# **User Manual**

# **ABCD- Integrated Library System**

Prepared By

### Md. Mukhlesur Rahman

Independent University, Bangladesh Plot-16, Block-B Bashundhara, Dhaka Email: <u>himelsagor@yahoo.com</u> Cell: +8801819517595, +8801552445348

## **ABCD Installation (Windows)**

- 1. Insert the CD in CD Drive and double click ABCD Installation Wizard for Windows.
- 2. Select the destination folder like \ (degfault C) and click Install.



3. Follow the on screen progress.

😨 ABCD Installatio	n Wizard for Windows	×
	Cannot create ABCD\apache2.4\modules \mod_authz_groupfile.so Cannot create ABCD\apache2.4\modules\mod_authz_host.so Cannot create ABCD\apache2.4\modules\mod_auth_basic.so Cannot create ABCD\apache2.4\modules\mod_auth_basic.so Cannot create ABCD\apache2.4\modules\mod_gi.so Cannot create ABCD\apache2.4\modules\mod_dir.so Cannot create ABCD\apache2.4\modules\mod_dir.so Cannot create ABCD\apache2.4\modules\mod_include.so Cannot create ABCD\apache2.4\modules\mod_isapi.so Cannot create ABCD\apache2.4\modules\mod_lisapi.so Cannot create ABCD\apache2.4\modules\mod_log_config.so Cannot create ABCD\apache2.4\modules\mod_log_config.so Cannot create ABCD\apache2.4\modules\mod_log_config.so Cannot create ABCD\apache2.4\modules\mod_setenvif.so Cannot create ABCD\apache2.4\modules\mod_setenvif.so Cannot create ABCD\apache2.4\modules\mod_setenvif.so Cannot create ABCD\apache2.4\modules\mod_setenvif.so	E 
	Install	

4. Click Next.



5. Select I accept the agreement and click Next.



6. Click Next.



7. Click Apply.

Apache2 configurati	on	
Apache2 configurati	on	
Virtual host name	localhost	
Server name or IP	localhost	
Port	9090	Apply
	Output information	
1		
	< Back Next >	Cancel

8. Write your Institution name and click Accept.



9. Click Accept.

Apache2 co	nfiguration		
Apache2 cor	figuration		
Virtual host na	💽 Default Languaje		
Server name o	Enter default la	anguage	
Port	ENGLISH	•	Apply
	Accept	Cancel	. ii
	< E	Back Next >	Cancel

#### 10. Click Accept.

Apache2 c	onfiguration 🗖 🖼 🖾
Apache2 co	onfiguration
Virtual host	Default database
Server name	Enter default database
Port	DBLIL Apply
	Accept Cancel
	< Back Next > Cancel

#### 11. Click Next.



12. Click Finish. (Installation complete)



### **Using ABCD**

 Go to your destination folder>ABCD> double click ABCD\_start. (the following screen will be promoted)

চিষ্ট বায়াশ্লো 🚺 English			Î		
ABCD × +					
🗲 🕙 localhost:9090/index.php	V C Q Search	☆自	+ 1	9	=
ABCD					
Independent University Library					
	User ID				
	abcd				
	Password				
	Change password				
	Language English				
	Open in new window				
	Enter 🚭				
ABCD 1.3 2013 ICCI http://www.iccisis.org					S-OMS
				741	
			🐱 🚮 🛛	6/1	2015

Alternative accessing: Go to any browser and type localhost:9090 and press Enter

2. Use your **User name** and **Password** (Default **User Name: abcd, Password: adm).** (You will be promoted following screen)

	inglish 👻 🛛 🔍	English 🗕 🎽 😡 🥔 🕼 🛈	
( ) Socialhost:9090/central/common/ini	cie.php	▼ C Search	☆ 🔒 🖡 🎓 ອ 🗏
ABCD Independent University Library			System Administrator, adm     [loqout]
Home - Cataloguing			Language: Ergish 💌 Module
Database	Select:	Data entry	
	G Statistics	Reports	
	Update database definitions	Utilities	
	Configure the Z39.50 client		
Administration	Create database	Users administration	
	Reset last inventory number (copies database)	Translate messages and help pages	
ABCD 1.3 2013 ICCI http://www.iccisis.org			EREME - OPAS - ONS
🚱 🖉 🚞 🝳 🔮			- <b>₩ 📅 🔀</b> 7:04 PM 6/1/2015

## **Administration:**

**User Administration** 



Click **User Administration** and you will be promoted following screen. Here you can see different the library operators. You can also create new administrator by clicking **Create**.

