

User Manual
ABCD- Integrated Library System

Prepared By

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Plot-16, Block-B

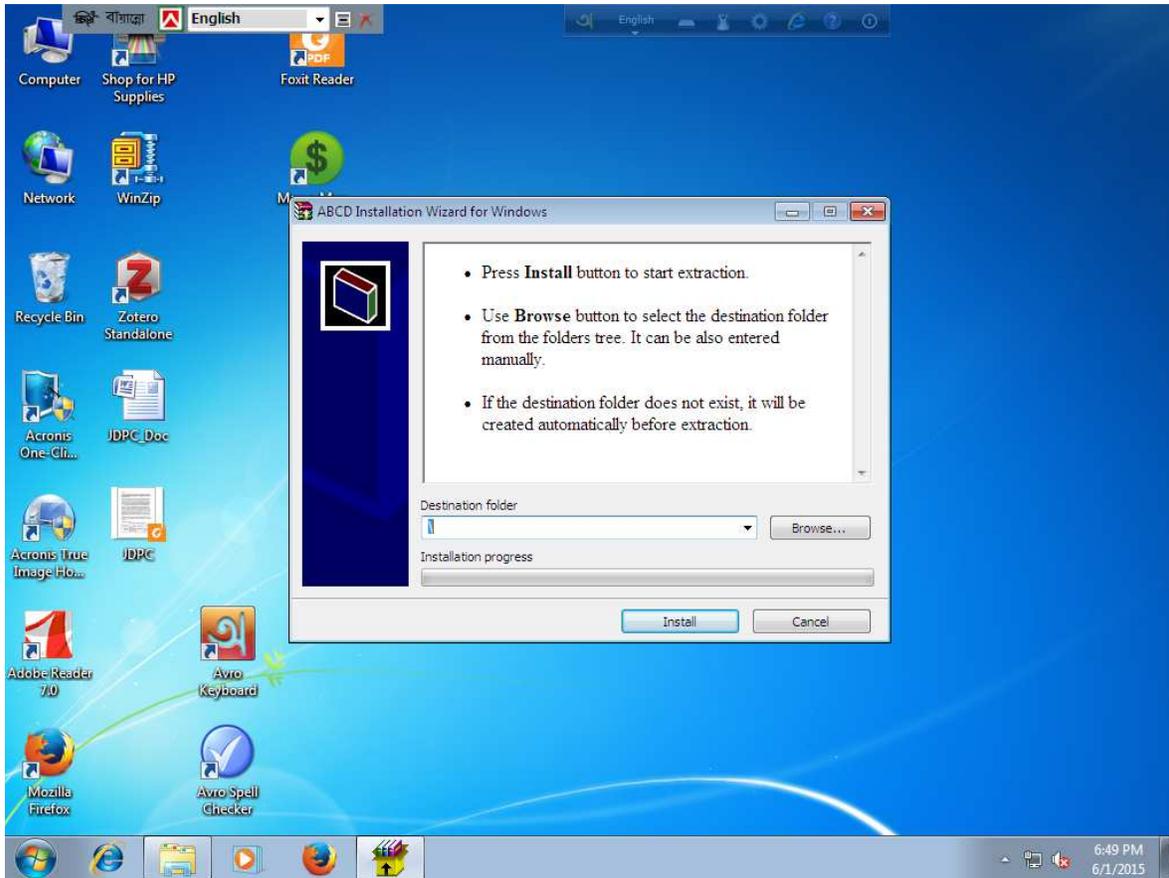
Bashundhara, Dhaka

Email: himalsagor@yahoo.com

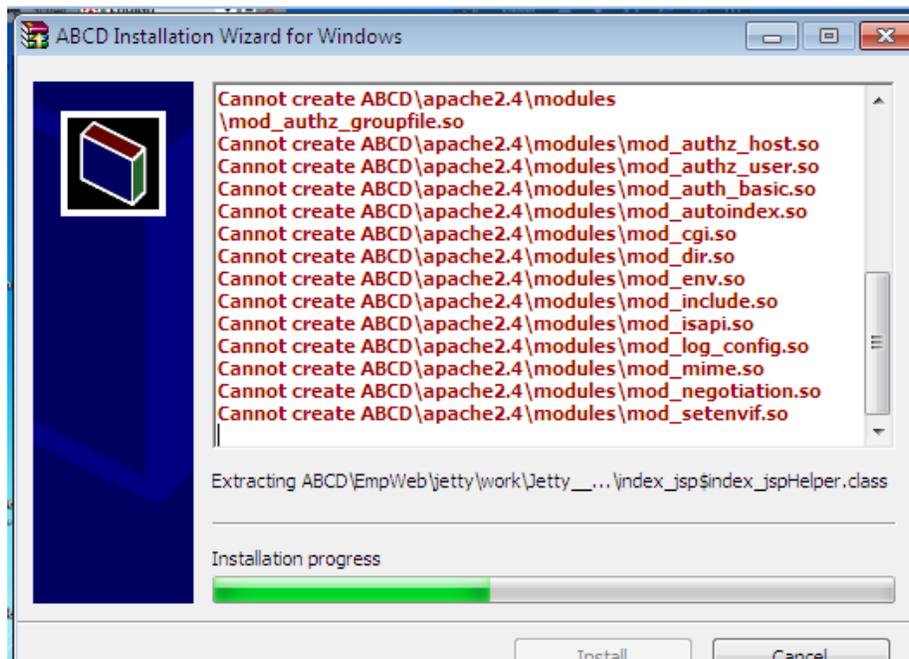
Cell: +8801819517595, +8801552445348

ABCD Installation (Windows)

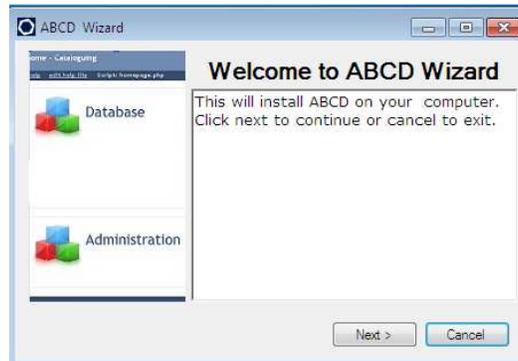
1. Insert the CD in CD Drive and double click **ABCD Installation Wizard for Windows**.
2. Select the destination folder like \ (default C) and click **Install**.



