/ISSN, title phrase, order ID number etc.).

16.6 Arrival

An arrival form can be retrieved via the order number or the order list. The form will show the arrival date, the number of ordered items and the number of supplied items. The arrival date is filled by Alephino automatically. If the delivery is incomplete, the number of items can be entered manually. Notes fields are available in all cases.

16.7 Dependencies between status

When creating an order, an item record with the corresponding process status can be created. This item process status changes depending on the order status:

Order status	Meaning	Assigned upon	Item process status
NEW	Intended for ordering; not yet processed	Default when creating a new order	01
IP	In process	Manual or automatic	01
RSV	Ready to Send to Vendor	Manual	02
SV	Sent to Vendor	Automatic when sending the order	02
VC	Vendor cancelled	Manual	Items are deleted
LC	Library cancelled	Automatic when sending a cancellation letter	Items are deleted
CLS	Order closed	Automatic when arrival status and invoice status are complete	03

If an item has a process status, this status is displayed as loan status in the GUI and the Web OPAC. If the item is available for circulation (item process status is empty), the status available is displayed.

Item process status	Meaning	Displayed in Web OPAC as	Item displayed in Web OPAC?
01	Order suggestion	Order initiation	Yes
02	Ordered	On Order	Yes
03	In Process	In Process	Yes
empty	Loanable	<item status>	Yes

16.8 Vendor data

The vendor list may be sorted by the vendor's name or the vendor code. Additionally, all vendors can be retrieved via a keyword from the name or by truncation. A new vendor can be registered using the button 'New' or by duplicating an existing vendor record. The vendor record consists of the following details:

<u>Vendor Info 1</u> Vendor code Additional code Vendor Name Vendor status Vendor Language Country Material type Notes	<u>Vendor Info 2 & 3</u> Account No. (M) Account No. (S) Vendor's Bank Account 4 different currencies Terms sign and terms percent 5 delivery types 5 delivery delays (claim periods) 5 contact persons Order format (list, letter) Order delivery type (print, e-mail)
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You can register up to five addresses for each vendor: an order address, a claim address, a payment address and a return address. Specific vendors can be assigned to each sub-library.

16.9 Currencies

A base currency can be defined, together with rates of exchange in relation to other currencies. Historical exchange rates are also retained.

16.10 Budgets

Any number of budget codes can be created and duplicated. Budget codes may be time delimited. The following fields are available for each budget:

Open date External name (information only) Budget code Budget status Budget type 4 different notes 5 different budget groups	Budget name Department Maximum over-encumbrance Maximum over-expenditure Expressed as percentage Yes/No Limit to 'under' Exp./Enc. Annual budget Yes/No
--	---

Detailed real time budget balances and associated transaction lists are available in the balance tab. The following transactions are available:

- Allocation
- Transfer from one budget to another
- Encumbrances from orders
- Expenditures from invoices

Each of these transactions is recorded and may be viewed in the transactions tab with the option to filter by action. Access to budget administration can be controlled by password-related privileges. The privileges are assigned via the staff user setup in the Web Service module. Statistical reports on the current fiscal year and the transfer of budgets to the following calendar year are further features of the budget administration in Alephino. See Web Service module for further details.

16.11 Invoices

Combined and single invoices can be managed. Additional costs or postal charges may be encumbered on a separate budget. The line items are links to the orders, making the invoice status transparent at all times. The following fields are recorded in the general invoice:

<u>Invoice</u>	<u>Payment</u>
Type	Payment date
Status	Check number
Currency	Amount
Explicit ratio	Status
Net amount	Approval department
Shipment amount	Approval number
Overhead amount	
Insurance amount	
Discount amount	
Total amount	
Note	
Invoice date	
Received date	
Shipment date	
VAT recipient	
VAT percent	
VAT amount	
VAT per line item Yes/No	
Debit / Credit	

17 Statistics

Alephino provides comprehensive, user-defined statistics. All relevant actions are counted automatically. Actual reports are available anytime via Alephino Web-Services.

18 Serials

The serials module organises subscription data, monitors and records the arrival of issues, manages multiple subscriptions and administers routing lists. Orders for subscriptions are optional and may be created in the acquisitions module.

18.1 Structure of the serials tab

Each subscription is based on a title record. Subscriptions may also be ordered via the acquisitions module.

18.2 Subscription records

Each subscription record must have a start and end date. Multiple subscriptions to one title can be handled in one place and will contain the following information:

<u>Subscription Info1</u>	<u>Subscription Info 2</u>
Sub-library	Patron ID
From date	Deliver directly
To date	Print label
Item status	Send claims Yes/No
Collection	1. Claim (period)
Location type 1	2. Claim (period)
Location number 1	3. Claim (period)
Location type 2	4. Claim (period)
Location number 2	Note
Vendor code	Check-in note
Order no.	Item statistic
Vendor order no.	Copy ID
Delivery type	Remote storage ID

18.3 Subscription list

The subscription list contains all subscriptions for a title. The individual subscription records can be accessed directly and modified using this list. Existing subscriptions can be duplicated or deleted. The list shows at a glance the subscription start and end dates, the sub-library or the collection, the call number and an indicator for direct delivery to a patron. The subscriptions are numbered consecutively and the numbers are written automatically into the item records.