C	6	শ বায়াল্লো 🔼	English	EX S English - Y O O O	
	BCD	× (+			
( <del>(</del>	) 🕙 localhost:9090/central/d	ataentry/brows	e.php?base=acces	&modulo=loan&from=1 VC Q Search	
А	BCD			System Administra	tor, adm     <u>[logout]</u>
	Independer	ntUniversity	Library		
_		100		Create Rack	
A	dministration (acces)	Show del			
	Name of user	Login	Password	Profile Valid until	
1/9	System Administrator	abcd	adm	System Administrator (adm)	😰 🔍 😳
2/9	Database Administrator	abcd	dbadm	Database administratorDatabase Operators (dbadmdboper)	2 🔍 🖸
3/9	Database Operator	abcd	dboper	Dinabase Operators (dboper)	200
6/9	cepal mono	cepal	cepal	Monografías Cepal (cepalmono) 30/11/2010	200
9/9	Prestamista	scrooge	1	Loan Operator (loanoper)	2 0 0
				« First « Previous » Next	« Last
A	BCD 1.3				1 cobs
20 ht	013 ICCI tp://www.iccisis.org				
					BIREME . OPAS . OMS
	<b>(2)</b>	0		- 4	7:08 PM

# Cataloguing

#### **Creating New Database:**

- 1. Click Administration> Create Database
- 2. Write Database Name (Book), Description (Book) and Create from (any existing database like MARC or New Database, if you are competent)> click Continue.



#### 3. Database creation confirmation will be shown as follows:



Your database is created.

Now go back to your home screen by clicking **Go Back** Button

#### Adding Record to new Database

Select your database Book from Database Pane and click Data Entry as below window

1. Select your newly created **Database** name and click **Data Entry.** 

	nglish 🔹 🗐 🤍	English 🛋 🖞 🐼 🖉 🕢	
Control Control Common/inicio.php	?reinicio=s	▼ C Q Search	☆ 🔒 🖡 🎓 🗩 🚍
ABCD Independent University Library			System Administrator, adm     <u>floqout</u> ]
Home - Cataloguing           0         help         edit help file         Script: homepage.php			Language: English 💌 Module
Database	Select: Book Cepai Acquisitions, Copies Providers Suggestions (Acquisitions) Purchase Orders Patrons Loanobjects Transactions Loans Suspensions DC repository. Book Book	Data entry Reports Willifies	
Administration	Create database Create database Reset last inventory number (copies database)	Users administration Translate messages and help pages	
ABCD 1.3 2013 ICCI http://www.icciais.org			BIREME - OPAS - OMS
🚱 🖉 🚞 💽 🔮			- 🔩 📅 💽 7:18 PM 6/1/2015

2. Click New Record

জ্ঞি বাযাল্লো 🔼 English 🗸 🗉 🛪	a English - 2 0 /2 0 0	
ABCD. × +		
Control (Control / Control / Contro	V C Search	☆ 🖻 🖡 🎓 😕 🚍
ABCD Independent University Library		System Administrator,   adm   [logout] Module: Cesslogung • Language: English • Database: Book •
go to record:	Default va 🖃 🛋 🔀 🛃	Display formati Formato completo 💌 Worksheet:
CISIS version: http	Database: book Last MFN: ://localhost:9090/cgi-bin/wxis.exe	
ABCD 1.3 2013 ICCI http://www.iccisis.org		BIREME - OPAS - OMS
📀 🤌 🚞 🔍 🕑 🖳		<ul> <li>▲</li> <li>▲</li> <li>♦</li> <li>♦</li></ul>

3. Click Textual material (Book)

জ্ঞি বায়ান্ধে 🚺 English	💌 🖃 🗶 🔤 🔍 English 💻 👔 📿 🧔	0
ABCD × +		
🗲 🕙 localhost:9090/central/dataentry/inicio_main.php		☆ 🔒 🖡 🔗 🗏
		System Administrator,   adm   [logout] Module: Cataloguing Language: English Database: Book
go to record:	🔩 🔃 📑 Default val 🗸 🚊 📈 🗿 🛃	Display format: Formato completo -
Help Edit help Script: typeofrecs.php		
	Record type	
	Textual material (Book)	
	Thesis/Dissertation	
	Electronic Resource (Computer file)	
	Cartographic material	
	Continuos resource (Journal article)	
	Kit - Two or more types published together)	
	Mixed Material - Various types	
javascript:top.wks='BK_a_LI.fmt a m Textual material (Book) 3006	[3007';top.Menu('crear')	
🚱 🖉 🧮 🔉 🔞 🦉		▲ 🎝 🔀 7:22 PM 6/1/2015

