

General Features of LiBSUITE[®] Educational



Designed for Educational organization by considering all the needs & requirements of the library.

Easy Graphical user interface for facilitating the work. Includes different modules like cataloguing, circulation, queries, serial control, Naac Reports, setup, Housekeeping for managing the Library.

Support for Multiple user defined media.(e.g. Books, Cd's, Periodicals, Video cassettes etc.)

Designed for Managing the multiple users

Powerful search facility for finding the documents.

Easy Installation procedure.

LiBSUITE[®] Educational contains modules like cataloguing, circulation, queries, serial control, Naac Reports, setup, Housekeeping for managing the Library. It is designed by considering all the needs and requirements of the library. Cataloguing module is for creating the catalogue or database. Circulation module deals with circulation of the documents. Issuing and receiving the documents, placing the reservation all these operations can be done with this module.

LiBSUITE[®] Educational contains the powerful search facility. It includes quick search, standard queries, Advance queries and many more types of queries so that you can get the information very quickly and easily. Periodicals / Journals are handled by the Serial Control module. Managing the subscription renewals, Missing Issues Management is handled under this module. Naac module contains the automated generation of all the information needed for producing a NAAC report. Set up module deals with the various setting of the Software. These options can be set as per individuals requirement. Housekeeping module is used for organizing the

Module wise Features:

• Cataloguing

Customizable Interface - User defined data entry forms or screens.

Easy Data Entry - Configurable for Quick and Detailed cataloguing.

Acc No - Accession Number system user definable

Media - Support for multiple user defined media.

Title - Search the old title of the document. Author- Unlimited number of Authors per document.

Subject - Subject wise classification of the document.

Classification Number - Number assigned to each document on the basis of classification

Sub Media - For further classification of the document

Publisher - Authority file construction for Publisher, Author etc.

Corporate - Incorporation of Corporate Authorship

Keyword - For easy searching of the document.

Cutter - Generated from the author name.

Attributes - Any number attributes can be added.

• Circulation

Classification of Members into Groups - User defined groups possible for Users of the Library

Media Access and Restriction to Groups - Groups restrictions definable for various media types

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Fine Calculation based on profile or cumulative as per latest fine slab - Fine calculations adapt to the Users needs

Trend Analysis by Graphical Statistics as Bar and Pie Charts - Circulation statistics for analyzing peak periods.

History Report of any document - Track the usage of any particular book within the Library

Provision of fine for Damaged and Lost documents - Separate Fines levied for these documents.

Clearance checklist generation and certification to member- Feature useful for students while leaving the library

Circulation Slip Printing - For maintaining hard copy and signed receipt of any transaction

Membership Validation Restriction facility - Membership duration User definable and auto-tracking for expiry

Circulation Operator detail maintenance - Operators log maintenance automatically

Photograph and Signature incorporation for Operator and Members - This allows for easy identification and ensures security

Keyboard or Barcode based interface - Single click interface for Circulation

Issue/ Return or Renewals from single window - The same windows allows for quick and easy Circulation

Single click easy operation using Bar Code Reader - Librarian is Bar Code compatible and hence fast Issues and Return.

Reservations on documents - Reservations on-line for documents from the network.

Queries - various Circulation related Queries for issued & returned document.

Issue List of Any Member - List of documents issued to particular member.

Outstanding Documents - List of all outstanding documents against the particular member.

All Transactions - List of all transactions i.e. returned documents, outstanding documents is displayed.

List All Issue Documents - List of all issued documents is displayed.

Documents Issued/Returned On particular date - List of all issued and returned documents is displayed.

Documents Due as on date - List of Documents which are issued but not returned is displayed.

Overdue documents - List of all overdue documents is displayed.

List of all Transaction between dates - Displays all circulation related transactions between the dates.

Operator based reports - Operator wise report is displayed.

Long Term Issued Documents - List of Documents which are not returned for long time is displayed.

Hourly Report for a day - Displays the hourly report for all circulation related transactions.

Daily Report for a month - Displays the daily report of circulation transaction.

Monthly Report for a year - Displays the monthly report of circulation related transactions.

Best User of the Library - Displays the best user of library.

Frequently Issued Documents - List of all frequently issued documents is displayed.

Documents issued to a Course/Department - Long term issues to departments or faculty

• **Queries**

Keyword - Online list of existing Keywords during search definition

Gui-GUI Interface for Search engine - Quick Search-Quick Search Facility provided on multiple words.

Standard queries - Facility is provided for Standard Queries on all fields

Search refinement - Search refinement within dates to obtain the accurate result.

Advanced Queries - Facility of advance queries new arrivals, c.a.s and s.d.i Services.

Selective Dissemination of Information (s.d.i.) - A List of document is provided to all the members as per their interest.

Current Awareness Services - A List of documents on a particular subject is provided.

Keyword In Context Searches - Keyword facility provided for finding the documents.

Boolean Search facility - Subject wise & language wise Boolean search facility provided for searching the documents.

New Arrivals to the Library - List of documents, which are catalogued recently, is provided.

• Serial Control

Periodicals / Journals are handled by this module. Managing the subscription renewals, Missing Issues, is handled under this module

Kardex-List of Received issues, Expected issues, Missing issues can be obtained from the kardex.

Issues - Periodicals and Journals can be added. Once the Journal or periodical is added you can subscribe it to obtain its issues. You can edit the information about issues. Also you can delete the unwanted periodicals from the list.

Subscribe - Subscription of the periodicals is necessary to obtain its issues. You can add new subscription or renew the subscription. Unwanted subscriptions can be deleted.

Change Frequency - Frequency of the journal can be changed.

Letters - Letters for new subscription, renewal and for issues not received can be generated automatically.

Reports - Various reports like issues received, Missing issues, pending subscriptions, List of subscription etc. all these reports can be obtained.

• Setup

User Logins - Designed to manage the multiple users. Rights of users can be controlled by the administrator login Id and Password can be assigned to each user for security.

Cataloguing Defaults - Various setting related to cataloguing can be set.

Circulation Defaults - Various setting related to circulation can be set.

Member - Defining new member is possible. Subscription of member can be added, edited and deleted.

Operator - New operator for circulation can be defined..

Stop Words - Words, which are eliminated during searching the document, can be defined.

Serial Control - Various settings related to serial control can be set.

Vendor - New vendors can be defined.

Masters - Adding, Editing records in the master tables like media, publisher etc. is possible.

Print Setup - Various printing related options can be adjusted from this option.

• NAAC Reports

Subject List - List of Various subject is displayed.

Collection Report - Graphical representation of Percentage of media.

Member Report - Graphical representation of percentage of member in a group.

Periodical Report-List of periodical report along with their frequency is displayed.

No of documents vs. Year - Year wise graphical representation of documents purchased.

• Housekeeping

Stock Verification - This option helps the user to check the stock from his library. He can enter as well as delete stock and based on the entered stock he can generate various reports

Global Change - Replacing the Old Value with new value for the fields like title, publisher etc. can be done using this option.

User Feedback - Feedback from the user of library can be viewed from this option.

Generate KWIC - This option generates a index of words on which searches are made in the query module.

Clear Log Files - Data after transaction, which is not useful, is stored in log files. This option helps in deleting this log files.

Help - Help is provided to guide the user.



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