



Lotus Domino® Application



GeoCom® Library

Version 5.5 '25.05.2005' Build 421

Product information

Copyright ISG Information Systems GeoCom GmbH, 1997 - 2005

Content

HIGHLIGHTS	4
WHAT IS GEOCOM® LIBRARY?	5
WHOM IS GEOCOM® LIBRARY DESIGNED FOR?	5
PROS	6
ADVANTAGES OF GEOCOM® LIBRARY.....	6
VIEWS.....	6
UNION CATALOGUE	7
RECORDING.....	7
SYSTEMATICS (CATEGORIES).....	9
COPY ADMINISTRATION	9
STOCK ADMINISTRATION	9
OPAC	10
WEBOPAC.....	11
SEARCHING WITHIN VIEWS.....	11
ORDERS	12
PRINTING	12
BOOK LISTS.....	13
CORRESPONDENCE.....	13
LETTER TEMPLATES AND ORDER TEMPLATES.....	13
CORRESPONDENCE AND ORDER TEMPLATES USING MS-WORD	14

DATA IMPORT.....15

EXTENSIONS15

Highlights

- platform independent management system
- management of single-volume and multi-volume works, series, articles/contributions to jubilee publications, periodicals and loose-leaf binders
- union catalogue and inventory
- OPAC search function
- search function via webOPAC
- acquisition, research, circulation
- printing of class mark labels and book cards
- order templates and MS-Word integration
- management of correspondence
- detailed information on circulation
- data import from existing stocks corresponding to the formats RAK, MAB and VLB
- database handling is easily learned
- extensive security functions through allocation of access rights
- fully integrable into existing systems
- adjustable to company look-and-feel

Management-Summary

GeoCom® Library is a library management system based on Lotus Domino®. It is likewise suitable for enterprises, authorities, associations and institutions (e.g. universities). It is designed to systematically acquire and administrate book stocks and periodicals collections. Herewith GeoCom® Library is an intelligent and state-of-the-art management system for archiving, updating and administrating library data.

Its database structure (Lotus Notes) allows for fast replication of library data across distributed locations.

Likewise advantageous is that GeoCom® Library supports a number of Server and Client operating systems.

Highlights for librarians:

- Detail-functions according to librarian practice.
- Approval orders as well as titles intended to order can be ordered using Notes or MS-Word templates.
- Recording, cataloguing and administration of new titles and copies, according to single-volume and multi-volume works, series, articles/contributions to jubilee publications, periodicals and loose leaf binders.
- Local specific or enterprise wide systematic for allocation of signatures (automatic suggestion of signatures).

Highlights for users:

- Local specific research via OPAC within the union catalogue (Boolean operators, authors, subjects etc.).
- Enterprise wide research via Intranet and webOPAC-Browser by using extensive search functions.
- (Self-)loan including detailed information regarding to availability and lending status (Barcode).

Highlights for administrators:

- GeoCom® Library is easily adjusted to enterprise specific environments.
- Multilingual configuration options.
- Local specific administration.
- Security within data processing (access rights individually configurable).
- Updates without interception or stoppage.
- Possible to import a multitude of data formats.
- Hotline support guaranteed by the **ISG GeoCom GmbH**.
- In-house user training for librarians and IT-staff.

What is GeoCom® Library?

GeoCom® Library is a library management system that supports library staff in an optimal way: It means, the library management system not only follows individual requirements but also matches already existing working processes. The application bases on the groupware-platform Lotus Domino® and requires use of a Notes Client version 5.09, 6.03, 6.5 or higher.

The library management program comprises the following databases, which are exclusively designed to support librarians:

- main database
- subject heading database
- publishers database
- suppliers database
- classification database
- data repository (ISO 3166 country codes)

GeoCom® Library serves to systematically acquire, catalogue and manage single-volume monographs and multi-volume sets, series, articles / contributions to jubilee publications, periodicals, and loose-leaf-binders.

At the same time GeoCom® Library can be used for acquisition, lending and library research (**OPAC – Online Public Access Catalogue**).

