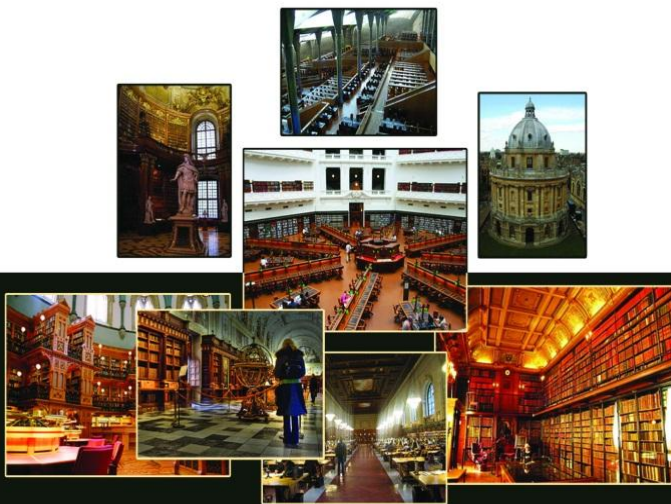




Components and Functions (Librarian A)



المكتبة
LIBRARIAN A

Integrated Library Management System
(ILMS)

البرنامج الإلكتروني لإدارة المكتبات

Components and Functions - Librarian A

	(1)Cataloging Module
✓	Cataloging all resources and forms of information (books, conference proceedings, theses, manuscripts, periodicals, maps, photos Music Scores, patents, sound Recordings, video Recordings, Microforms, slides and transparencies, Objects and Realia, Kits, computer files) through the data entry screens, automatically switch according to MARC 21 standard, specially for those who have no experience of using this standard.
✓	Cataloguing according to the MARC 21 standard for those who have no experience of using it.
✓	Add copies of any record (whether printed, digital, CD, CD, DVD, DVD video tape, Audio tape, Parchment, Papyrus, Wood, Stone, Etc.).
✓	Add Cataloging from the Internet through Z39.50 standard.
✓	Add Cataloging from file MARC , XML.
	(2)Serials Module
✓	New subscriptions.
✓	Renewal of subscriptions.
✓	Receiving issues.
✓	Alert of arrival numbers.
✓	Alert Renewal of subscriptions.
	(3)OPAC MODULE
✓	Simple search consists of the search fields (keywords, title, ISBN, author, series, subject, language, place of publication, publisher, date of publication, type of source) as well as to sort results (from oldest to current, and according to authors & titles).
✓	Advanced Search, in addition to the search fields, it is added to them simple Boolean conjunctions (and, or, not), specifying the type of material, as well as recordings that have a full-text or abstracts, as well as to determine the time period.
✓	Survey research (for library staff) possible to search for specific records entered or modified by a specific employee, or search for records in accordance with the classification numbers or bar code ... Etc..
	(4)Circulation Module
✓	Add patron data (personal data, data communication, data of guarantor, subjects of interest) Picture of borrower and a copy of identification card, whether, or passport.
✓	Add borrowing policy, according to all jobs.
✓	Policy of borrowing resources.
✓	Return the borrowed resources.
✓	Reserve information resources.
✓	Registration, penalty or fine for the delay , damage, or lost.
✓	Print cards of borrowers.
	(5)Acquisition Module

✓	Add Vendor data , Documentation of all the resource documents such as Representative ID of the Vindor, tax card, the commercial register, the last tax payment, sales tax, list of clients for vendors.
✓	Suggestion to buy the information resources.
✓	suggestions Approved.
✓	Building main budget and the sub-budget.
✓	Request a quote for information resources approved by the suggestions department.
✓	Registration of quotations.
✓	Compare prices, offers and selection of best offer.
✓	Purchasing orders (PO).
✓	Receiving of materials.
✓	Paying bills.
✓	Non received material (re-send again to the same vendor, or to another Vendor, or cancel the order due to out of printing)
	(6)Current Awareness Module
✓	Publishing the recent information resources.
	(7)SDI Module
✓	The system sends information resources to clients for the literature added to the library by subjects of interest.
	(8)Document Delivery Module
✓	Required documents.
✓	Documents being brought.
✓	Documents that have been brought.
✓	Documents disapproved.
	(9)Inventory Module
✓	Open inventory period.
✓	Inventory through the assembly file.
✓	Inventory by Barcode.
✓	Inventory through classification number.
	(10)E-mail
✓	Send a message.
✓	Outbox.
✓	Inbox.
	(11)Labeling system
✓	Barcode.
✓	QR.

✓	RFID.
	(12)Reports
✓	Cataloging Reports
✓	-Display Bibliographic Records.
✓	-View Library Holdings.
✓	-Statistical status of all holdings.
✓	-All types of statistics tol holdings.
✓	Periodicals Reports
✓	-Report journals active / inactive.
✓	-Report of late issues.
✓	-.Statement of gaps for journals
✓	Circulation Reports
✓	-Report of the Circulation borrowing activity.
✓	-Report of Circulation activity resources.
✓	-Report of activity Reservations resources.
✓	-Number of times for the Borrowing resources of the library.
✓	-The resources that come later returned for today.
✓	-The sources for late retrieval.
✓	Acquisition Reports
✓	-Report of Library Vindors.
✓	-Report of purchasing orders.
✓	-Report of main budget.
✓	-Report of invoices.
✓	-Purchasing suggestions that have been implemented.
✓	-Suggestions that have been refused.
✓	Document Delivery Reports
✓	-Documents have been implemented.
✓	-Documents that have been rejected.
✓	Users activity Reports
✓	-Staff activity.
✓	- Users activity.
	(13)System Security
✓	Management of the users.
	(14)Users Services Module
✓	Personal data:
✓	Updating of personal information.

✓	E-mail:
✓	Send a message.
✓	Outbox.
✓	Inbox.
✓	OPAC:
✓	Simple Search.
✓	Advanced Search.
✓	Borrowing Services:
✓	Reservation of resources.
✓	Statement of reserved resources.
✓	Borrowing Activity.
✓	Acquisition Services:
✓	Suggestion to buy information resources
✓	Suggestions State.
✓	Document Delivery Service
✓	Required documents.
✓	State of the required documents.
✓	Current Awareness Service
✓	View the sources and the recently arrived to the library.