18.4 Publication schedule

Publication cycles only need to be defined once. They can then be applied to any publication.

<u>Information</u>	<u>Issue text</u>
Year (of the 1 st issue of the cycle) Volume Issue no. Part Issue date (of 1 st issue) New volume every New issue every No. issues per volume No. issues per cycle Description Notes	Free text can be entered in the issue description, e.g. "index", or "January", "February" etc.

Predicated issues are generated automatically. Special issues, irregular publications or combined issues can be entered retrospectively.

18.5 Issue arrival

The group node displays an overview of all items grouped by issue, showing the issue description, the expected date of arrival, as well as the total number of items for each issue, the number of expected items and the number of items that arrived. A further view with additional subdivision by vendor is also available. The group node is especially useful for an overall view of multiple subscriptions. In the check-in node, all items and their arrival status are displayed. The list also displays the subscription number of an item, the sub-library, collection, description, date it is expected to arrive, number of claims, arrival date and the barcode. A further view with additional filtering by items which haven't arrived is also available. In most cases, claims for delayed items will be generated automatically. Claims can also be sent manually from the check-in node. The arrival of specific issues can be registered individually or collectively. The arrival date is always set automatically. For individual arrival, the arrival form is displayed for each item, allowing the entry of specific information for each item, e.g. the first and second call number or a user note that will be displayed in the Web OPAC. Details that apply to all items, such as the number of pages or a check-in note, may be registered in advance in the Group node for all items. For batch arrivals, the arrival form is displayed once for all items, and after entering the number of items that have actually arrived, the relevant items are checked in in the background. A wrongly checked-in item can be rectified.

18.6 Routing list administration

Alephino supports radial, ring and mixed routing lists. Any number of routing groups can be defined for each subscription. When an issue has arrived, a routing list is printed automatically and the issue is loaned to the routing group. The item is returned from the routing group via the barcode in the serials module. If further routing groups exist for the subscription, the returned item will automatically be passed on to the next routing group. Each routing group may be assigned the status "active" or "not active" and will be handled correspondingly. The order of the groups can be changed easily at any time.

For each routing group there is a routing leader from the borrower file of the circulation. It is easy to pull in names from the borrower file to routing lists. The order of the members may be changed easily at any time.

For controlled routings, the issue is automatically loaned to the routing leader upon arrival. Subsequently, the issue will be claimed when the routing period is exceeded. The routing period will automatically be calculated from the defined loan days of the issue per routing member. For uncontrolled routing, the arrived item is not loaned, but the item process status is changed to "05 -in circulation".

19 Circulation

The circulation system contains the following functions:

- Enter patron information
- Loan
- Return
- Renewal
- Hold requests
- Cash management
- Recalls
- Retrieve titles and items and view the loan status
- Fast cataloguing
- Offline circulation
- Letters
- Reports
- Use of any optical readers and barcodes
- Check routines
- Administration of due dates
- Adaption to library policy by parameterisation
- Optional: Ignoring delinquencies

A help function is available for all circulation options. The help may be accessed via a table of contents or keywords.

19.1 Patron information

A fixed input form is available for the creation of new borrowers. Global information (name, date of birth, barcode, correspondence language), privileges (for loans, hold requests, renewals etc.) and addresses are entered here. For some fields of the form, drop-down lists are available which contain defined entries, e.g. correspondence language or borrower group. In addition, a picture of the patron may be entered.

<u>Global patron information I</u>	<u>Global patron information II</u>	<u>Address information</u>
Open date Patron ID Barcode Name Title Date of birth PIN code Language Home library	3 global block fields 3 global note fields	Address ZIP code E-mail 4 phone number fields Valid from Valid to Address type

After submitting or correcting a borrower record, the borrower's card may be printed. Further components of the borrower data are the loan overview, the hold request overview, the routing lists overview and the cash overview. An account statement for the borrower containing loans and renewals can be created at any time. The borrower's cash overview lists all transactions that the borrower has been debited for, as well as free of charge transactions and credit notes. Historical fine and transaction information is available. The cash overview display can be filtered by the status of the charges (active, cash history, cancelled or all transactions).

19.2 Loan

The staff user can access borrower and item information via the loan tab and assign circulation notes, which can be displayed on return. System-generated due dates can be manually overridden. It is also possible to configure triggers for reserved items, as well as receipt printing options.

19.3 Check routines

The system performs the following checks during a loan transaction:

- whether the patron record exists
- whether the patron is allowed to loan
- whether the patron has reached the minimum age for this loan
- whether the patron's card is still valid
- whether the patron has delinquencies
- whether the patron has overdue loans or open fines
- whether the patron has exceeded the maximum number of allowed loans
- whether the item exists
- whether the item may be loaned
- whether the item has hold requests

Depending on the user privileges, it is possible to override delinquencies. Outstanding fines can be viewed and paid in full or in part.

19.4 Loan history

The number of stored history loans for each item can be adjusted by general parameter. By default only the latest history loan is stored.

19.5 Offline circulation

The Alephino offline circulation function ensures the continuation of the loan and return operations in the case of a server outage. The offline circulation consists of the transaction types "Loan" and "Return". The transactions are stored in a file which is sent to the server after the connection is restored. The system will check the transactions and generate a report which lists delinquencies (e.g. charges, delayed returns) and further details (e.g. hold requests for an item).

