



Auto Lib - Library Management Software – User Manual

**Auto Lib – Library Management Software
(Version 21.01)**

User Manual

Auto Lib Software Systems

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HOME

Dashboard is displayed on the Home page that represents summary of total collection, transaction details and related module links.

ADMIN LOGIN

Nehru Arts and Science College
 Date & Time: 2 Dec 2022, 11:02:32
 Powered by AutoLib Software Systems
 Welcome : admin

Home Master Cataloguing Circulation Serial Control Admin Search Gate Reports About Logout

Last Visited Time is :
 Fri Dec 02 11:01:48 IST 2022

User Id : Department :
 User Name : Valid Date :
 Designation :

Library User Login Counts: Total Logins: 94 Today Logins: 9

Total Collection and Transaction Details

- Collection (39750)
- Member (14657)
- Due List (695)
- Issued List (830)
- Returned List (159915)
- Renewed List (5)

Today Transaction Details

- Issued List (1)
- Returned List (1)
- Renewed List (0)
- Total Amount (0.00)
- Paid Amount (0.00)
- Gate Login (15)

Related Links

- My Transaction
- Search
- Counter
- Due Reminder
- Book
- Member
- Counter Report
- Photo
- Backup

See Suggestions

E-GATE REGISTER

Nehru Arts and Science College
 Date & Time: 2 Dec 2022, 15:11:47
 Powered by AutoLib Software Systems
 Welcome : admin

Home Master Cataloguing Circulation Serial Control Admin Search Gate Reports About Logout

Last Visited Time is :
 Fri Dec 02 14:29:02 IST 2022

User ID: 20211504

Welcome VISHNU J Department : COMPUTER APPLICATION Designation : Student
 Successfully Logged-In

Gate Login Details

- Total Visited (539143)
- Today Visited (24)
- Active Logins (6)

6 items found, displaying all items.

Member Code	Member Name	Year	Dept Name	Course Name	Entry Time	Designation
20211379	ATHIRA S	3	COMPUTER APPLICATION	BBA	15 18	Student
20211500	VISHNU J	3	COMPUTER APPLICATION	BBA	15 15	Student
11FLUB01	ARINAZHAGAN R	3	LIBRARY	LIE	15 17	LIBRARIAN
e4585	R K SELVAKESAVAN		BIOTECHNOLOGY	Bac	14 57	Assistant professor
Y3PCAT03	TAMIL SELVAM B	3	CATERING AND HOTEL MANAGEMENT	NIL	14 52	LECTURER
e4700	Dr A KUNGIAPPARVA	3	BACHELOR OF BUSINESS ADMINISTRATION	NIL	14 34	LECTURER



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This module helps to keep track of the library user entry activities. This has Check in and Check out Time to monitor how frequently users are utilizing the library. The user may refer Book/Newspaper/Journal/Magazine etc. and can even lend books from the library. Bar-coded User ID cards are shown in the User ID textbox of this module through Barcode Scanner Reader to check in. Before leaving the library once again they should show their ID card to check out.

Report will be generated based on these activities. Daily/Monthly/Yearly statistics report can be displayed or generated.

MEMBER MASTER

This is a Front-end module, which is used to describe information about the library users in each division. This form has the following fields to feed information about each library user.

SUBJECT MASTER

Ensure whether the subject you want to enter already exists in the Subject Master.



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If you click NEW button, Software automatically generates Subject Code in the Code field. Type Subject Name in the Subject field. Type Classification Number in the Call No field. Type shelf arrangement number in the Location field. Both Call No and Location fields are optional. Click SAVE button to save the record. Click CLEAR to reset the data. Click DELETE button to delete a particular subject that you wish. Remember if the subject has been referred in the BOOK MASTER or any other masters then you should delete or replace with another subject. Otherwise the subject cannot be deleted.

How to select Subject

1. Click on Find Button.
2. You will find subject search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the subject names will be displayed. If you type characters and press enter key, subject names starting with that characters will be displayed and select the Subject Name that you wish

BOOK MASTER

This module allows to catalogue (attributes) of various types of documents such as books, seminar volumes, standards, non-book materials, etc. This part has been divided into the following four categories to facilitate the data entry easily. 1. Main (Vital) Information 2. Additional Information 3. Keywords/Notes 4. Other Information Main Information This section contains the following 18 fields.

