

General Features of LIBSUITE[®] Multi location



• Cataloguing

Designed to Work with different media-Libsuite professional 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 - 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.

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

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

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

Add Copy of document - Another copy of the existing document can be added using this option.

Multi-Part Collection Cataloguing - (i.e. Books + CD + Video Cassettes etc.) Extremely relevant for cataloguing software or products supplied on multiple material type.

Print Catalogue Cards and Labels - Catalogue cards and Labels can be printed.

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.

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.

Fine Calculation - Fine calculation is done automatically depending on the delay.

Inter Library Loan - Documents from other library can be received, returned.

Reservation - Document, which is issued to one member, can be reserved by another member. It allows to put many reservations on the same document.

List of Reservations - List of reservation for all the documents can be obtained.

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.

Operator Report - Operator wise Report of circulation can be obtained.

Fine Collection Report - Report of collection of fine is displayed.

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.

Renew Subscription - Subscription of a member can be renewed.

- **Queries**

Quick Search - Document can be searched by Title, Author, Place, Publisher, Keyword and abstract.

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

Advance Queries - Advance queries like new arrivals, C.a.s. services can be done from this option.

Multi part Collection - List on multi part collection can be obtained.

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

Serial Control

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

Issues - Periodicals and Journals can be added from this option. 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.

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

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

Letters - Automatic generation of the letters for new subscriptions, renewal, Issues not received is done from this module.

Bindery - Using this option sieving out the collection of a journal within a specific time period or by volume as per the library policy can be done.

- **Acquisition**

Support for All Media - All Media types supported for Acquisition.

Acquisition Register - New documents, which are to be procured, are added to the acquisition register.

Approval of documents - Approval of documents by vendor wise can be done.

Purchase Order - Purchase order for the approved documents can be made. Changes in the purchase order or canceling the purchase order is possible.

Payment Processing - Various payment processes like accepting invoices, making payment request is possible. Report on payment details is also available.

Posting Documents - Documents, which are procured, can be posted to the Accession Register.

Reports - Various reports on Approved documents, Rejected documents, pending documents, purchase order wise reports are available.

Letters - Automatic generation of letters for approved documents, rejected documents, received document, purchase order is done.

Queries - various Queries on Status of Acquisition are available.

• 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 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.
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 adjusted.

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.

Desktop - Desktop of the application can be changed.

• 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.

• Utilities

Additional facility provided to the user by including the utilities like calculator and calendar.

• Help

Help is provided to guide the user.



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