19.6 Return

To return an item, the barcode or the location of the item is entered via the keyboard or the scanner device. The return date can be modified at this stage. Outstanding fines can be viewed and paid in full or in part.

It is also possible to configure triggers for reserved or late returned items, as well as receipt printing options.

19.7 Return history

This is a summary of all performed return transactions on a workstation in one day. Single or collective receipts may be printed retrospectively.

19.8 Fast circulation

Fast circulation is an alternative way for loaning and returning items. It can be used by sub-

libraries with a bad network connection or by mobile libraries which connect to the library via a modem. With fast circulation, it is possible to loan or return items in the same window. To speed up transactions, title and patron details are not displayed.

19.9 Barcodes / optical readers

Alephino uses barcodes to identify the item and the patron during circulation activities. The barcode may be scanned using a reading device or typed in manually via the keyboard. Alephino supports a wide range of barcode and reading devices such as datapens, hand scanners, etc.

19.10 RFID

This is an alternative method for entering data using barcode readers. RFID labels for media and borrower cards can be written and read by scanners made by Bibliotheca RFID (a Swiss company).

19.11 Block / unblock users

User blocks come into effect during loans, placing hold requests and renewals, and can be created automatically or manually. Automatic blocks may come into effect when the loan or the fine limits of a borrower have been exceeded, when the borrower's card has expired or an item was returned late. When the delinquency is removed, for example, by paying the fine, the block is automatically removed and the borrower is unblocked.

Manual blocks may be assigned in the borrower information view by choosing the appropriate delinquency from a list or typing it in manually. Patron block can be removed manually or overridden at any time.

19.12 Item status

The search for titles or items provides an item list with information about the current loan status of all items belonging to the title. The display may be filtered by barcode, call number, item status and loan status. Borrower information, loan and due dates also display in the results list. It is possible to switch to the patron record or access the circulation history from the results list. In addition to that, hold requests and recalls can also be displayed.

19.13 Catalogue record and create item

Media which is not yet catalogued but will nevertheless go into circulation can be given a short cataloguing record with minimum bibliographic and item information.

When a fast catalogued item is returned, a message saying "Attention! Item is not catalogued yet" is displayed. Depending on the internal workflow and the item process status, the book may be passed on to the cataloguing department or become available again for circulation. The message is displayed the next time the item is returned and on future occasions too, until such time as the item is fully catalogued.

19.14 Renewals

Renewals can be performed via the item or the borrower record. The circulation staff user may enter a new due date. It is also possible to renew all of the borrower's loans in one go. During the renewal, several check routines are performed, e.g. whether the borrower is authorised to do renewals or whether a renewal limit has been exceeded.

19.15 Hold request

Alephino distinguishes between title and item requests. In the case of a title request, the first returned item is provided. In contrast, item requests refer to a particular selected item. The patron may specify a validity period for each request. After the expiration of this period, the request is not taken into account anymore, i.e. the item is not considered requested any longer. The validity period may be modified. Single requests or groups of requests can be deleted.

19.16 Holds

When a requested item is returned, it is recognised by the program. A list of holds is displayed, from where a letter to the first or most important requesting patron can be printed.

If an item is not available (e.g. because it is registered as lost), a letter to the borrower can be printed via the function "hold request not filled".

Holds that are not picked up can be deleted. Thus the items are available for other patrons. You can generate a list of all expired holds and delete according to this list. If further requests exist for the items concerned, the patron automatically receives a hold request filled letter.

19.17 Recalls

The circulation librarian can place a recall for an item, e.g. in the case of a permanent loan, by creating a hold request for the item and filling the field "recall type" (regular or rush). The system calculates a new due date for each recalled item.

If it is a regular recall, the borrower may hold the item for the minimum loan period. If the new due date is after the previous due date, then the original previous date remains valid, but the borrower is informed by letter that the item was recalled.

If it is a rush recall, then the minimum loan period is ignored and the borrower has to return the item at the new due date. A recall letter is issued to the borrower in order to ask them to return the recalled item.

19.18 Administration of due dates

Here you can display or modify the due dates of loans and hold requests. The modification of due dates can be carried out on your local PC or on the server. Temporary modification of loans and requests might be necessary, for example, in the case of an unscheduled library closure. The modified date remains in effect until midnight; after that the due dates are recalculated.

19.19 Reports and batches

Alephino enables the user to generate several reports, e.g. a cash report, lists of hold requests or statistical reports. The reports and batches mentioned below are run via the WEB Service Module.

19.20 Reminders

Claim reports can be created anytime via Web-Services. Alephino provides a service for advance reminder that can be sent to borrowers in danger to run out of lending periods.

19.21 Hold requests

A report covering pending hold requests is available via Web Service.

19.22 Delete hold requests

Hold requests whose validity period has been exceeded may be deleted. The concerned borrower will be notified by eMail or letter automatically.

19.23 Delete cash records

Cash records with the status "paid" or "remitted" may be deleted in order to remove them from the borrower's cash account.