GeoCom® Library system provides the user with a complete electronic lending system (self loan via barcode) including detailed information regarding availability and lending status (also via barcode). Additionally, with GeoCom® Library it is possible to monitor the budget and loan periods.

Whom is GeoCom® Library designed for?

GeoCom® Library is suitable for enterprises, authorities, associations and institutions (e.g. universities). Its database structure makes GeoCom® Library appropriate for fast replication of library data across distributed locations.

The application is easily adjusted to enterprise specific environments.

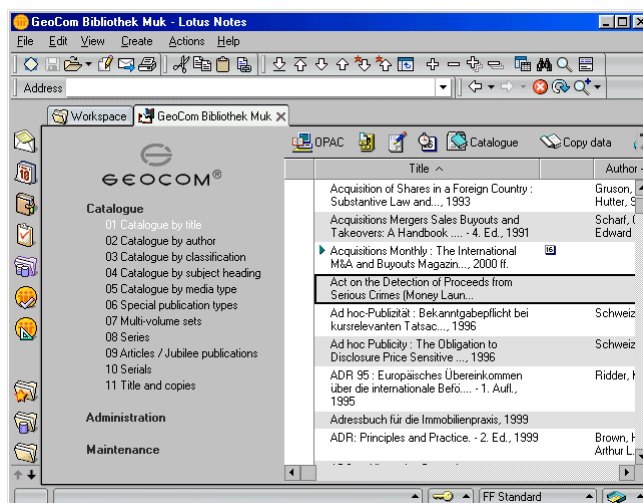


Illustration: View **Catalogue – 01 Catalogue by title**

Pros

- administration of single-volume and multi-volume works, series, articles/contributions to jubilee publications, periodicals and loose leaf binders.
- catalogue by title, author, classification, subject heading, media types, special publication types
- administration / cataloguing
- OPAC and webOPAC (browser) search function
- (self-)loan
- ordering system with Notes or MS-Word templates
- data import from existing stocks corresponding to the formats RAK, MAB and VLB

Advantages of GeoCom® Library

GeoCom® Library is distinguished by its ease of use. All functional elements can be reached quickly using the menu bar, the smart icon bar or the different views.

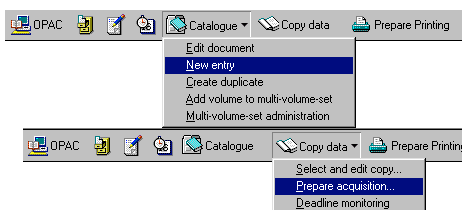


Illustration: Menu bar in main view

The synthesis of functionality and ease of use allows for an intuitive approach to the right handling of the application. Thus, the period of familiarisation is reduced to a minimum. Users are able to work fast and effective, even without profound IT-knowledge.

The architecture of GeoCom® Library is adjustable to specific needs. It can be integrated in already existing infrastructures and networks.

New data can be recorded manually or be imported by using the VLB, RAK or MAB formats.

Views

Views provide a quick overview of available documents. Each line within a view represents a document, giving you a summary of the essential information characterising that document.

• Catalogue

- 01 Catalogue by title
containing the data stock currently available within the database, sorted by title
- 02 Catalogue by author
containing the data stock currently available within the database, sorted by author
- 03 Catalogue by classification
containing the data stock currently available within the database, sorted by internal classification
- 04 Catalogue by subject heading
containing the data stock currently available within the database, sorted by subject heading
- 05 Catalogue by media type
containing the data stock currently available within the database, sorted

by media type (e.g. cd-rom, floppy disk etc.)

06 Special publication types
containing those titles, which have been assigned one of the special publication forms, e.g. journals, yearbooks etc.

07 Multi-volume sets
containing titles affiliated to a multi-volume set

08 Series
containing titles affiliated to a series

09 Articles / Jubilee publications
containing titles affiliated to articles or jubilee publications

10 Serials
containing periodicals and loose-leaf-binders

11 Title and copies
this view shows the physical book stock of the library

• Administration

01 Acquisition
a list of all copies within acquisition, e.g. trial orders, continuation orders etc.

02 Lending
group of views to monitor lending transactions

03 Circulation
group of views to overview all circulations as well as to determine in which circulations each employee takes part.

