

BiblioTECH Library System

Version 8

Feature List

This document provides a brief, high-level overview of the features provided by the BiblioTECH v8 Library System. BiblioTECH is a comprehensive system and if this document does not provide answers relating to your query, please do not hesitate to contact our sales team sales@bibliotech.com.au for further information.

BiblioTECH Library System Overview

What is BiblioTECH?

BiblioTECH is a full featured Microsoft Windows based Library Management System custom designed in Victoria, Australia. Its design is based on extensive market research and input from active Librarians.

Why was BiblioTECH Developed?

The BiblioTECH Library Management System was developed in response to school Librarians' requests for the following:

- An affordable Library Management System
- Easy to use Windows-based Search module
- Substantial reduction in Library Administration time allowing more direct contact time

Design Goals of BiblioTECH

In order to achieve these aims, the following concepts and development tools have been utilised:

- Simple English descriptions, as used by Librarians, are used in preference to the use of technical jargon
- Up to date graphical user interface design
- Wherever possible, when multiple items are displayed, a "grid" view is used
- Common, consistent approach to display operations, thereby substantially reducing training effort
- 100% Windows application, not a front end to an older DOS based system
- High speed development tools and database engine technology
- High speed backup and compression technology
- Revolutionary, super high speed search engine technology – which can simultaneously search all the fields of a 50,000 book library for any character sequence in a fraction of a second
- Co-existence with other applications
- Export of resource data to allow advanced analysis and graphing.
- Use “pure” TCP/IP communications thereby remaining independent of propriety MS-Windows technologies
- Integrated ‘built-in’ Help system (ie the manual)
- Use a variety of barcode types
- Be updated regularly so that BiblioTECH remains ‘current’ – both from a librarian’s perspective and incorporating new technological developments.

BiblioTECH is in use in over 450 schools in Victoria and works on Windows XP, Vista, Windows 7, Windows 2003 Server and Windows 2008 Server. Other platforms (Macintosh, iPad, Android, Linux) can search the BiblioTECH system through a ‘standard’ internet browser application.

General Information

There are 6 main modules which are accessed via the BiblioTECH Main Menu:

- Search
- Circulation Manager
- Patrons Manager
- Resource Manager
- Reports Manager
- System Utilities

There are a number of sub-modules which perform specific functions. These are run when requested and installed automatically.

Additionally, there are web based Search and Circulation services which allow the BiblioTECH system to be accessed by other computers across the site Intranet and, if configured, can be access from the Internet.

Searching

The BiblioTECH Search module is installed on all BiblioTECH client computers and is used by patrons to locate resources held by the Library.

Search Overview

- Easy to read
- Simple to Use
- There are four definable search terms
- Multi-Level Boolean operators
- Search from “Start of Word”, Anywhere within a word”, “whole words” or “phrases”
- Matching Search terms are highlighted in red
- Resources on loan are highlighted
- There are three different ways of viewing the results. Results (Brief and MultiLine) and Detailed View
- Customisable GMD and GENRE icons are available for visual feedback on the Resource type
- Clickview™ compatibility is included
- The search module has several user configurable settings such as:
 - Colours and fonts
 - The Librarian can define which fields are Searchable under the “All Fields” option
 - The librarian can define which fields are displayed in both the multi-line and detailed view
- The Librarian can decide which BiblioTECH client computers can launch and play Clickview media.
- There is an option to hide resources that are “lost” OR “on order”
- Catalogued URL links can be launched directly from search (if enabled by the Librarian)
- See Also Subjects (Local & SCIS) can be incorporated into Search

Web Search

The BiblioTECH server implements a web server which provides the ability to search the BiblioTECH system using a web browser (e.g. Internet Explorer). This allows all computers (including Macintosh, iPads, etc) with a web browser facility to search the BiblioTECH System.

It is possible for your network administrators to make Web Search available to computers on the local intranet and the Internet.

Patrons Manager

Patrons Manager is used to maintain the list of those people who can borrow from the Library.

The initial view is via a grid (selectable sort order). The photo of the current selected Patron will be displayed – if no photo has been loaded for that Patron, then a blue/pink icon will be displayed if the Gender is M/F – otherwise the photo will be cleared.

When you Add or Edit a patron record, the full details for that patron will be displayed in a panel.

You can :

- Manually add/edit patrons
- Import/update the patron list from an excel (.xls), comma separated value (.csv) or a tab delimited text file or from a CASES or CASES21 export file.
- Import/update the patron photographs which are displayed in Circulation.
- edit loan parameters for patrons, levels and groups.
- print Group Lists with Barcodes and optional photos
- attach 'comments' to patrons which will be displayed when the patron is selected

Resource Manager

Resource Manager is used to maintain information relating to the resources held on the system.

These resources can be of any type. (eg. books, DVDs, websites, eBooks, equipment, toys, musical instruments, drama costumes, sheet music, electronic documents) Basically, as long as you can describe a resource, it can be catalogued and subsequently searched, circulated and/or reported on.

The initial display mode is Multi-Record (a grid with selectable sort order). If you select the Single mode, the currently selected Resource will be displayed in its own panel.