20 WWW OPAC

The Alephino Frameless WWW OPAC provides the library user with the latest information about each medium. The library catalogue can be used via the Intranet or globally via the Internet. The interface can be switched between German, English and French. The WWW OPAC includes the following functions:

- Search
- Simple, multi-field, multi-base, complex, expert CCL
- Browse
- Search history
- Modification / linking of search results
- Refine results
- "Did-you-mean" function
- Collecting title records ("basket")
- Download / save / print
- Localisation in Google Books
- Access borrower information
- Loan overview, hold request overview, cash overview, change password and address
- Access holding information (items)
- Access circulation information (items)
- Create / delete hold requests
- Renewal
- Closed stack orders
- SDI (Selective dissemination of information service)
- Self service

20.1 Sign in / End session

Signing in is optional with the Alephino WWW OPAC, since it is open to everyone. Searching the database and mailing search results is possible without a prior sign-in.

However, in order to place a request, the user needs to be signed in; this also makes the loan, renewal and cash accounts functions available. When ending a session, the access to user information is terminated and the search history deleted.

20.2 Search

The search function enables you to retrieve records in the database by entering keywords. The WWW OPAC searches indexes (like words in title, words in subject etc.) for records containing the keywords entered. When entering search terms, you may use truncation and logical operators.

Upper case and lower case letters are not taken into account. Multiple terms within a search field are combined by the operator AND.

If the search query gets no hits, the WWW OPAC displays a list of entries from the index.

The list consists of terms standing directly before and after the entered term.

20.3 Truncation

You may enter a part of a word and add the asterisk (*) at the beginning, in the middle or at the end, which acts as a placeholder for any number of characters. Author names are automatically truncated.

20.4 Masking

Masking uses the question mark (?) to replace one or no character. This allows the OPAC to retrieve different terms with different spellings.

20.5 Parentheses / Boolean operators

The search may be broadened or narrowed down with the Boolean operators AND, OR and NOT. These operators are part of the search query. Parentheses can be used if required in order to obtain an accurate syntax.

20.6 Range queries

The character < may be placed between two terms in order to search for records containing terms in a range from the first entered to the second term. This query is particularly useful if you want to limit a set of results to specific publication dates.

20.7 Simple search

This is a search restricted to one field which can be chosen from a list. Multiple search terms are automatically combined by the operator AND. You may activate a search for adjacent words, i.e. the search terms have to appear precisely in the order they were entered.

20.8 "Did-you-mean"

In the search, there is a "Did-you-mean" function. The program "SpellingSuggestion" from Yahoo is used.

20.9 Multi-field search

In this search mode, you may search more than one field simultaneously. The fields are combined by the operator AND. You can activate a search for adjacent words, i.e. the search terms have to appear precisely in the order they were entered.

20.10 Expert CCL search

The expert search allows you to pose complex search queries incl. the Boolean operators (AND, OR, NOT) and parentheses. You can search in multiple indexes at the same time. The expert search uses a command language and can search all defined indexes.

20.11 Complex search

In the complex search, you search the databases for keywords from multiple indexes. The fields to search are selected from lists. The fields are combined by the operator AND. For each search term you can activate a search for adjacent words, i.e. the search terms have to appear precisely in the order they were entered.

20.12 Multi-base search

The multi-base search allows you to search other databases (additional own databases or external databases via the Z39.50 interface) simultaneously with one search. The results are displayed separately for each database.

20.13 Browse

A browse list is an alphabetical list of index headings which the user can search. The number of titles linked to each index entry is displayed. These lists containing, for example, titles, authors or subject headings, facilitate the search. Selecting a heading from the list will display the linked bibliographic records.

20.14 Systematic search

In addition to the bibliographic and browse searches, Alephino provides a systematic search. The library can provide its subject indexing in hierarchical form. When entering a term, an alphabetical list of all terms with their notations and number of documents is displayed. From there you can access the full view of the term with all its relations and synonym descriptions, notations and titles linked to the term.

A button in front of the term shows whether there are further, narrower terms available. If you click on this button, Alephino displays these subordinate terms; likewise, a button is displayed in front of any these that have subordinate terms available.

20.15 Search history

The history lists the sets of results for all search queries that have been performed in a session. The bibliographic records of these sets can be re-displayed at any time. You can interlink the sets by the operators AND, OR, NOT. It is possible to delete sets.

20.16 Result lists

If a search is successful, a list of results with short titles is displayed. It lists the records corresponding to your search query. Each individual title's material type, e.g. monograph, journal, CD-ROM or microfilm, is shown vividly by means of an icon. If the search query results in no hit, the WWW OPAC displays a list of entries from the index. The list consists of terms that come directly before and after the term entered.

The results list can be sorted by different fields, e.g. title, author, publication date. The set remains in the last selected order and the sort options are displayed. The records in the results list are numbered consecutively; select the records to display them in full format. Using "Previous record" and "Next record" allows the user to browse through the list, viewing records in full display.

Several records can be selected at the same time in order to shorten the list or to generate a new set of results in the search history. From the results list, you can activate the items information and check the availability of the items.

20.17 Further functions

20.17.1 Save / mail

Selected records or subsets of records can be saved or sent by e-mail from the results list. There is a specific "RIS" format available for further processing in citation management software.

20.17.2 Create subsets

You can create subsets from the records selected in the results list, which can then be saved in the search history as well. The subsets can be sent by e-mail, saved or added to the basket. Each record of the subset can be displayed in full format.