04 Book lists
templates and documents for book lists

05 Letters
templates and documents for the organization of correspondence

06 Inventory
planning and performing an inventory

07 Statistic reports
creating detailed statistical overviews

• Maintenance

01 Index lists
group of views that holds the proposal lists for title recording

02 Configuration (Backup)
containing backup copies of the global configuration document

03 Replication conflicts
shows all replication conflicts within the database

Union catalogue

GeoCom® Library differentiates between the union catalogue and the inventory. Even such titles that have not yet been acquired or shelf-marked may be inserted into the union catalogue. Thus, the union catalogue can be used for order procedures and furthermore serves as a knowledge base of existing publications that may yet need to be acquired.

Recording

In addition to the electronic import, GeoCom® Library provides form sheets for manual recording.

Within this recording process, new titles are assigned to one of the following types:

- single volume monograph
- multi volume monograph
- serial
- articles / jubilee publications
- periodicals
- loose-leaf-binders
- yearbook
- business report
- collection of administration of justice and jurisdiction

multivolume monograph - Lotus Notes

File Edit View Create Actions Text Help

Address

Workspace GeoCom Bibliothek, Muk X multivolume monograph X

DPAC Close Save Next entry

Edition type Volume catalogue entry
multivolume monograph

Catalogue entry

ISBN	ISSN
Author(s) Chambers, Michael [Hrsg.]	Author (original form) Michael Chambers Editor
Corporate body	Corporate body (original form)
Volume title	Subtitle
Uniform title	Parallel title
Common title Chambers & Partners' Directory	Volume serial number (num. for sorting)
Series title	Series enumeration (num. for sorting)
Jubilee publication	Page from/to (num. for sorting)
Place of publication London	Publisher Chambers & Partners' Publ.
Date of publication	Edition (num. for sorting)
Page reference	University note
Media paper	Footnote
URL	

Internal information

Illustration statement	Size
Accompanying material	Additional field (customer defined name)
Price Currency	Out of print since
Read access restricted to	
Comments	

Subject indexing

Classification system A	Classification system B
1. Category	1. Category
2. Category	2. Category
Signature	
Subject heading Adressenverzeichnis; Grossbritannien	Country
Subject field(s)	Language

Content information

Comments

Created at 06.05.2005 12:57:05 by
Last modification at by

Illustration: Form sheet "New entry"

Within all "Catalogue..." views new entries can be created by using the corresponding button. You just have to choose an edition type (single volume monograph, multi volume monograph, serial etc.) within the form sheet.

The entry mask provides specific fields for each recording.

Systematics (Categories)

Librarians may create their own title categories. Thus it is possible to classify titles according to specific subject areas and topics.

Subject indexing	
Classification system A	Classification system B
1. Category <input type="text"/>	1. Category <input type="text"/>
2. Category <input type="text"/>	2. Category <input type="text"/>
Signature <input type="text"/>	
Subject heading <input type="text" value="Adressenverzeichnis: Grossbritannien"/>	Country <input type="text"/>
Subject field(s) <input type="text"/>	Language <input type="text"/>

Illustration: Indexing as regards content

Copy administration

GeoCom® Library automatically generates a signature for each entry being made. The signature consists of specific abbreviations of the title categories. All inventoried copies can be retrieved via the views or via the catalogue.

Stock administration

Administration takes place from within the respective view. Multi-volume sets can be added to the database and be administered in different ways.

The management system provides the possibility to create new entries, to assign titles to a multi-volume set and to administer volumes of different editions. It is possible at any time to remove a volume from a multi-volume set.

Additionally, multi-volume sets can be sorted and arranged in a hierarchy.