1. Access Number

This is a key field that acts as primary key for book information. This text box accepts alphanumeric characters and cannot be left empty.

How to Enter Access Number:

- a). Enter the Accession Number of a document directly in the Access number field.
- b). On clicking the NEW button, the software generates a new Accession Number (by



fetching the maximum Access Number in the existing Book Master table and adding 1) and displays in the Access No field.

2. Call Number

Classification Number of the Book is to be entered in this field. Enter the classification number (or search and find if the same or related title or topic already exists in the same database with class number). If available, copy and paste the same number). Software accepts all types of Classification numbers. Enter the class number of the book followed by three letters of the author names in capital letter.

3. Title Denotes Title of the book. Title and Sub Title should be entered here. To separate Title from Sub Title use colon (:) and space between Title and Sub Title 4. Received Date Denotes received date of the Book By default current date will be displayed.

5. Author Name Denotes Author Name of the Book. Author Name should not be typed here. It should be selected from the Author Master. See Author Master. How to Select Author Name Click on Find button. You will find author search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the author names will be displayed or type starting characters of the author name in the author text box.

6. Author Role Choose any one of the Author Role such as Author, Editor, and Translator. Enter the first author name and select et all

7. Responsibility (Statement of Responsibility) Enter the Author name as given in the book.

8. Edition Type the Edition Number of the book.

9. Subject Name Denotes Subject Name of the Book. Subject Name should not be typed here. It should be selected from the Subject Master. See Subject Master. How to Select Subject Name Click on Find button. You will find subject search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the subject names will be displayed or type starting characters of the subject name in the subject text box.

10. Department Name denotes the name of the Department for which the Book was purchased. Department Name should not be typed here. It should be selected from the Department Master. See Department Master. How to Select Department Name Click on Find button. You will find department search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press



enter key all the department names will be displayed or type starting characters of the department name in the department text box.

11. Publisher Name denotes the name of the publisher who published the Book. Publisher Name should not be typed here. It should be selected from the Supplier/Publisher Master. See Supplier/Publisher Master. How to Select Publisher Name Click on Find button. You will find publisher search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the publisher names will be displayed or type starting characters of the publisher name in the publisher text.

12. Publication Year Type the Year of the publication of the book.

13. Supplier Name denotes the name of the Supplier who supplied the Book. Supplier Name should not be typed here. It should be selected from the Supplier/Publisher Master. See Supplier/Publisher Master. How to Select Supplier Name Click on Find button. You will find supplier search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the supplier names will be displayed or type starting characters of the supplier name in the supplier text.

14. Budget Name Click on Find button to search the Budget Heads that are created in the Budget Master and select appropriate Budget Head for this book.

15. Number of Copies Type the number of copies here. Multiple copies of the book will be created based on the values typed in Access No field.

16. Document Type This is an important field, which is used to describe the type of document. According to the document type, categorization is assigned and stored on the database. Various types of documents like BOOK, NONBOOK, REPORT, THESIS, STANDARDS, and PROCEEDINGS AND BACKVOLUMES are displayed. By default, the document type BOOK is assigned. BOOK: Select the book form i.e. hard Bound/Paperback/Spiral/Binding. PROCEEDINGS: Denotes Seminar, Workshop, Symposium, Conference, etc.
BACKVOLUMES: Journal Bounded Volumes.

17. Location Identity of the place where the book is kept.




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18. Availability This element plays a vital role of the transaction in entire process. Denotes status of the book. Default value is YES. It means that the book is available in the library for Lending. The other values are REFERENCE, DISPLAY, MISSING, WITHDRAWN, DAMAGED, LOST, ISSUED, TRANSFERRED, BINDING. Important STATUS explanation YES: Book is available in the library and ready for lending. REFERENCE: Book is used only for reference inside the library and not for lending. ISSUED: Book status is updated as Issued, when the user borrows the book. Book status gets updated as YES, when the user returns the book. Other status of the book is self-explanatory.