20.17.3 Modify

Use the "Modify" function to broaden or narrow down the number of hits. You don't have to run a new search query. To obtain a narrower set of results, use the operators AND or NOT. To broaden a search query, use the operator OR. Select the field that you want to search, e.g. author, title, subject heading.

20.17.4 Refine

You may refine existing results lists by specific filter options, e.g. text range (from-to), keywords or publication date. A subset is generated, which then becomes a part of the search history.

20.18 Suppression of title records

If you don't want to display all title records in the OPAC, you can suppress these titles from the display. The titles that you want to exclude must be retrievable via a search query. This query will be added internally to each query run by the user.

20.19 Title full view

The full view provides the following functions:

20.19.1 Add to basket

The "Add to basket" function facilitates navigation between the various results while selecting relevant titles at the same time without the need to build a new set through a search. The selected records are available later for printing, sending by e-mail or saving. This function is available for any user, including those who are not registered. The title collection will be automatically deleted after each session.

20.19.2 Different display formats

You can select the display format of the records. The following formats are available in Alephino:

- Default/ tag names
contains selected fields and enables navigation via hyperlinks (click on the underlined field name to enter the associated scan list; click on underlined field content for related records)
- ISBD format
- Tag numbers - all fields of the record with tag numbers (MAB2- resp. MARC21)

Records can have linked pictures, e.g. covers, which are displayed in the full format or ISBD format. In the catalogue record, the special field COV is filled with a URL.

20.19.3 Navigation

Clicking on a tag name allows you to switch to the browse list of the corresponding field. If you click on the field content, records with the same index heading are displayed. The corresponding tag names and field contents are underlined.

20.19.4 Holdings

The items list displays information, in table form, about the selected item (title). The standard information is location, access number, collection, loan status, barcode, due dates, number of hold requests and OPAC note.

The items list is accessible from the results list or from the full display. In the items list, the user can obtain a detailed display of items. Users can also place hold requests or closed stack orders

from here after signing in at the OPAC with barcode and password.

20.19.5 Google Books

The Web-OPAC comes with a Google Books button, available with full bibliographic display.

20.20 Patron information

After users have signed in, they gain access to their patron information. Here they can view information on the items they have loaned, hold requests and cash transactions. They can also cancel hold requests or renew loaned items. The library may choose to permit users to update their address details or change their password.

20.21 SDI (selective dissemination of information)

The Alephino SDI function enables the library to update its patrons regularly and automatically about its holdings, e.g. information about all new accessions on a specific subject. Registered users may create their own profiles via a search query. This profile is then applied to the current library holdings at regular intervals.

The results of the search query are sent to the patron by e-mail. The search profiles can either be created by the patrons themselves via the WWW OPAC or by library staff who can do this via the WEB Service module. If patrons are to create the search profiles themselves, they must be assigned the corresponding SDI privilege. This can be defined for all patrons of a specific status or individually for each patron in his/her patron record.

20.22 Self-service

Libraries within companies/institutes may want to enable staff/colleagues to loan and/or return media independently, at any time. Because in most cases no extra PC is available, often for reasons of economy, the member of staff is able to use the self-service function in the WWW OPAC and thus loan and return media from their workplace.

The two functions - self-loan and self-return - are both accessible via the "self service" link in the WWW OPAC's menu bar. If the library only wants to offer one of these two functions, this can be controlled via two separate privileges in the patron administration.

The self-service function is an additional feature and can be used together with the circulation module.

21 WEB Service Module

All system administrative, periodical and batch tasks for acquisitions, cataloguing, circulation and statistics can be easily executed with the WEB Service Module. The user is offered a printing generator, a report generator, as well as a generator for setting up the circulation parameters, number patterns, drop-down list etc.

21.1 Administration

In the administration menu, you can monitor log entries, job protocols and license usage. The server can be shut down here and the database saved. Furthermore, the administration menu is used to edit the database and for batch deletion of authority data.

21.1.1 Log file

The log contains a summary of all the tasks performed within the administration menu. The last hundred tasks are always listed, with the most recent task appearing at the top of the list.

The list contains the following information:

- Task number
- Task name
- User performing the task
- Errors occurred
- Date and time task started
- Date and time tasked ended

For viewing a detailed protocol per job, click the job number.

21.1.2 Saving

This function allows the Alephino database to be saved and subsequently released. An external device can be used to save the database onto and re-load if necessary. Using the "Restore" function on the menu, the database can be reconstructed from a previous backup, together with a log file of the data recorded since then, should the database have become defective. All save processes in the administration are recorded.

21.1.3 Modification of database

The data holdings of the database can be changed here and also the files can be checked for integrity. In the event of a server crash, the database is automatically closed by the system. Once the files have been successfully checked for integrity, the database will be unlocked and ready for use again.

21.1.4 Batch deletion

This function is for deleting authority records that are not linked to a BIB record. The authority records are author records, corporate body records, subject headings or notation records. Before starting the function, you need to select the authority file that you want to edit from a drop-down list. The batch deletion can be run in a test mode before running it "in real".

21.2 Circulation services

In the Web-Service circulation, all circulation routines are completed, e.g. claims and hold requests.

21.2.1 Item list

The item list shows the user every item catalogued in the system. The list can be filtered by collection, location no., inventory no. or loan status. This list is very useful for stock taking. There are two extra lists for lost and missing items.