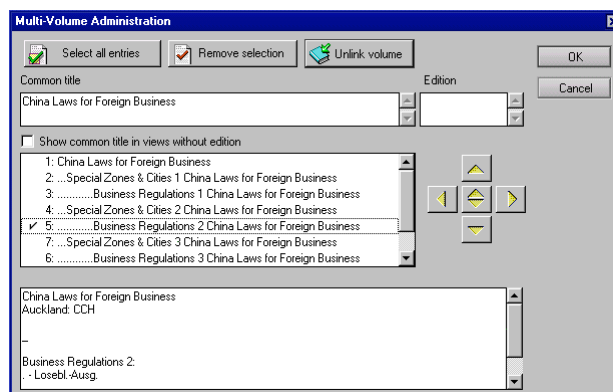


Illustration: Dialog box for administration of multi-volume sets

Administration of series works in a similar way. New entries or already existing titles can be affiliated to a series.

Series can be sorted and titles can be easily removed from a serie.

OPAC

The library management system has the OPAC (**OPAC – Online Public Access Catalogue**) at your disposal.

The OPAC search box for librarians count with nine different fields, for optimising the search activities. The OPAC search box for users count with six fields for search activities. The search results can show - if configured - the location of the search database.

The screenshot displays the OPAC search interface. At the top, there are buttons for 'New search', 'Select all hits', and 'Remove selection'. Below these are search options: 'Database selection' set to 'All my locations', 'search for' set to 'World', and 'search in' set to 'all title fields'. There are also checkboxes for 'search copies only' (yes), 'Pre-Sort by ISBN' (yes), 'sort result by' (Year), and 'show copy data' (yes). The results section shows 44 hits, with the first five listed: 1. BD - Charles Abrams: American Bank Attorneys / Charles Abrams - Wellesley: Capron Publ. Corporation 2002; 2. BD + Hammond Atlas of the World. - 2. Ed. - 2000; 3. BD - Managing Ed. Richard Forster ... Publ. annually by: Euromoney Institutional Investor PLC: IFLR 1000 / Managing Ed. Richard F; 4. BD - World Securities Law Report - London: BNA International Inc. 1999 ff.; 5. MUC - Managing Ed. Richard Forster ... Publ. annually by: Euromoney Institutional Investor PLC: IFLR 1000 / Managing Ed. Richard. Below the list, there are options to 'Print selection', 'Edit title', or 'Copy title'. A detailed view of the first result is shown, including the title 'American Bank Attorneys : Law Firms Representing Banks Throughout the World. Published semi-annually in January and July since 1910 / Charles Abrams' and its location 'Wellesley: Capron Publ. Corporation, 2002'. It also lists two volumes: 'Vol. 1: Alabama - Wyoming' and 'Vol. 2: International', both from the '1-118ff - Bibl. non-lending collection - BD - Lügge (Copy 1)'.

Illustration: OPAC-Search box for users, with search results

It is possible to search in the complete stock in all fields. A specific library research can also be conducted through the field "titles". Furthermore it is possible to limit the library research by using specific options, for instance to search only at selected locations, or regarding publisher's data.

Within the process of library research you can use wildcards. Additionally, the use of the Boolean operators (**AND**, **OR**, **NOT**) allows for a limitation and filtering of the search process.

webOPAC

Besides the possibility to use the OPAC-search function for library research, participants of any conncted location can also use the webOPAC via intranet to search for subject headings, titles, authors etc. in all connected databases.

To open the search mask a Javascript capable webbrower (e.g. Microsoft Internet Explorer or Netscape Navigator) is required.