3. Follow the on screen progress.



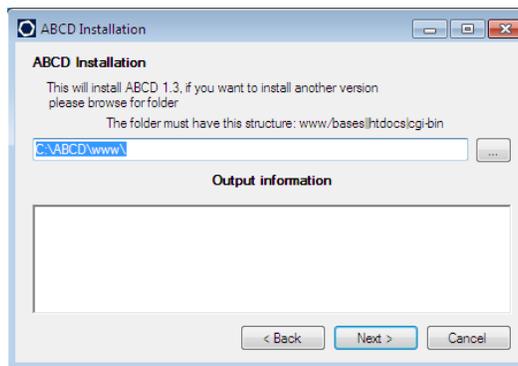
4. Click **Next**.



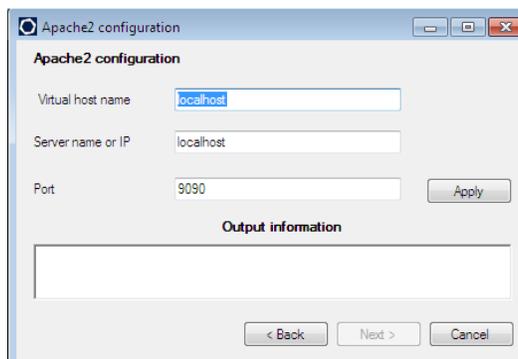
5. Select **I accept the agreement** and click **Next**.



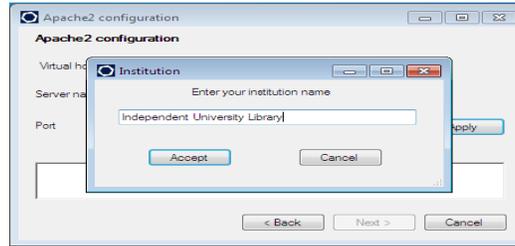
6. Click **Next**.



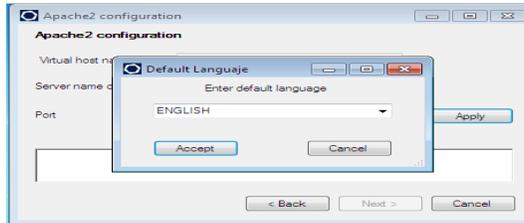
7. Click **Apply**.



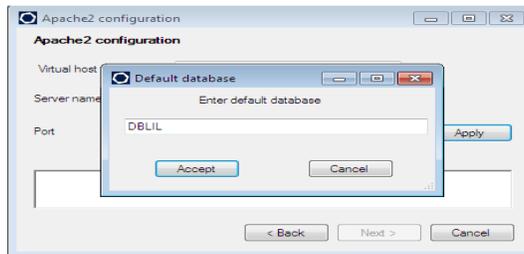
8. Write your **Institution name** and click **Accept**.



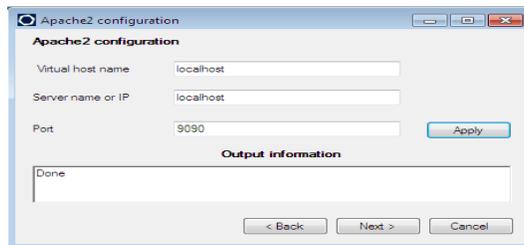
9. Click **Accept**.



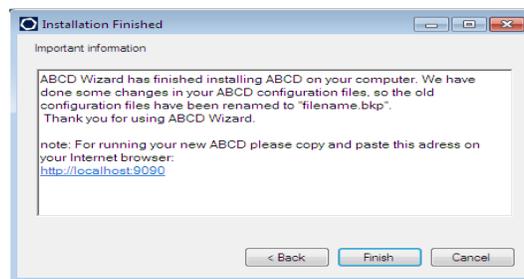
10. Click **Accept**.