21.2.2 Reminders

The function "Create claim letters" creates the reminders for overdue items as a letter or e-mail. The log shows how many reminders have been created. Afterwards the letters and e-mails are ready to print and send in the task manager. There are two extra functions for due date notifications, before the item becomes overdue, and for Legal action notification letters, when the last claim level has been reached.

21.2.3 Claim report

You can also create a list of overdue items that can be filtered by claim level, borrower status, item status or borrower barcode. The checkbox "Requested" is to limit the list of items to those that have at least one valid hold request assigned to the bibliographic or item record. The list can be sorted either by due date, location, borrower barcode, borrower name or claim level. This list provides a good overview, e.g. overdue items on a high claim level.

21.2.4 Fines

Here you can create an overview of all fees and received payments. Furthermore, since borrowers' cash records are all saved as a matter of course, including fines, you can delete these records by their open date.

21.2.5 Requests

This function allows a list of current or expired holds and requests to be generated and printed, e.g. lists of requested items that are not available. This function also allows expired requests and holds to be deleted. The checkbox "Create notifications on deletions?" will create notifications for the users and also hold request filled letters to subsequent requestors.

21.2.6 Borrower list

The borrower list shows all registered patrons in the system. The list may be filtered by borrower group, delinquency, language or home sub-library. The list contains both borrower and address information.

21.2.7 Batch deletion

Both item and borrower records can be removed/deleted from the system in batches, applying certain conditions via the "deletions" function in the Web Service module.

The prerequisite for deleting an item is that the field item process status has to be marked "04 = will be deleted". Records that are linked to the item are removed from the system during the batch deletion process too. This does not apply to active loans. The deleted items count in the holdings statistics as "separation".

Users whose borrower ID cards have expired may be deleted, including their local information and addresses. Each user record also contains a date of the last activity, which is always updated when the user performs an action. The number of days since the last activity can be specified before deletion. This prevents users being deleted whose borrower ID cards have expired, but whose last activity date is quite recent. The batch deletion can be run in a test mode before running it "for real".

21.3 Acquisitions

The WEB Service Module provides the order and claim letters for the vendors, creates the accessions register and arrival lists, as well as overviews of vendors, budgets and currencies.

21.3.1 Orders report

Here you can create a list of all orders. This list can be issued or filtered by the various order status (NEW, IG, RSV, SV, LC, VC, CLS), acquisition method (purchase, exchange, gift, approval), arrival status (complete, partly, no arrival), invoice status (complete, complete and paid, partly, no invoice), vendor, budget code, sub-library or claim level. The list can be sorted by title, order number, order group, ISBN, vendor code or budget code.

21.3.2 Send orders / claims

This menu point is used to initiate collective orders and generate order letters and e-mails for all or selected vendors. A log shows how many letters have been generated. The letters and e-mails are subsequently sent or printed via the task manager. The same happens with claims; however for claims, a date can be added as a selection criterion. This means that you could, for example, put an earlier date, thereby granting the vendor a longer grace period. In addition, you can create a list of overdue standing orders. Because of the irregular nature of standing orders, no claim letters are created automatically.

21.3.3 Arrival list

The arrival list can be generated by arrival period "from/to". It can be filtered by the item details, location, material type, description, item status, inventory number or "completely processed". The list shows the full bibliographic record plus subject terms, location and the number of items. The fields displayed in the list created can be customised.

21.3.4 Accessions register

The accessions register is generated by arrival period "from/to". It can be filtered by inventory number, location, material type and item status. The output, either on the screen or on the printer, contains all bibliographic information with subject terms, inventory number, location, arrival date, vendor, price, budget, invoice number, invoice date and the collection.

21.3.5 Vendors report

The vendors report provides information on all vendors that are registered in the system, their status, main currency, language for correspondence and delivery type. The list can be filtered by status, country, language, material type, delivery type, currency and sub-library.

21.3.6 Invoices report

This function is used to create reports on invoices and credits that are managed by Alephino. The following information is provided: invoice number, vendor name, invoice date, invoice total

amount, payment date, total payment, list of invoice positions, each with: amount, order number, budget code. It can be filtered by vendor code, invoice or credit, open or paid.

21.3.7 Budget takeover

The function "Takeover annual budget" is used to automatically generate new budgets for the next year. These are derived from the budgets of the previous year. All budgets marked as annual budgets are taken into account. If an allocation is marked as "annual", it is also created for the new budget. You can define whether the remaining funds of the previous year's budget should be transferred or not and whether the budget increased. The new allocation is automatically calculated by Alephino. You can also define whether open encumbrances of the previous year's budget should be transferred or not.

21.3.8 Budgets report

The budgets report provides an overview balance of all budgets and can be sorted in a flexible way. The budgets can be sorted by external budgets, budget type, budget group, department, annual budgets, status and sub-library. All lists can be filtered by fiscal year in addition to the above-mentioned sets. The grouping options allow you to decide the groups in which the budgets are summarised. The report provides information on the budget type, status and validity, annual allocation, carryover from the previous year and total allocation. Furthermore, the report lists transfers, encumbrances, unpaid invoices, the sum of paid invoices, the balance and the amount left over.