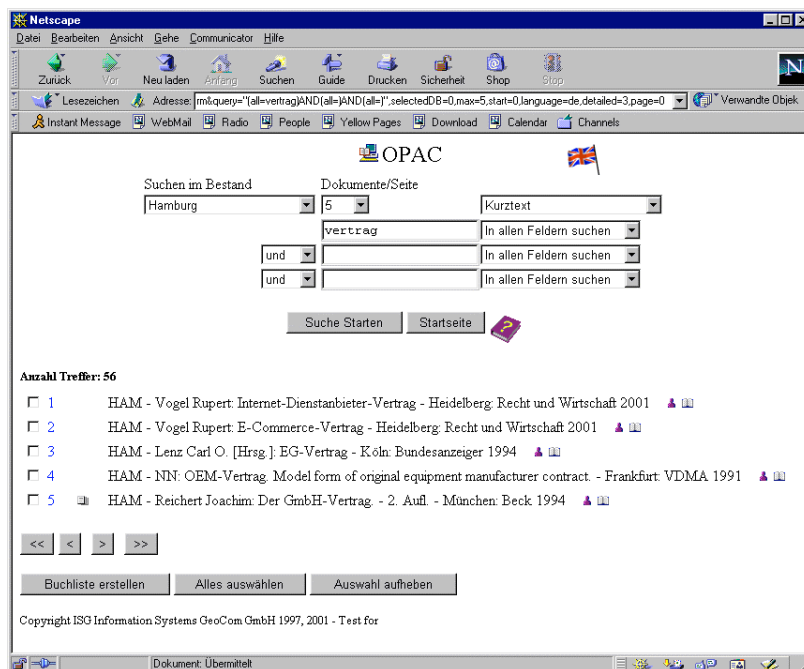


Illustration: webOPAC-Search mask

Hereby it is also possible to manage your research more effectively by using additional fields in order to specify type of publication. Similar to the OPAC, you can use Boolean operators (**AND, OR, NOT**) for a limitation and filtering of the search process.

Searching within views

GeoCom® Library has extensive search functions at your disposal. Users can search for specific titles, authors, publishers etc.

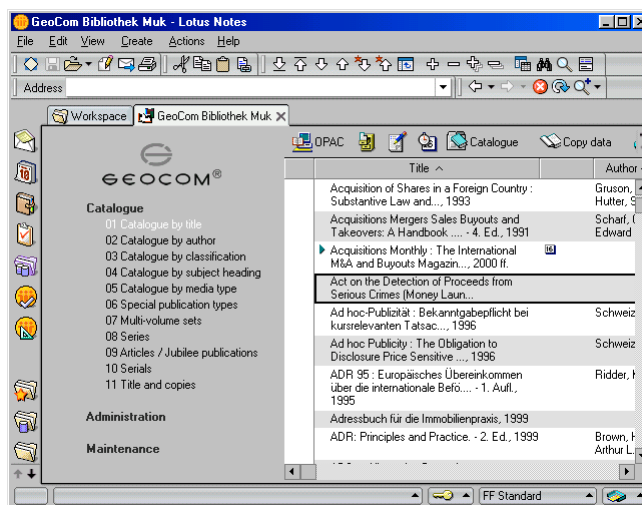


Illustration: View Catalogue – 01 Catalogue by title

Full-text search: With this function all documents can be browsed for specific terms.

Orders

Publications which are intended for acquisition can be ordered from the corresponding suppliers. Already upon creation of copies, these can be provided with the status "intend to order".

Orders for suppliers can be created freely or using a previously defined order template which can greatly ease your daily workflow.

A booklist with those copies that shall be ordered is automatically added to the order template.

Note: An order number will be created automatically. Only during the first ordering transaction an arbitrary index number has to be entered, e.g. a four-digit cipher, starting with 1000.

Copies in acquisition will be shown in the following views:

- intend to order
- ordered
- query
- returned
- supplied

Printing

Copy data can be printed as book cards, book lists or signature stickers.

Illustration: Dialog Prepare printing

Book lists

Aside from creating book lists within OPAC it is possible to create book lists manually.

GeoCom® Library provides table-like lists, where you can enter new titles. Additionally, comments or further remarks can be specified.