Fill the essential following MARC rule.
 For example: *Leader* (Tag 3005-n, 3006-a, 3007-m, 3017-#, 3018-a)

জ্ঞি বায়ান্নো 🔼 Engl	ish 🚽 🖃 🔭	I English	¥ 0 /0 0 0	
ABCD × +				
🗲 🕙 localhost:9090/central/dataentry/inicio_main.	shp	⇒ G	Q. Search	☆ 🔒 🖡 伦 🗏
ABCD Independent University Library				System Administrator,   adm   [loqout] Module: Catelogung Language: English Database: Book
go to record:	🕻 🖧 🏄 🔛 📷 Defau	ult ve 🖬 💷 🏹	9 🐔	Display format: Formato comple - Worksheet:
help edit help file Script fmt.php			<u>×</u>	
New. Data entry Worksheet (FMT): (BK_a_LI.fmt) Expand/ Leader       Record status (3005)         Type of record (3006)       Bibliographic level (3007)         Encoding level (3017)       Descriptive cataloging form (301         1       Control number         3       Control number         5       Date and Time of Latest Transaction         8           Fixed-Length Data Elements       lyymmidds         9       General Info         10       Main entry         11       Title and Title-Related Fields         12       Series Statements and Holes         13       Series Statements and Holes	Collapse worksheet sections		v t C	E
🚱 😂 🔚 🔍 🕹				▲ 10 1:23 PM 6/1/2015

Fixed-Length Data Elements (lick the + sign and you will see data entry window)

ABCD - Mozilla Firefox		
Iocalhost:9090/central/dataentry/ca Help Edit help Script campofijo.	mpofijo.php?formato=a bk_8.fdt&base=book&Tag=tag8&tm= iho	
language material. (a)	bk_8.fdt	
00-05 Date entered on file	150601	
06-06 Type of date/Pub	Single known date/probable date (s) 💽 🕑 ℃	
07-10 Date 1		
11-14 Date 2		
15-17 Place of pub/prod/exec	Bangladesh (bg)	
18-21 Illustrations	No illustrations (#) Illustrations (a) Maps (b)	
22-22 Target audience	Adult (e) 💌 🖭 😋	
23-23 Form of item	Regular print reproduction (eye-readable print) (r) 💌 🕈 😋	
24-27 Nature of contents	Not specified (#) Abstracts/Summaries (a) Bibliographies (b)	
28-28 Gov. pubs	Not a government publication (#)	
29-29 Conference	Not a conference publication (0) 💌 🗷 😋	
30-30 Festschrift	Not a festschrift (0) 💌 🗷 ℃	
31-31 Index	Index present (1)	

General Info: Tag 20-ISBN, 41-eng/ben, 90-call no,cutter figure, year)

+ Ge	neral Info			
20 +	ISBN	^a9840513710	-	
40 +	Cataloging Source		-	
41 +	Language Code	^aeng	-	
44 +	Country of Publishing/Producing Entity Code	,	-	
82 +	Dewey Decimal Classification Numbe	^a954.92	-	
90 +	Local call number	^a952.92^bK45d^c1996	-	
? Local o	call number(90) ^a952.92^bK45d^c1996	•		
1	1 Indicator 1			
2	2 Indicator 2			
a 🕶	a Classification number	952.92 add 💌 🗶		
<b>b</b> <sup>▲</sup> ▼	b Cutter code	K45d add 💌 🗶		
_ • ◄	c Edition/year	1996 add 💌 🗶		
d 🕈 🔻	d Additional information	add 💌 🗶		
Accept Update Cancel				
ABCD 1.3 2013 ICCI http://www.iccisis.org				

#### Main entry (Use the first author name in Tag 100)

1dicator 1			
	- + C		
ndicator 2	▼ E C		
fersonal name	Khan	add	×
lumeration		add	×
itles and words associated with a name		add	▼ X
lates associated with a name		add	××
uller form of name	Akbar Ali	add	××
	dicator 2 ersonal name umeration lites and words associated with a name ates associated with a name uller form of name	dicator 2.  ersonal name Khan umeration  itles and words associated with a name ates associated with a name uller form of name Akbar Ali	dicator 2     Image: Constraint of add       ersonal name     Khan     add       umeration     add     add       titles and words associated with a name     add     add       ates associated with a name     add     add       uiller form of name     Akbar Alii     add