21.3.9 Currencies report

The currencies report provides an overview of the currency ratios measured against the base currency on a key date.

21.3.10 Batch deletions

Budgets, vendors, orders and invoices can now be removed from the system in one batch deletion by applying certain conditions through the "deletions" function in the Web Service module.

Budgets can only be deleted if they have the status "NA = not active" and/or their validity period is exceeded. You can, for example, delete budgets from previous years if they are no longer needed. In addition to the budget itself, budget transactions will always be deleted as well.

Vendors with the status "NA = Not active" can be deleted unless they are used in orders with the status "NEW", "RSV" or "SV". In such cases, the vendors have to remain in the system so that cancelling and claiming is still possible.

The batch deletion of invoices includes all invoices with the status "P = paid". Both the general invoice and line items are removed from the system. Invoices from the current budget year are preserved.

The batch deletion of orders relates to orders with the status "CLS", i.e. those where the arrival is complete and where the invoices are complete and paid. Orders with invoices or orders from the current budget year are preserved.

When performing batch deletions, the system generates protocol files that specify how many records have been deleted. The protocol file also stipulates whether certain records that fulfil the criteria described above have not been deleted. The batch deletion can be run in test mode before running it "for real".

21.4 Serials management

In the service module serials management, all procedures concerning serials management such as subscription reports, routing groups reports, routing group members or claims can be processed.

21.4.1 Subscriptions

Here you can easily generate lists of current and non-valid subscriptions via drop-down menus. The filters item status, location, sub-library, collection and direct delivery provide the user with information about which subscriptions need to be renewed, which subscriptions have been ordered for which area and which ones might need to be added in the serials control or catalogue, as they have been sent directly to the user.

The "subscriptions to renew" shows subscriptions that are about to expire or have expired. Batch claiming starts the batch printing of claim letters for overdue issues.

21.4.2 Routing groups

The routing groups report provides an overview of the issues in circulation, valid routing groups and routing group members, as well as group leaders. All serial titles are listed that have one or more subscriptions; the group leader is displayed as well as the last routed item.

The report "items in routing groups" provides an overview of the items that are currently routed. The report "routing group members" shows which member is part of which routing group, and the "replace routing group member" button allows a colleague who is resigning to be replaced by his successor.

21.5 Statistics

The Alephino statistics offer default statistical reports and the option of creating user-defined statistics. The transaction data is accumulated online, i.e. via a counter that is updated in the background during a transaction. This ensures that statistical evaluations can be performed more rapidly. The reports are available in different formats.

21.5.1 Circulation statistics

The following transactions are counted and analysed within circulation statistics:

- Loans incl. renewals
- Returns
- Renewals
- Hold requests
- Overdue notices

You can generate daily, monthly or yearly statistics.

21.5.2 Borrower statistics

The borrower statistics enable lists to be generated that contain information about the registered patrons of your library.

The report can be produced using the following criteria of the borrower records:

- Status (=borrower group)
- Age
- Postal codes

The following data is counted and analysed each month or each year:

- Number of borrowers
- Loans incl. renewals in the report year
- Renewals in the report year
- Hold requests in the report year
- New borrowers in the report year
- Deleted borrower records in the report year

21.5.3 Holdings statistics

In the holdings statistics, you can create reports on the bibliographic records (titles and items) your library holds. The report may be produced using the following criteria:

- Media type
- Statistical groups
- Classification / collections
- Location

The following data is counted and analysed in the holdings statistics:

- Holdings figure
- Loans incl. renewals
- Renewals
- Hold requests
- New items in the report year
- Deleted items in the report year

If you produce the report by statistical groups or notations, you can also indicate the length of the analysis key. This key defines how many characters of the field content in the above-mentioned input fields will be used in the reports. The criteria and results are composed according to the indicated length.

21.5.4 Acquisition statistics by acquisition methods

The statistics by acquisition methods contain entries and expenditures for copies acquired in the evaluation year. The results are produced according to the following acquisition methods: purchase, exchange, deposit, gift. Entries and expenditures by other acquisition methods are summarised in the line entitled "other".

The evaluation period can be entered individually (format YYYYMMDD); if it remains empty, the current year is used.

The following data are counted and analysed in the acquisition statistics:

- Total entries
- Total expenditures
- Entries with special budget
- Expenditures from special budget
- Entries of foreign material
- Expenditures of foreign material
- Entries of single issue additions
- Expenditures of single issue additions
- Entries of series
- Expenditures for series
- Entries electronic media

- Expenditures electronics media

21.5.5 Acquisition statistics by statistical groups

The statistics by statistical groups contains entries and expenditures for copies acquired in the evaluation year. Entries and expenditures of other statistical groups are summarised in the line entitled "other".

The evaluation period can be entered individually (format YYYYMMDD); if it remains empty, the current year is used.

The following data is counted and analysed in the acquisition statistics:

- Total entries
- Total expenditures
- Entries of books by volumes
- Expenditures of books by volumes
- Entries of subscriptions
- Expenditures of subscriptions

21.6 Batch Services

Batch services allows the user to view and edit any text file on the server in the browser, without direct access to the server.

21.6.1 URL Checker

Use this tool to check the validity and accessibility of URL links that have been inserted into your Alephino database. The check only covers URLs beginning with "<http://>".