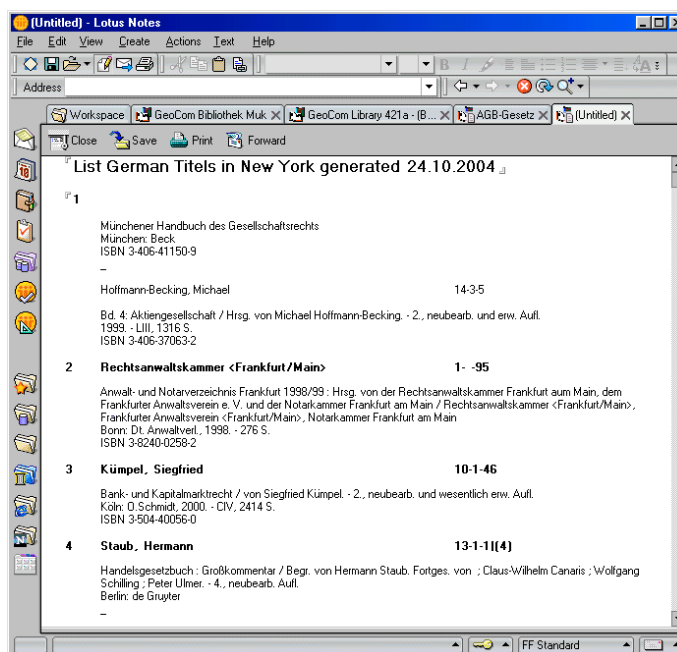


Illustration: Book list

Book lists can be added to an order and be sent via email or as a letter. They can also be printed directly.

Correspondence

GeoCom® Library has a feature for standard correspondence. This is useful for the organization of e.g. letters, complaints etc. All activities dealing with correspondence can be done without switching to other word processing systems.

Letter templates and order templates

You can easily create letters for your correspondence or your ordering system by using letter templates and order templates.

Addresses of e.g. suppliers can be directly imported from the databases into the letters.

The templates can be designed individually according to the company's wishes.

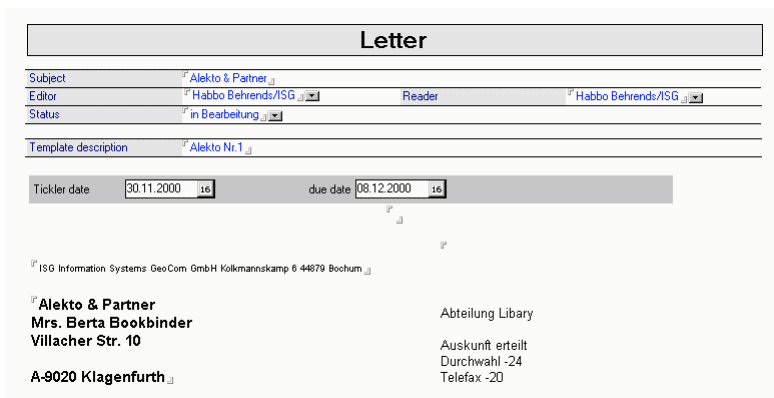


Illustration: Template outgoing correspondence

The management system also provides forms to create order templates. Similar to the letter templates, addresses of suppliers and publishers can be directly imported from the databases.

Order templates can also be designed individually according to the company's wishes.