NON – BOOK MASTER

Non Book Master

Access No: CDE319 Author Name: MURPHY KEVINETH Title: JARHEVIY'S BIOMINOLOGY Sub Title: IS Publisher: OS OURLAND SERVICE Department: reference Subject: BIOTECHNOLOGY Location: MS&BT GROUND FLOOR REFERENCE SECTION

NONBOOK: Select the type - CD, DVD, Microfilm, Microfiche, etc. REPORT: Denotes Project/R & D/Technical Reports. STANDARDS.

JOURNAL MASTER

Journal Master

Jnl. Code: 1 Jnl. Name: Journal of Scientific and Industrial Research Publisher: CSIR Department: BIOTECHNOLOGY Subject: BIOTECHNOLOGY RESEARCH ISSN: 0024-456 Type: PERJNENT DocType: JOURNAL Frequency: MONTHLY Country: INDIA Language: ENGLISH Del.Mode: AIR MAIL

This module stores general information about periodicals.

Ensure whether the journal you want to enter already exists in the Journal Master.



If you click NEW button, Software automatically generates Journal Code in the Code field. Select the document type like JOURNAL, MAGAZINE, NEWSLETTER or OTHERS from the combo list.

Type the Journal Name in the Name field. Search and select the publisher name by clicking the Find button. Select the frequency of periodicals from the combo list in the frequency field. (Eg. DAILY, WEEKLY, MONTHLY, BIMONTHLY). Type the language in the language field. Type International Standard Serial Number (ISSN), which will be available on the journal in the ISSN field. Select the payment mode from the combo list such as PAYMENT, EXCHANGE, GRATIS in the payment field.

Auto Lib – Library Management Software - User Manual Auto Lib Software Systems Page 70 Select the country from the combo list. Select Delivery mode from the combo list. Search and select the department by clicking Find button in the Department field. Search and select the subject by clicking Find button in the Subject field. Type the description in the Remarks Field.

Click SAVE button to save the record.

Click CLEAR to reset the data.

Click DELETE button to delete Journal Entry from the Database.

Journal SEARCH: Click Find button in the Journal Name field. You will find Journal Name search text box. Ensure whether the cursor is in the text box. If the cursor is not in the text box, click in the text box. If you press enter key all the journal names will be displayed. If you type characters and press enter key journal names starting with that characters will be displayed and select the Journal Name that you wish.

THESIS MASTER

The screenshot shows the 'Thesis Master' form within the Auto Lib software. The form is titled 'Thesis Master' and includes a navigation bar with buttons for 'BOOK', 'BOOK BANK', 'NEW BOOK', 'REPORT', 'THESES', 'STANDARD', 'PROCEEDING', and 'BACK VOLUME'. Below the navigation bar, there are radio buttons for 'Main Entry' (selected) and 'Additional Information'. A toolbar contains buttons for 'New-F8', 'Clear-F9', 'Delete-F7', 'Search', and 'Clear-F3'. The form fields are as follows:

Access No:	10	Find	Report No:	10	Call No:	579	
Course:	BIOTECHNOLOGY	Degree:	MPHIL	Year:	2013		
Title:	EVALUATION OF ANTIMICROBIAL ACTIVITY OF HEXANE ALC					Rec. Date:	05-12-2013
Author Name:	V M ANJALI	Find	Availability:	YES			
Int. Guide:	TH. SIRTHA. G. VARADARAJAN						
Ext. Guide:	M M SUDHA DEVI M.Sc.M.Phi						
Department:	BIOTECHNOLOGY					Find	
Subject:	BIOTECHNOLOGY					Find	
Location:	LIBRARY GROUND FLOOR						
Institution:	NEHRU ARTS AND SCIENCE COLLEGE						



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Access Number

This is very important field since it acts as primary key for thesis information.

How to Enter Access No:

You can enter Access No in two ways

I) Click the New Button located below in the thesis Master Form

If you click new button, Auto Lib automatically generates a maximum number (total number of records available in the database + 1) to be allocated. This option is available only in Numeric Version.

II) Enter the Access Number directly in the Access Number field

Title

Denotes Title of the Thesis. Title and Sub Title should be entered here. To separate Title from Sub Title use: and space between Title and Sub Title. (Library Science: Documentation)

Author

Denotes Author Name (Entry Element) of the Thesis. Author Name should be typed here.