11. Click **Next**.

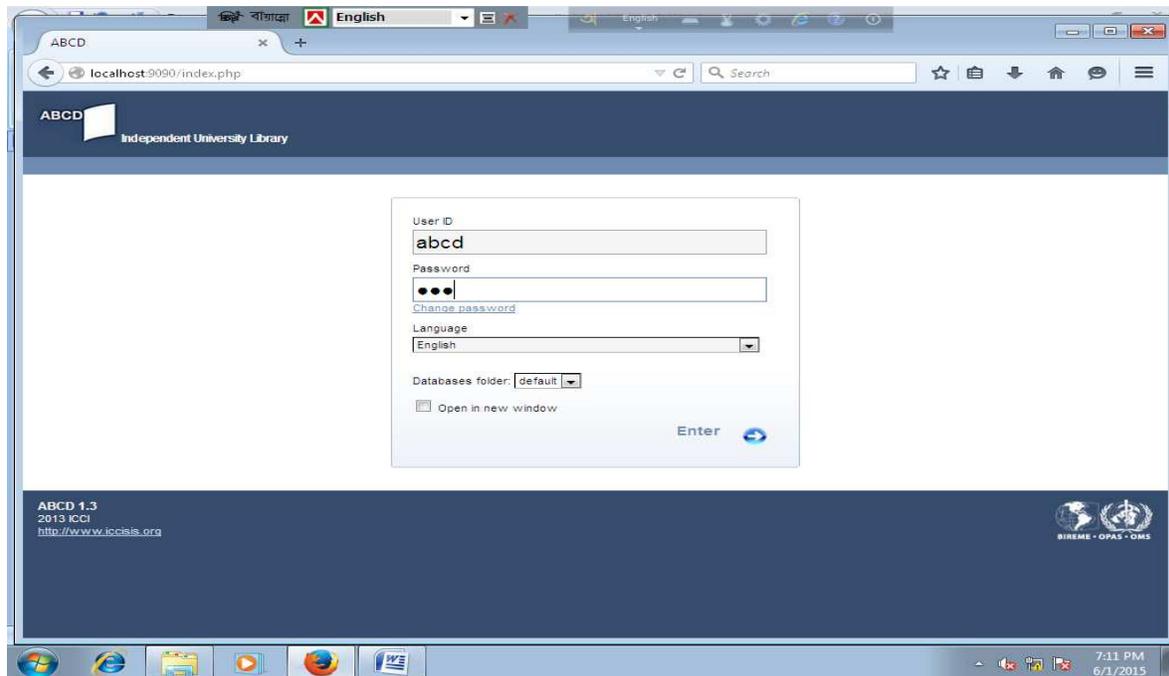


12. Click **Finish**. (Installation complete)



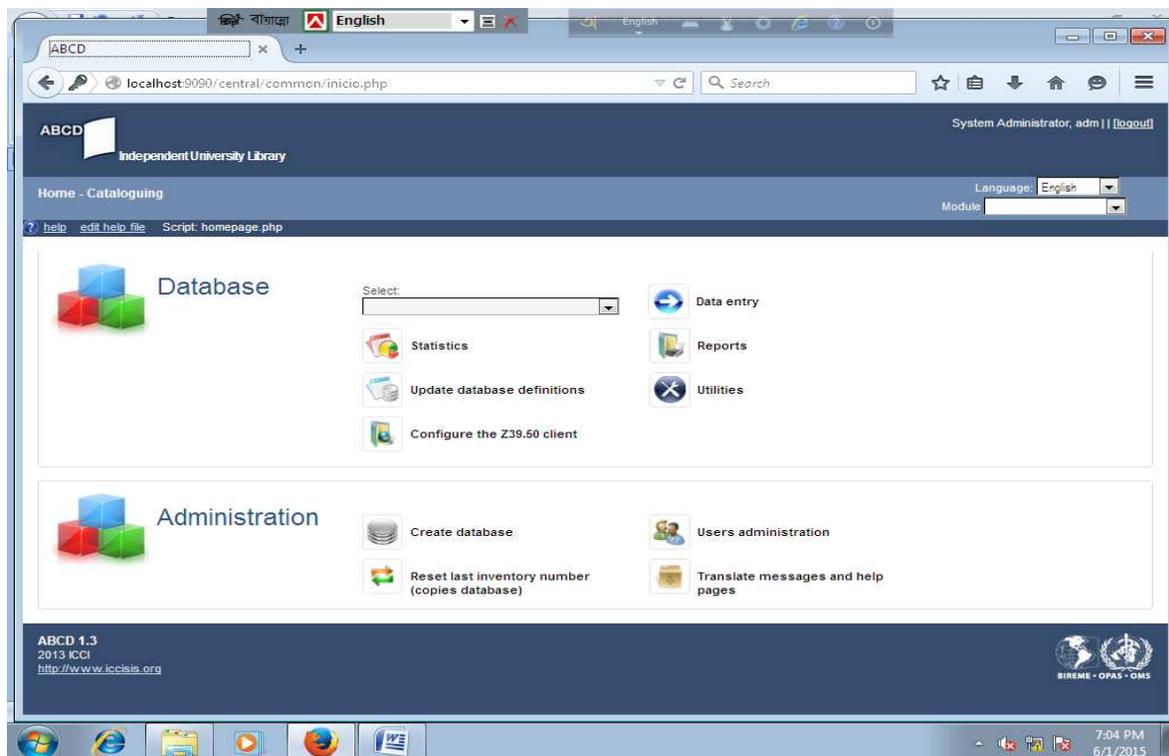
Using ABCD

1. Go to your **destination folder>ABCD>** double click **ABCD_start**. (the following screen will be promoted)