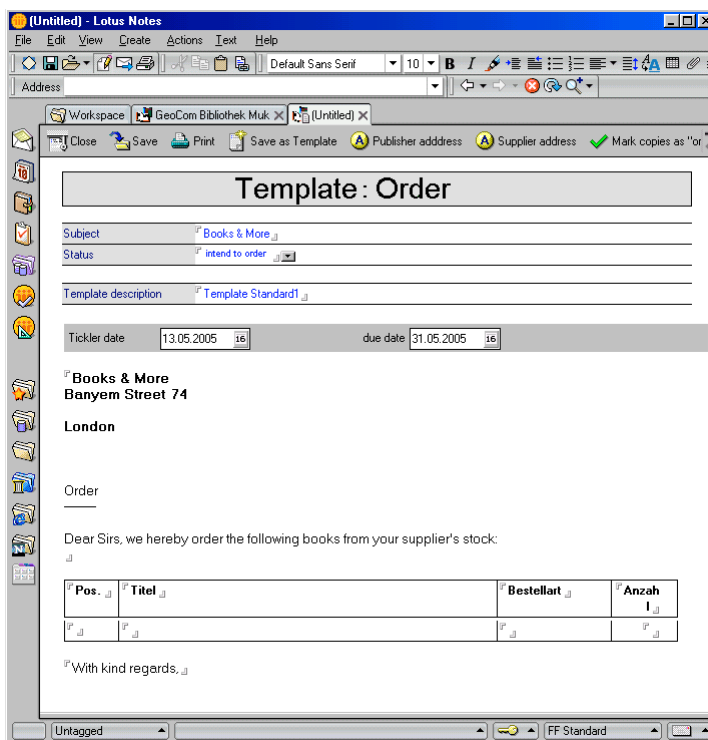


Illustration: Order template

Correspondence and order templates using MS-Word

GeoCom® Library also supports MS-Word integration. Users have the possibility to create templates by using the word processor MS-Word.

That way, already existing Word templates can still be used with GeoCom® Library.

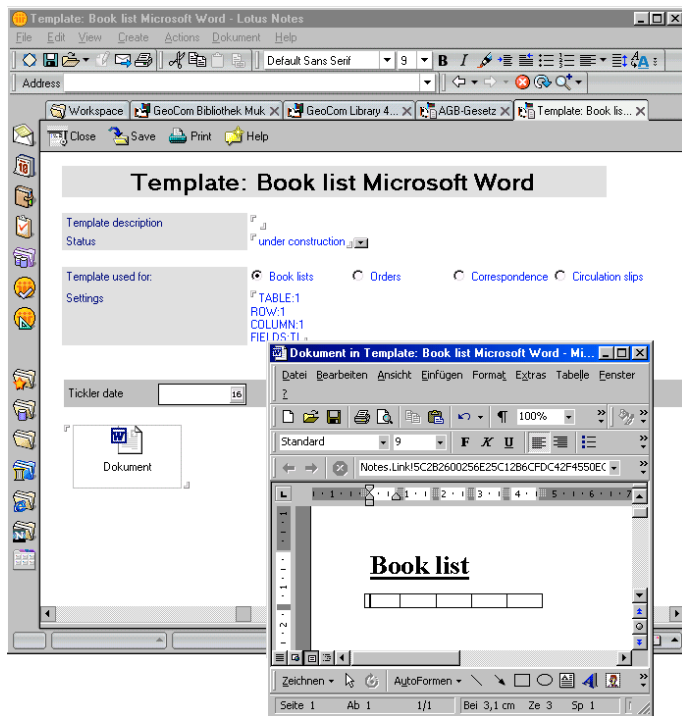


Illustration New template (book list) MS-Word

Data import

Data can be adopted in many ways to the library management system GeoCom® Library. Usually, data will be imported automatically either by using the OPAC or the RAK or MAB formats. Data can also be imported from VLB-CD-ROM.

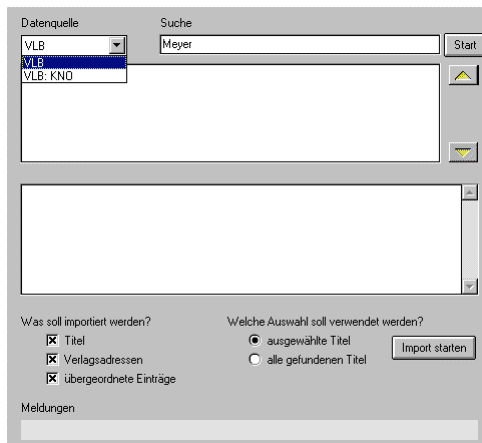


Illustration: Dialog VLB OPAC

Extensions

GeoCom® Library can be adjusted to special needs. Its modular design allows to create any extension that is requested by costumers, e.g. the adjustment to company look-and-feel or the provision of further reports. Changes can be done by **ISG Information Systems GeoCom GmbH** at any time.