New resources can be added

- manually,
- copied from existing catalogue records (two methods),
- imported from external files (eg, MARC records downloaded from SCIS), or
- direct downloads from SCIS.
- via the “WebLink” importer (*refer to the Weblink product produced by LinksPlus*)
- via the “ClickView Importer (*refer to ClickViewTM*)

Key Features

- Once catalogued, almost all information in the catalogue record can be amended.
- Incorporates powerful editing facilities which can allow for records to be amended en-masse.
- Includes the concept of a “container”. That is, one resource which contains several others.
(*If a container is circulated, its contents are also automatically circulated along with it*)
- Global Subject & Tag editors
- An acquisitions system that is aimed at providing an aid to Librarians so that they can track those resources that they have ordered.
- Ability to export selected information into standard file formats
- Ability to export Authority Lists

Circulation Module

The Circulation Module is used to manage the daily operations relating to Loans, Returns and Reservations. It also is used during a Stocktake.

Key Features

- Simple user interface.
- Multiple Circulation Desks can operate simultaneously.
- When a Patron is selected, full details of all current loans and reservations are displayed, *[any overdues are highlighted and specially entered Librarian messages are displayed].*
- When a Patron is selected, their photo is prominently displayed. *[useful for confirmation and security checks – especially useful for new or temporary Staff]*
- Each of a Patron's loans can have its Due Date updated, reloaned, returned or marked as missing.
- Current loans, overdues and any reservations for the current selected patron can be printed or emailed directly from the circulation module.
- Multiple levels of access, allowing “non-librarians” to be allowed to perform specific tasks without full access to the system
- Patron selection can be by
 - Barcode
 - Photo
 - Surname (full or part)
 - Given name (full or part)
 - Preferred Name (full or part)
 - Group
- Resource selection can be by
 - Barcode
 - Title
 - Author
- If the person using Circulation has sufficient rights, they can override the system and allow patrons to have loans past their maximum number.
- Several loan period options are available
 - A Force Due Date which sets the due date to a selected date
 - Term, Semester and Year period loans
 - “normal” loans
 - Once loaned, the Due Date can be adjusted

Reports Manager

While the various BiblioTECH modules provide some printing options, most reports are generated via Reports Manager.

The base data for every report can be saved to a CSV file for editing or reviewing in an external program (e.g. “MS-Excel”)

Tabular Reports

When you select [Print] the report will be displayed on a “print preview” screen. From here the report can be printed or export to a PDF or an RTF file

Letter Reports

These reports generate ‘letters’ which can then be either sent via email or built into a Microsoft Word mail-merge document. The letter format and content can be edited via BiblioTECH System Utilities.

Additional Reports can be requested and these can be easily incorporated into the BiblioTECH System (in some cases a fee may be charged for specific reports)

The various BiblioTECH client modules can also produce specific reports which can be printed and/or saved to a file. For example Search (Search Results, Bibliography), Patron Manager (Group Lists including barcodes - with or without photos), Resource Manager (Grid Range printing, Spine Labels, URL Link Check), Circulation (Patron Loans & Reservations) and Utilities (‘History’ Grid Range printing).

System Utilities

This module is used to manage all ‘global’ settings and to perform system functions (eg Backup/Restore).

Backup

Each BiblioTECH backup contains all of the data and configuration settings required to re-establish a BiblioTECH system if required. A backup can be run while the system is operating. Backup files are named based in the date and, as a result, the backup files provide multiple levels of archival.

There are two backup options :

Automatic Backup. This backup is performed daily by the BiblioTECH server. The time that this backup occurs can be adjusted.

Manual Backup. This backup is performed as requested and the librarian will be asked if they want to copy the backup file to another location (eg a USB drive)

Libraries

BiblioTECH supports multiple “libraries” and there are several ‘system’ libraries

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|-----------|--|
| “main” | which can be renamed |
| “lost” | a holder for resources marked as missing |
| “virtual” | a holder for non-physical resources (eg web URL links |
| “ordered” | a holder for resources which have been ordered – awaiting delivery |

Further, a librarian can add addition libraries.

Barcodes

BiblioTECH incorporates the facility that can print barcodes for use with Patrons and Resources.

Client Installation

Workstation installation sets can be created to allow easy installation on additional client computers. BiblioTECH licensing is on a per site basis, therefore, you can install multiple clients as required.

Server Based Email

BiblioTECH incorporates a server based email system. The BiblioTECH server can forward emails to an SMTP server.

Web Search

The Web Search Port settings are configurable. The default Port is 8181, but this can be altered.

Field Display Names

Each field in the Patron and Resource databases can have a 'Friendly' name. The librarian can change these display names.

Copy Management

BiblioTECH identifies resources as being copied if they have identical values in particular fields. The default fields are `title`, `author` and `material type(gmd)`. The librarian can change this list if required.

Icons

BiblioTECH can show icons for `material type(gmd)` and `genre`. The Librarian can replace/add new icons as required

Shortcut Keys

Several of the client modules respond to shortcut keys to perform tasks or to jump to a particular field. The librarian can change those in Resource Manager

ClickviewTM

BiblioTECH can be integrated with ClickviewTM, an "Electronic Media Library".

The BiblioTECH Server allows an Automated Daily Refresh of ClickviewTM data for those schools subscribing to ClickviewTM. This information can then be searched via the BiblioTECH Search (or WebSearch) module and links can be launched directly from BiblioTECH Search.

(The librarian can turn off the ClickviewTM Launch capability on selected Search)