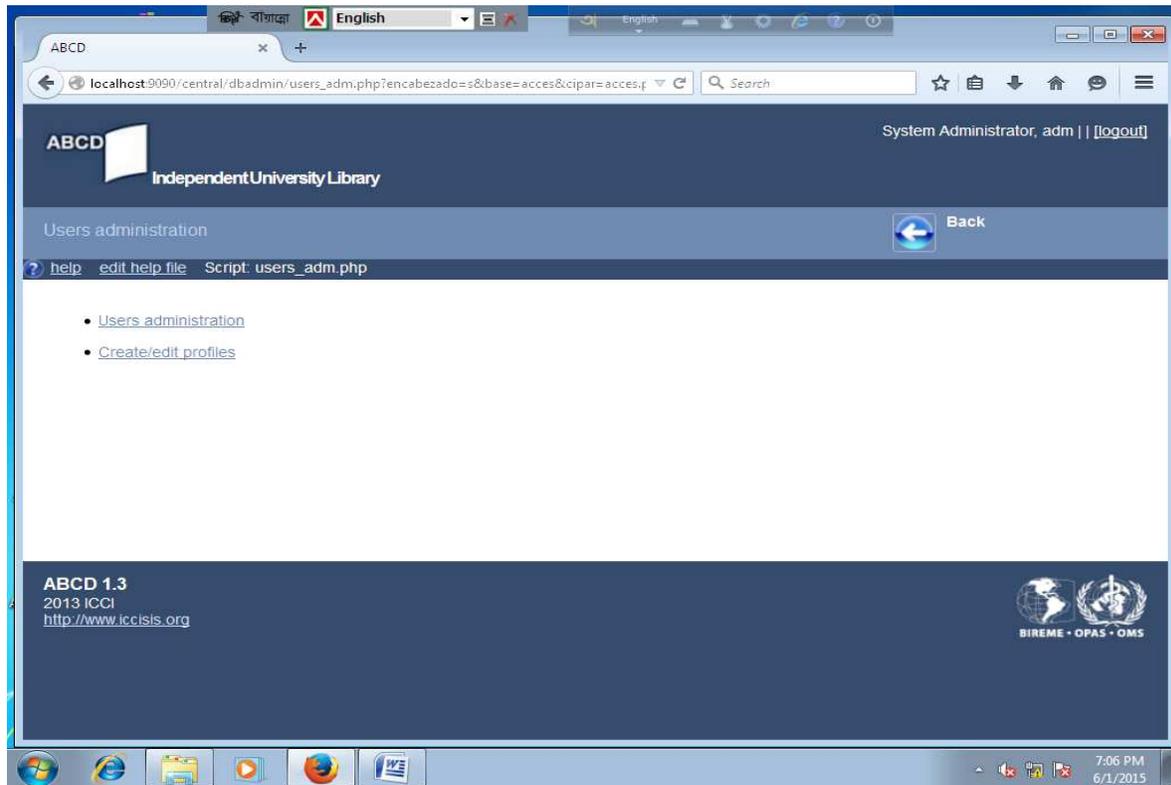
Alternative accessing: Go to any browser and type **localhost:9090** and press **Enter**

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

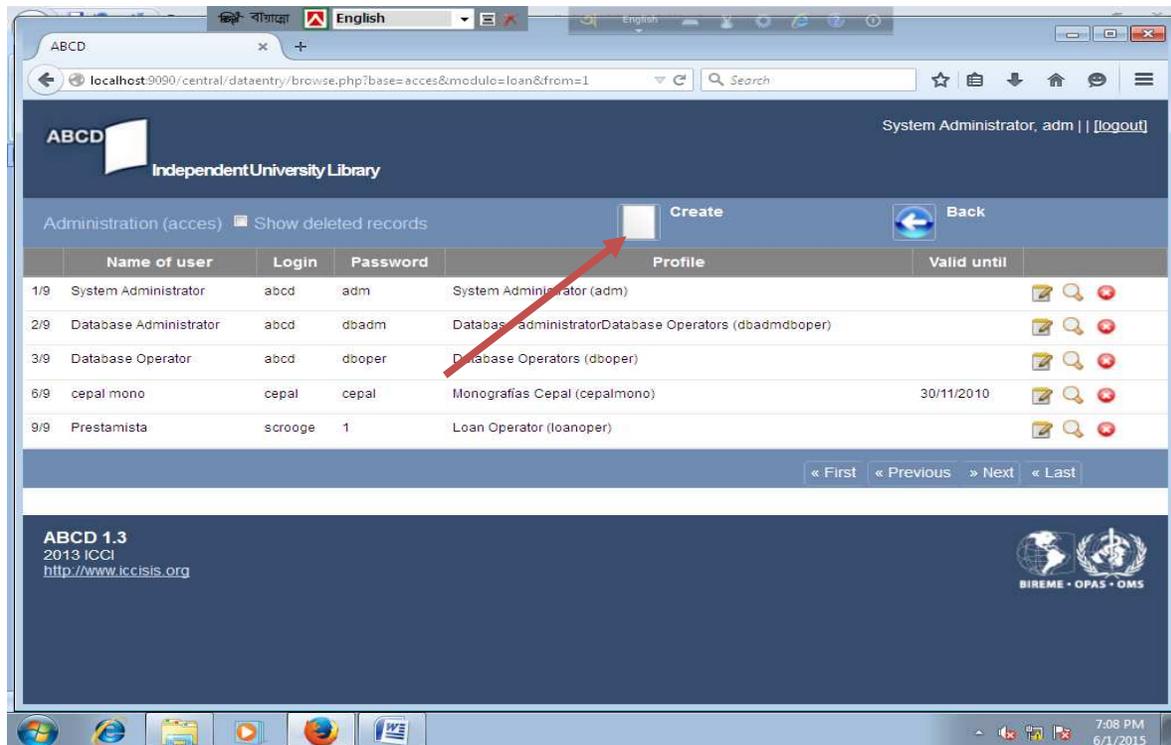


Administration:

User Administration



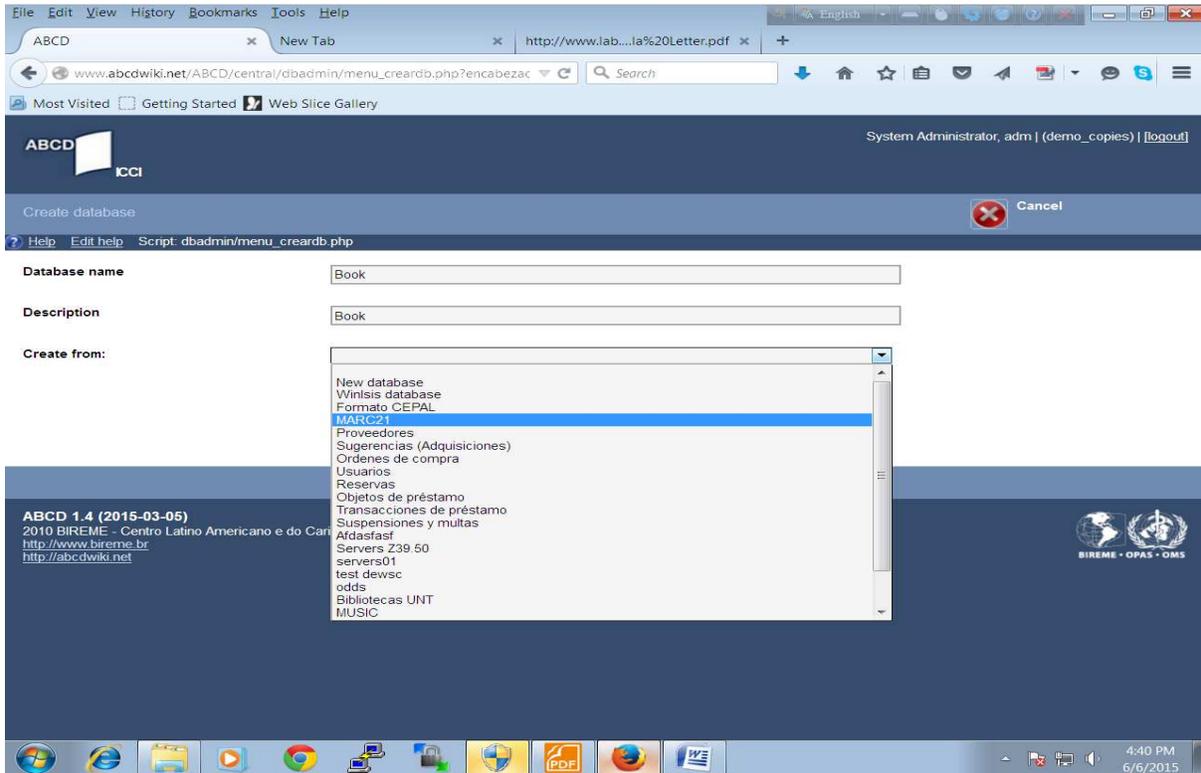
Click **User Administration** and you will be promoted following screen. Here you can see different the library operators. You can also create new administrator by clicking **Create**.



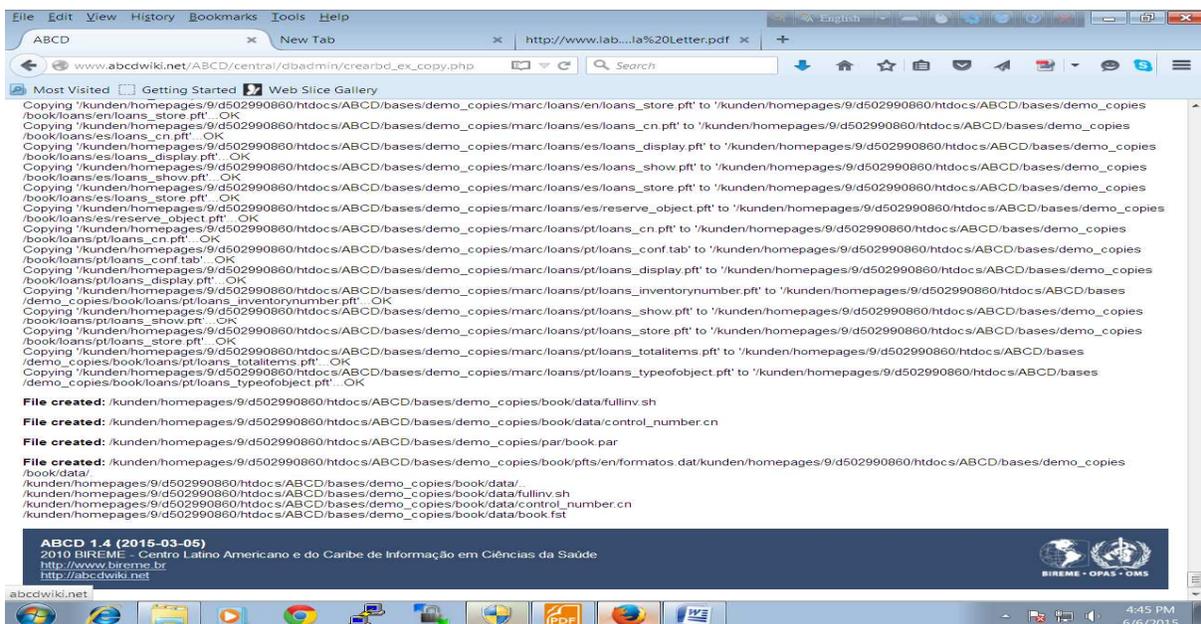
Cataloguing

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:



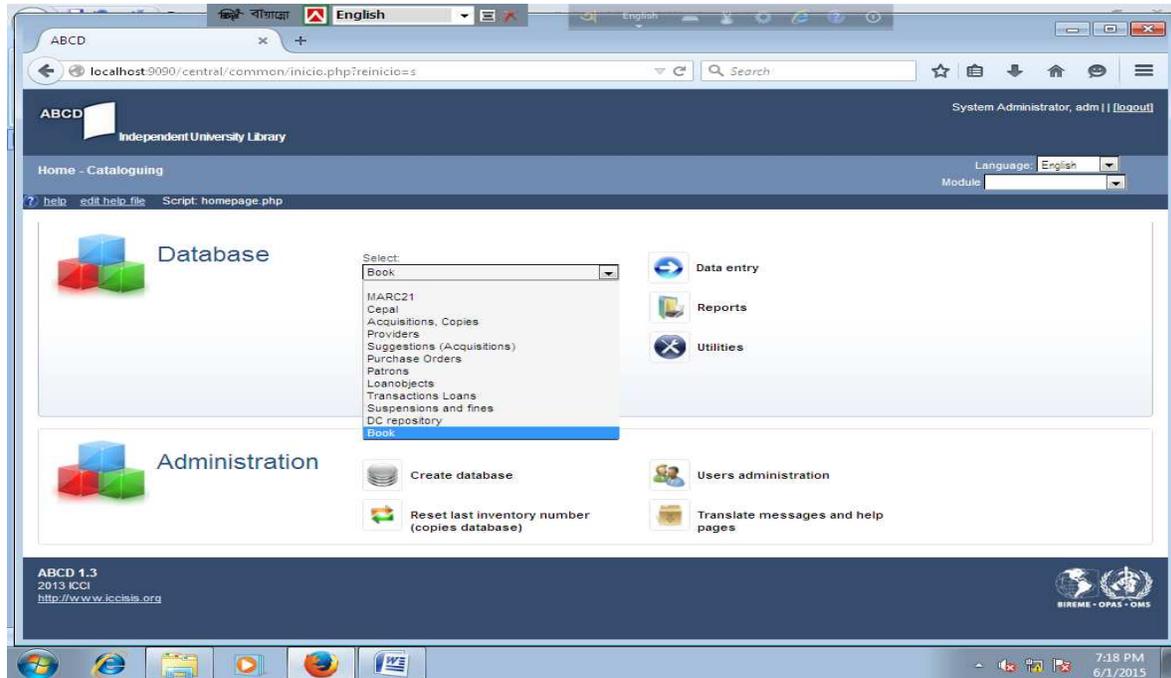
Your database is created.

