

General Features of LiBSUITE® Personal



• Cataloguing

Designed to Work with different media - LiBSUITE® Personal is designed to work with different media's like books, Periodicals, Cd-Rom, Floppies etc. User can define new media according to its requirement.

Accession Number system user definable - Accession number is generated automatically. Still user has Freedom to the Users to follow their own existing system.

Unlimited number of Authors - No limitation on the statement of responsibility or authorship.

Incorporation of Corporate Authorship - Corporate Authors for documents for organizational publications.

Change Accession Number - Generally accession number one's assigned is not changed. But some times it is required to change the accession number. Hence, facility provided for changing the accession number is provided.

Keyword - Keyword facility provided for easy searching of the books.

Purchase Details - Purchase details like vendor, publisher, place can be stored.

Sub-Media - Each media can have multiple sub-media's for further classification.

Series - Series of the book can be assigned to document.

Abstract - Additional note related to document can be stored.

Conversion Rate - Purchase cost in foreign currency can be converted to Rupees.

Actual Cost - Actual purchase cost calculation is done by considering the discount.

Modular interface for cataloguing accession register - Accession Register appears in functionally independent cards or tabs for easy data entry.

User defined data entry forms or screens - Data entry templates are user definable.

Add Copy of document - Another copy of the existing document can be added using this option. Print Catalogue Cards and Labels - Catalogue cards and Labels can be printed.

Print barcodes - Barcode generation facility provided through the software. Holding Status-Media wise, Subject wise, Sub media wise-holding status report can be displayed.

Missing Accession Number - Documents, which are not catalogued, can be searched.

Unique Titles - No of copies for the document can be viewed through his report.

Budget - No. of documents vs. year and utilization of amount of Budget can be viewed.

Library Status - Entire status of the library i.e. Total No. of books, No of books on shelf, No. of books issued is displayed.

• Circulation

Classification of Members into Groups - Members of the library is classified into the groups. Profile for the particular group can be defined.

Front Desk operation Using Member Id/ Name - Front desk operation like Issuing, Returning of the books can be done using either member id or member name.

Photograph of the Member - Photograph of the member immediately appears when member Id/Name is entered.

Outstanding List - All transactions against the particular member are immediately displayed when Member Id/Name is entered.

Documents returned on - Documents returned on a particular day can be searched.

Search If Issued - Document issued to any member can be searched.

Issue List of Any Member - Outstanding documents, overdue documents can be searched. Also all transaction against particular member can be viewed.

List of Currently Issued documents - List of Documents

All Transactions - All transaction related to circulation between two dates can be viewed.

Statistic - Daily, Hourly, Monthly statistical report of the circulation can be obtained.

Frequently Issued Documents - List of Document, which is issued very frequently, can be obtained.

Letters - Various Letters like overdue letter, Members subscriptions letter can be generated automatically.

- **Queries**

Quick Search Facility on multiple words - Easy Search facility either Globally or within attributes

Standard Queries - Search for the document on the basis of various fields like Acc. No., Author, Publisher etc. is possible using Standard Queries.

Search refinement within dates - Narrow down the search criteria within range of dates

Subject wise Boolean Search - Subject wise Boolean search can be done.

Reference Documents - List of all reference documents in the library can be obtained.

Search on status - Search report depending on the status of the document can be obtained.

Search on Cost - Listing of documents depending on their purchase cost can be obtained.

- **Setup**

Consistent Interface - All masters/Authority files have consistent interface.

User Logins - Login Id and password facility provided for security. Login Id and password can be changed.

Media - New media can be added. Media is user definable. Any number of media can be added.

Subject - New subjects related to document can be added. Unwanted records related to subject can be deleted.

Publisher - New record to the publisher can added. You can view all the list of publisher from this option. Also the name of publisher can be changed.

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

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

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

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

Vendor - New vendors can be defined.

Letter - Various Letter format related to cataloguing, circulation, serial control and acquisition can be changed from this option.

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.

- **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

- **Help**

Help is provided to guide the user.



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