#### **Title and Title-Related Fields**

(Tag 245- Title, 250-Edition, 260-Imprint: Place, Pub, Year)

and the second second	किन्द्रे वींशारद्वा 🚺 Englis	h 🗸 E 🛪 🔍 English 👝 🖄 🐼 🖉 🛞	
ABCD	× \ +		
🕹 ABCD - Mozi	illa Firefox		
Iocalhost:90	J90/central/dataentry/campos.php		
	neip Script: campos.pnp		
Publicati	ion, Distribution, etc. (Imprint)(260)		
		×.	
1	1 Indicator 1		
2	2 Indicator 2	<b>D E C</b>	
.* • 👌	a Place of publication, distribution, etc.	Dhaka	add 💌 🗵
•* - 🔊	b Name of publisher, distributor, etc.	The University Press Ltd.	add 💌 🗶
.▲ ▼	c Date of meeting	2005	add 💌 🗶
ABCD 1.3 2013 ICCI http://www.ie	ccisis.org		BIRENE - DPAS - DMS
E Series Si	tatements and liotes		
	tatements and Notes ry entries		
t Series Si t Secunda t Electroni	tatements and Notes ry entries ic Location and Access		
€ Series Si € Secunda € Electroni	tatements and Notes ry entries ic Location and Access		

#### Secondary entries

If there are more than one author, use second, third ... author in 700 Tag like as 100.

#### Finally click Save.

#### Adding item to Loan object:

- 1. Select Catalogue> Data Entry> Go to specific record.
- Click Add Copies>(Write Inventory Number i.e Barcode/Accession number, and other information like Main Library, Acquisition Type and Date Acquisition)> Select Verified, stamped, in Process in tech. Office > Click Update
- 3. Go back> Click Add to Loan Object>Select (2) Add to Loan Object>Select type of Object>Click Update.

### **Circulation:**

#### **Administration> Configuration:**

- 1. Loan Policy> Source Database> Select the Database you want to loan>Click Continue
- 2. Loan Policy> Borrowers Type, Description, Number of allowed loans (e.g st-Student, te-Teacher etc., 5)> Click Update
- 3. Loan Policy> Item Loan policy (Here you have to mention what type of materials can be borrowed by a user, how long can he/she keep a book, what will be the fine etc.)>Click Update.
- 4. Loan Policy> Item Types (B-Books, V-Videos and so on)> Click Update
- 5. Loan Policy> Set currency, Library opening hour etc. > Click Update.

#### Databases:

- 1. **Databases**> **Borrowers** (Here you will find list of all borrowers of your library.
- 2. If you want to add new borrowers click Create>Fill appropriate information especially User Type, Sex, Expiration Date, Name, ID, Barcode (also ID), Address, upload photo and click Save Record.

#### Transaction

#### Loan/Borrow

Transaction> Click Lend> Write/Select Accession Number and Borrower Number>Click Lend or Press Enter.

#### Loan/Borrow

ABCD		System Administrator, adm   (demo_copies)   [logout]
Lend		MENU   Lend   Renew   Return   Reserve   Suspend/Fines Borrower statement   Item statement   History of a borrower
Help Edit help Script: prestar.	php	
Accession number	List	
Borrower number	S List	
Comments		Lend
Please supply the required dat	ta. To continue, click on <i>[Lend]</i> or press [Enter]	
ABCD 1.4 (2015-03-05) 2010 BIREME - Centro Latino Arr http://www.bireme.br http://abcdwiki.net	nericano e do Caribe de Informação em Ciências da Saúde	BIREME - OPAS - OMS

#### **Book Renew**

Put the Accession Number in the box and click Renew

ABCD	System Administrator, adm   (demo_copies)   [ <u>logout]</u>
Renew	MENU   Lend   Renew   Return   Reserve   Suspend/Fines Borrower statement   Item statement   History of a borrower
Help Edit help file Script: renovar.php	
Accession number List Renew Please supply the required data. To continue, click on <i>[Renew]</i> or press [Enter]	



#### **Book Return:**

Put the Accession Number in the box and click Return

ABCD	System Administrator, adm   (demo_copies)   [ <u>logout]</u>
Return	MENU   Lend   Renew   Return   Reserve   Suspend/Fines Borrower statement   Item statement   History of a borrower
10 Help Help Edit help Script: devolver.php	
Return date 06/06/2015 (DD/MM/YYYY)	
Accession number	
Please supply the required data. To continue, click on [Return] or press [Enter]	