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

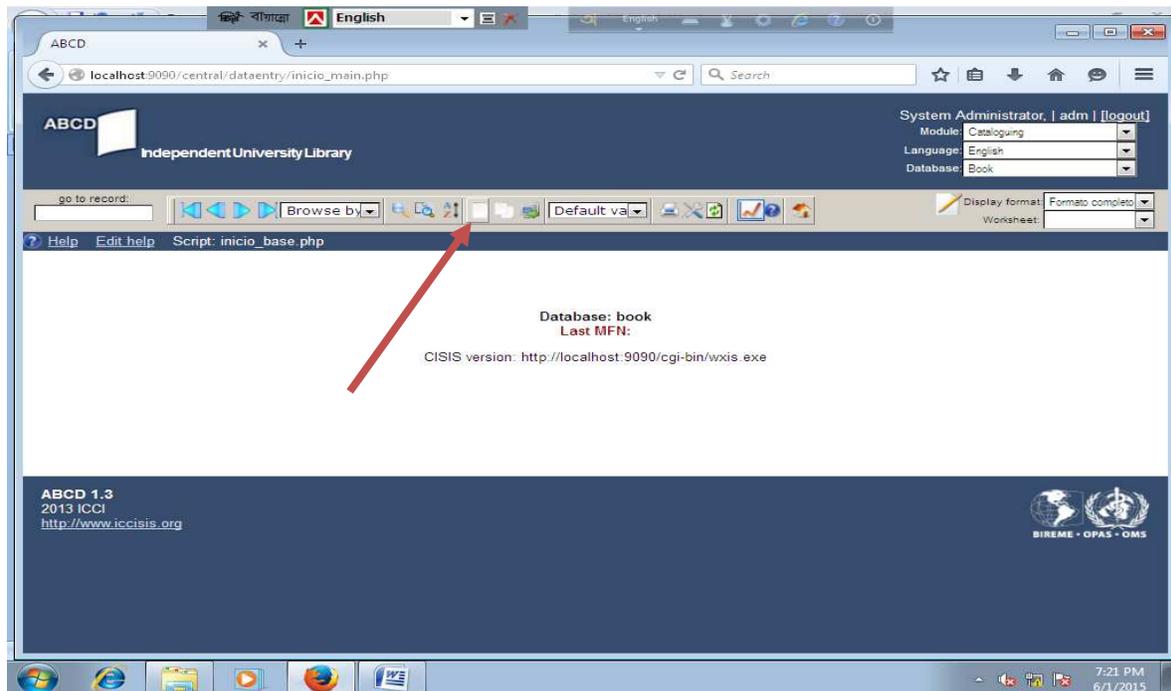
Adding Record to new Database

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

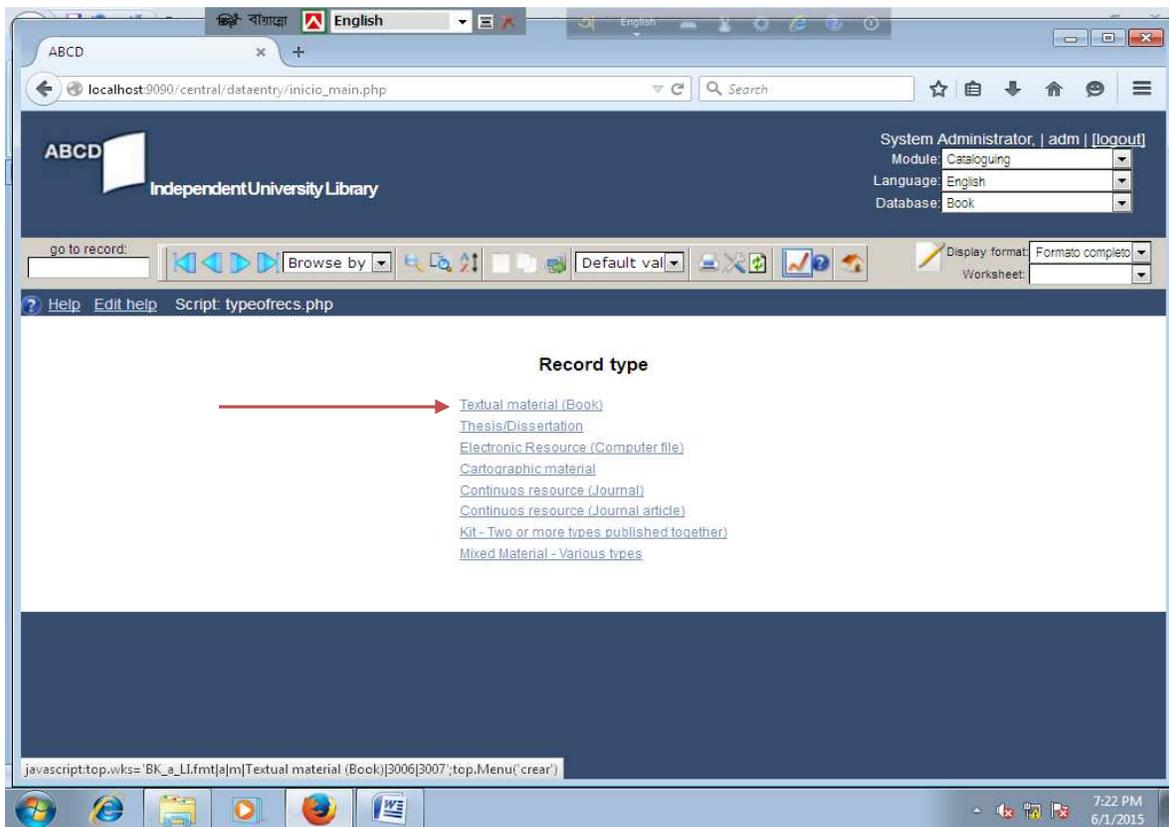
1. Select your newly created **Database** name and click **Data Entry**.



2. Click **New Record**

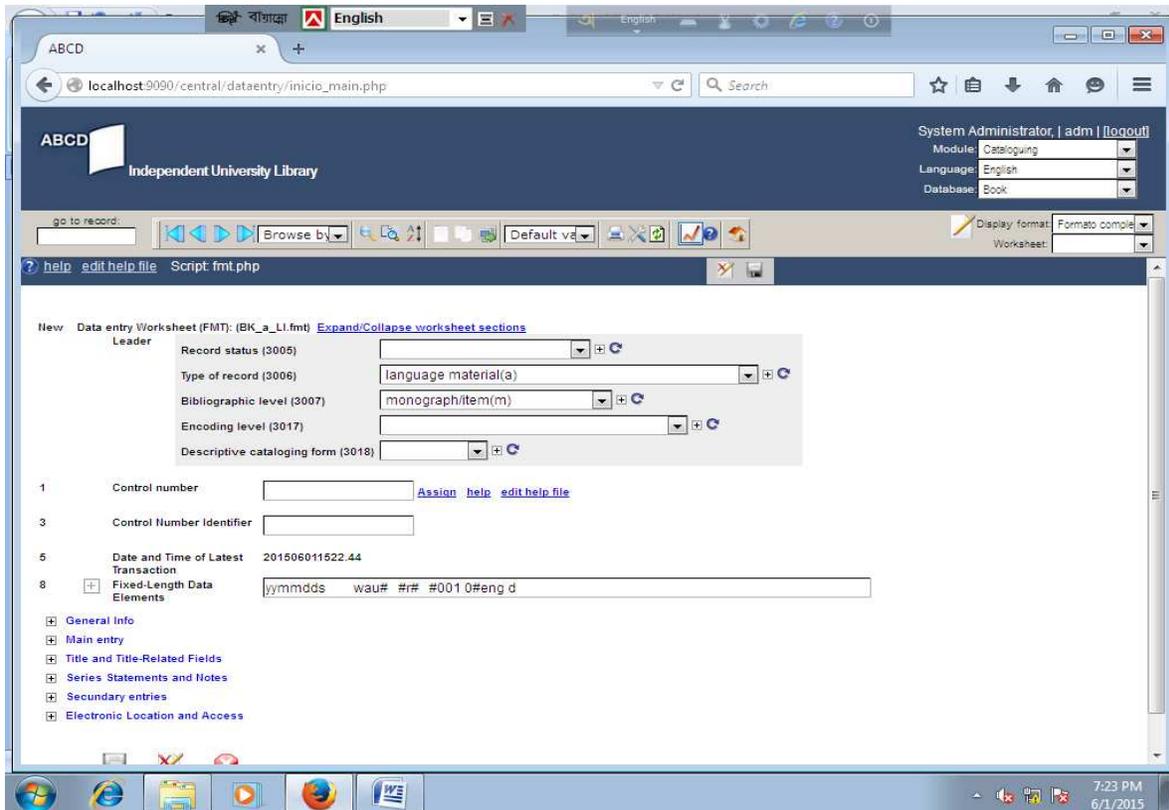


3. Click [Textual material \(Book\)](#)



4. Fill the essential following MARC rule.

For example: **Leader** (Tag 3005-n, 3006-a, 3007-m, 3017-#, 3018-a)