Degree

Denotes Author Degree (Entry Element) of the Thesis. Author Degree should be typed here.

Received Date

This is Accession Date of the Thesis. By default current date will be displayed. If you want to change the date you can use the Date Time Control (Eg: 20-01-2005)

Department

Denotes Department Name of the Thesis. Department Name should be typed here.

Subject

Denotes Subject Name of the Thesis. Subject Name should be typed here.

Internal Guide

Denotes Internal Guide Name of the Student. Internal Guide Name should be typed here.

External Guide

Denotes External Guide Name of the Student. External Guide Name should be typed here.

Location

Identity of the place where the thesis is kept. (Eg: Bay A or RACK - 2 or RACK-2, ROW, or

Institution

Denotes the institution where the thesis was done.




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OPAC or SEARCH MODULE

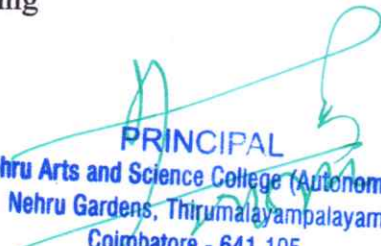
This module allows searching documents (Books) based on the fields attributes such as – Title, Author, Call Number, Publisher, Access Number, Subject, ISBN, Keyword and Year. b) Enter the desired search string in any of the fields and Click Search button to perform the action. The result will be displayed as follows when searching Title like “Artificial Intelligence”. This module allows searching documents (Books) based on the fields attributes such as – Title, Author, Call Number, Publisher, Access Number, Subject, ISBN, Keyword and Year. b) Enter the desired search string in any of the fields and Click Search button to perform the action. The result will be displayed as follows when searching Title like “Artificial Intelligence”.

ADVANCED SEARCH

This menu allows you to search using more than one field (combination of fields using the Boolean Operator AND, OR, NOT) - up to 3 levels Field List. Select the field from the list for your searching. Operator contains Conditions for searching (Starting with, Equal to, Like and Word).

- a) Starting with: to search titles starting with ‘Bio Engineering’
- b) Equal to: to search title contains the word only ‘Bio Engineering’




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c) Like: to search a letter or word available anywhere in the title field.'

d) Word: to search a particular word in the title Eg: 'Biochemistry' Boolean: You can use Boolean Operators (AND, NOT, OR) between search conditions in the advanced search. a) AND: To retrieve records that satisfy all the selected conditions (to narrow your search result) b) OR: To retrieve records that satisfy either of the selected conditions (to widen your search result) c) NOT: To retrieve records that do not satisfy the selected conditions

QUERY BUILDER

The screenshot shows the 'Query Builder (Search & Report)' interface. It features a search form with the following elements:

- Select the Field:** Three dropdown menus for 'Title', 'Author', and 'Subject'.
- Operator:** A dropdown menu set to 'AND'.
- Type the string to search:** Two text input fields containing 'MATHEMATICAL ANALYSIS' and 'INTEGRAL CALCULUS'.
- Search:** A blue 'Search' button and a 'Clear' link.
- Fields List:** A scrollable list of fields including Access No, Author Name, Title, Call No, Edition, Year, ISBN, Price, Page, Recv Date, Invoice No, Invoice Date, Department, Subject, Publisher, and Supplier.
- Order By:** A dropdown menu set to 'Access No'.

Query Builder (Search & Report): Click the button and type the query in the combination of two field to locate the resource and report.

UNIQUE TITLE REPORT

The screenshot shows the 'Unique Title Report' interface. It features a form with the following elements:

- Department:** A dropdown menu set to 'COMPUTER SCIENCE'.
- Subject:** A dropdown menu.
- By Acc. No.:** A dropdown menu.
- By Date:** Two text input fields for 'From' (01-12-2022) and 'To' (31-12-2022).
- Statement:** A dropdown menu set to 'ALL'.
- Print:** A dropdown menu set to 'ALL'.
- Buttons:** 'Print' and 'Clear' buttons.

Unique Title: Report is generated to give unique title (and no. of copies) in the library collection.



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