21.6.2 Browse Printfiles

This function allows the user to browse, display and delete all formatted – meaning ready-to-print – reports that have been created as result of Alephino batch jobs.

21.7 Set-up Services

Alephino allows sophisticated degrees of parameterization in order to enable libraries to use their own user and circulation policies, e.g. loan periods, fines, renewal facilities etc. These are defined according to the item status, borrower status and formulas for calculating the due dates.

The user can easily undertake parameterisation for the library using the menu-driven setup services. The addresses for the paths for Web OPAC and backup are entered via menus. The base currency and server shutdown times are defined.

Alephino users can be assigned privileges via menus. The privileges can be assigned for all Alephino functionalities, for specific modules or for specific functions within the modules. Current values of individuals or groups can be retrieved and edited at any time.

Number patterns for order, user and inventory numbers as well as for locations are defined. The numbers appear with a corresponding entry in the pull-down menus of the client.

In setup services, all circulation periods and permissions, limits and fines can be entered. Combinations of user groups and item groups are possible. Through defaults that may be modified at any time and system help texts, it is easy for library staff to work out the correct options.

Another menu point leads the user directly to the entries in the pull-down menus where item and borrower status such as monograph and video or employee and student are defined, collections such reading room or stack collection are set up, as well as budget groups and order number counter code. Here too, through the default values, the user will immediately understand how to modify and add.

21.8 Interfaces

Inter-library cooperation, be it cooperation between consortia and their users or cooperation between different institutions, is an important prerequisite for a successful library. Interfaces between different library systems are now offered as standard in most open and efficient applications. Alephino supports the following interfaces at the moment:

21.8.1 Import/Export data

MARC21 and Alephino data can be imported and exported in a standardised interface. Alephino offers different modes for this, e.g. when exporting, you can choose between simple export and export with linked records. When importing, you can choose between an interactive mode or load without check and also define the response to duplicates and errors.

21.8.2 Offline data import

MARC21 data is loaded via Alephino's import interface. The following is transferred: authority data (authors, corporate bodies, subject headings, notations), bibliographic data, local data and item data.

21.8.3 Data conversion from Aleph 500

Alephino uses an Aleph 500 client on the client side. This allows direct connection of the Alephino client with an Aleph system (e.g. a consortium or multi-site library). This way, data can be retrieved in the Aleph system and transferred to Alephino. It is a precondition that both client versions are compatible.

21.9 Participation in a consortium with data replication

Participation in a consortium or multi-site group with cataloguing and automatic transfer, correction and deletion of bibliographic and authority data between sites is available.

22 Z39.50

Searches in further library catalogues via the Z39.50 Gateway enable both users and library staff to utilise additional information resources. Z39.50 is the international standard protocol to communicate via a search query in heterogeneous environments and with several systems at the same time, without leaving the familiar interface of the Web OPAC or the search client.

Alephino supports Z39.50 (Gateway and Server) and can therefore integrate any information system that also supports Z39.50 into the search interface and display its results next to the local titles. The bibliographic reference can be directly transferred by the librarian from the search interface to the Alephino catalogue and can be edited there.

Thus, the Z39.50 Gateway is not only a tool to provide the user with additional information, but also an indispensable instrument for efficient cataloguing, as it uses records retrieved from external databases.

The Z39.50 Server allows users to offer their own catalogues as data resources for other libraries and actively include data in the information offered by different consortia.

23 Transfer of patron data (PLIF)

PLIF means "Patron Load Interface Format". It is a data format for the exchange of borrower data e.g. student data. This interface enables the user to exchange data independently between Alephino and external programs and can be used for the initial download or updating of data. Via the PLIF interface, you can add, modify or delete reader data in Alephino. Furthermore, it is possible to use PLIF to update data in external systems on the basis of the Alephino data. Export and import are done while the system is running. The corresponding routines are integrated in the Web Service module.

24 General information on the system

24.1 Technical details of Alephino

Programming Language:	C / C++
Configurability of system:	Yes
Customization:	Yes
Network:	TCP/IP
User interface:	Graphical interface
Interface languages:	English / German / French
Online help:	Yes
Menu control:	Yes
Manuals, system documentation	Interactive, HTML format.

24.2 Database concept

The Alephino server contains its own database system, developed by Ex Libris (EXL II), which is specially designed for storing large quantities of library-oriented data. The database is a sequentially-organised index. The internal character set is Unicode (UTF-8).

Logically connected files are held in a database. As many databases as required can be defined and up to 999 files per database.

The number of entries (records) per logical file is limited to $16.777.215 = 2^{24} - 1$.

Data can be held in files of fixed or variable record length. Field length and number of fields are likewise variable. An unlimited number of fields per record can be defined. Repeatable fields are possible. For each field you can define subfields.

Among the records within the database, you can define 1:1, 1:n and n:m links, allowing relational, hierarchical, network and ring structures to be displayed.

The records can be indexed by field; several fields can be summarised in an index. A field can be indexed several times. Phrase or keyword indexing is available for text fields. Keyword indexing can be influenced by a stopword list. Indexing takes place online without need for supplementary processes.

The database does not need to be reorganised. Extensions of the data structure are possible at any time and don't require reloading of existing records. There are suitable utilities available for modifying the structure of data that is already stored.