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

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

+ General Info		
20	ISBN	<input type="text" value="^a9840513710"/>
40	Cataloging Source	<input type="text"/>
41	Language Code	<input type="text" value="^aeng"/>
44	Country of Publishing/Producing Entity Code	<input type="text"/>
82	Dewey Decimal Classification Number	<input type="text" value="^a954.92"/>
90	Local call number	<input type="text" value="^a952.92^bK45d^c1996"/>

Local call number(90)

1	1 Indicator 1	<input type="text"/>	<input type="button" value="add"/>	<input type="button" value="X"/>
2	2 Indicator 2	<input type="text"/>	<input type="button" value="add"/>	<input type="button" value="X"/>
a	a Classification number	<input type="text" value="952.92"/>	<input type="button" value="add"/>	<input type="button" value="X"/>
b	b Cutter code	<input type="text" value="K45d"/>	<input type="button" value="add"/>	<input type="button" value="X"/>
c	c Edition/year	<input type="text" value="1996"/>	<input type="button" value="add"/>	<input type="button" value="X"/>
d	d Additional information	<input type="text"/>	<input type="button" value="add"/>	<input type="button" value="X"/>

ABCD 1.3
 2013 ICCI
<http://www.iccisis.org>

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

ABCD - Mozilla Firefox
localhost:9090/central/dataentry/campos.php
Script: campos.php

Personal Name(100)
%akhan%qAkbar Ali

1 Indicator 1
2 Indicator 2

a Personal name: Khan
b Numeration
c Titles and words associated with a name
d Dates associated with a name
q Fuller form of name: Akbar Ali

Accept Update Cancel

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Title and Title-Related Fields

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

ABCD - Mozilla Firefox
localhost:9090/central/dataentry/campos.php
Script: campos.php

Publication, Distribution, etc. (Imprint)(260)

1 Indicator 1
2 Indicator 2

a Place of publication, distribution, etc.: Dhaka
b Name of publisher, distributor, etc.: The University Press Ltd.
c Date of meeting: 2005

Accept Update Cancel

ABCD 1.3
2013 ICCI
<http://www.iccisis.org>
BIREME • OPAS • OMS

Series Statements and Notes
Secondary entries
Electronic Location and Access

7:40 PM
6/1/2013

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**.
2. 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

The screenshot displays the ABCD library system interface. At the top left is the ABCD logo with 'ICCI' below it. At the top right, it shows 'System Administrator, adm | (demo_copies) | [logout]'. Below the header is a navigation bar with 'Lend' selected and other options: 'MENU | Lend | Renew | Return | Reserve | Suspend/Fines | Borrower statement | Item statement | History of a borrower'. A secondary navigation bar contains 'Help', 'Edit help', and 'Script: prestar.php'. The main form area has three input fields: 'Accession number' with a 'List' button, 'Borrower number' with a 'List' button, and 'Comments' with a 'Lend' button. A message at the bottom of the form reads: 'Please supply the required data. To continue, click on [Lend] or press [Enter]'. The footer contains version information: 'ABCD 1.4 (2015-03-05)', contact details for BIREME, and logos for BIREME, OPAS, and OMS.

Book Renew

Put the **Accession Number** in the box and click **Renew**

The screenshot shows the 'Renew' page of the ABCD ICCI system. At the top left is the ABCD ICCI logo. At the top right, it says 'System Administrator, adm | (demo_copies) | [logout](#)'. Below the logo is the text 'Renew'. To the right of 'Renew' is a menu: 'MENU | Lend | Renew | Return | Reserve | Suspend/Fines | Borrower statement | Item statement | History of a borrower'. Below the menu is a navigation bar with 'Help', 'Edit help file', and 'Script: renovar.php'. The main form area has an 'Accession number' label followed by a text input field. To the right of the input field are 'List' and 'Renew' buttons. Below the input field is a message: 'Please supply the required data. To continue, click on */Renew* or press [Enter]'. At the bottom of the page is a footer with the text 'ABCD 1.4 (2015-03-05)', '2010 BIREME - Centro Latino Americano e do Caribe de Informação em Ciências da Saúde', and two URLs: 'http://www.bireme.br' and 'http://abcdwiki.net'. To the right of the footer are the BIREME, OPAS, and OMS logos.

Book Return:

Put the **Accession Number** in the box and click **Return**

The screenshot shows the 'Return' page of the ABCD ICCI system. At the top left is the ABCD ICCI logo. At the top right, it says 'System Administrator, adm | (demo_copies) | [logout](#)'. Below the logo is the text 'Return'. To the right of 'Return' is a menu: 'MENU | Lend | Renew | Return | Reserve | Suspend/Fines | Borrower statement | Item statement | History of a borrower'. Below the menu is a navigation bar with 'Help', 'Help', 'Edit help', and 'Script: devolver.php'. The main form area has a 'Return date' label followed by a date input field containing '06/06/2015' and '(DD/MM/YYYY)'. Below the date field is an 'Accession number' label followed by a text input field. To the right of the input field are 'List' and 'Return' buttons. Below the input field is a message: 'Please supply the required data. To continue, click on */Return* or press [Enter]'. At the bottom of the page is a footer with the text 'ABCD 1.4 (2015-03-05)', '2010 BIREME - Centro Latino Americano e do Caribe de Informação em Ciências da Saúde', and two URLs: 'http://www.bireme.br' and 'http://abcdwiki.net'. To the right of the footer are the BIREME, OPAS, and OMS logos.