User manual for

Bringing Knowledge & People Closer

Easylib 6.4a Web Application (Gold)

Entire Automation System for Libraries

Production and Copyright by:

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This is a comprehensive user manual for Easylib. Actual availability of modules in your installation depends on the purchase made.

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1   Features in Easylib Web OPAC 6.4aR8

1.1   Dynamic Website –

The newer version has a fully configurable dynamic web page builder. You can configure search bar, explore links, make announcements, link to partner libraries, get data of OPAC visitors, feature new books, publish accomplishments, library timings, and dashboard for students etc. Contains links to older version of EPAC screens also. This can be updated by the library staff itself on a daily / weekly basis as you desire with real time data. This helps showcase dynamic nature of your library and organization.

1.2   Information Packed Homepage

- Build Explore Library searches to increase student awareness on collections
- Make announcements to keep members informed
- Link to various partner libraries of yours including digital libraries
- Display accomplishments along with photographs
- Display pre-selected customized real-time dashboard on homepage
- Feature new books and new arrivals
- Information on library timings, policies, staff details and many more.

1.3   Search Features –

Simple but powerful search on library homepage on your Books, Non –Books, CDs, Audio, Journals, Digital Content etc.. Free flow @ based search to build own extensive custom search criteria for students E.g. @ Title Physics @Author Raman @Publisher Tata @Year 2016 will yield search meeting all criteria.

1.4   Extensive drill down on search

List of search results displayed along with features to keep filtering by item type, author, publisher, subject etc. and many more fields until the patron finds the book / item he is looking for.

1.5   Link physical collections with digital collection –

Ability to see associated physical materials like CD, Manuals for each book searched, see digital contents like eBooks, material from your institutional repository etc.

1.6   Ability to enrich your catalogue –

Enrich your catalogue with table of Contents, cover page, feedback about the book, awards, alternate books, alternate formats of the book (audio, eBook), item ratings etc. where the data is available at your own library or get from the Easylib Common Catalogue that is under construction.

1.7   More self-help features for students –

Ability for students to know the books they borrowed, save their books to read in future, request purchase of books, give feedback on the library services, form their own shortlist of lists etc.

1.8   Multiple templates of Web OPAC –

Ability to select any one from multiple pre-built Web OPAC Templates, from the simplest ones to most comprehensive ones (In progress).

1.9   Backward Compatible

Except for new features added, the database of new Web OPAC 6.4a is fully backward compatible. Data updated on client server version gets reflected on your Web OPAC searches real-time. Similarly reservations are compatible too.

1.10 Quick Search

This screen allows you to search by

- Keywords
- Subjects
- Publishers

1.11 New Arrivals

Lists all the new arrivals in last n number of days. You can put inputs like 100 days past and get to see the list of books that have arrived in last 100 days.

1.12 Digital Library

Lists all the subscriptions

1.13 E-Books Search
Provides search facility on your eBooks like PDF, Journals etc

1.14 Periodicals List
See list of all periodicals subscribed

1.15 Periodicals Cardex
See periodicals arrivals in the format of Cardex

1.16 Own Publications
See list of own publications from the institute

1.17 Article Search
Gives ability to search within the articles you may have indexed on your contents

1.18 Search Digital Library
Provides search within your digital collection

1.19 Library Policy
See list of library policies

1.20 Library Teams
See details of library staff and various teams

2   Requisition and Acquisition

Requisition and Acquisition module makes it easy to manage your library purchase information. The following are the additional features onto Easylib software.

2.1   Item(s) Requested List
See list of various requests made by students and staff

2.2   Item Requisition
Make new requests. This screen is also accessible by library users

2.3   Budget Source
Set up amounts for budget source

2.4   Financial Period
Set up financial period. Usually 1st April to 31st March in India.

2.5   Source Maintenance
Define list of all sources for your library purchases.

This module is still under development and expected to have many more features in Easylib 6.4a expected to be released in early 2019.

3   Circulation

Helps in managing circulation of items in your library.

3.1   Circulation

You can issue and return books on this screen

3.2   Over Night Circulation

You can issue and return books under overnight and reference category

3.3   Charging

Here you can issue multiple books at once

3.4   Periodical (Loose Issue) Circulation

Here you can issue loose issues

They are formatted as PPP-SSS-VVV-NNN-CCC

Where

PPP = Periodical id
SSS – Subscription number. Usually year.
VVV – Volume number
NNN –Issue Number
CCC – Copy number

3.5   Circulation Listing

Gives list of items currently circulated out. You can filter by various conditions.

3.6   Item Status

Know the status of a specific accession number. Lists all copies associated with the accession number.

3.7   Periodical (Loose Issue) List

Lists all the loses circulated

3.8   Member Due List

Helps you see students who have borrowed the books. Can search by various conditions.

3.9   Reservation Status
Helps you see list of items currently reserved.

3.10 Customized Report

Helps you get extensive report on circulation

3.11 Customized Statistics

You can get various statistical reports on your circulation data. Note this requires extensive pre-load of the data.

3.12 User wise Circulation Report

Gives a list of items circulated out by different library staff members.

3.13 Other Reports – Fine Collection Report

Gives details of fine collected by staff at the library.

3.14 Due Report

Helps you see list of all staff who have books due

3.15 Fine Report

Gives outstanding fine by each student

3.16 Books out of Library

Gives a simple list of books that are currently not in the library

3.17 Member Behavior

Gives a history of borrowing by students

3.18 Setup - Member Parameter

You can set parameters related to who can borrow what

3.19 Fine Calculation

Runs in the background to calculate the fine

4 Cataloguing and Accessioning

This module provides the following features.

4.1 Integrate Digital Library with Physical Library –

Newer version gives ability to link eBooks, CD, Audio, DVD, external data available on web, your institutional repository, subscriptions, journals and other material with each catalogue entry to give a holistic experience of the collections at the library to the students. Gives you digital access log and statistics.

4.2 Link with Union Catalogue –

Newer version has ability to connect to union catalogue of your choice and download the contents directly onto Accession

- o Membership Management
- o Circulation Management
- o Serial Control
- o Digital Library
- o OPAC and EPAC (Web)
- o Customizable Reports
- o Security
- o Set Up

Dual compatible database between Client Server Version and Web Version. You can use both client server version and web version in parallel. Both applications refer and update the same database. New enhancements happen on web version.

4.3 Book Accession Register
Gives ability to catalogue the books at your library

4.4 Link catalogue
Gives ability to link various CDs, Audio Books, and Maps etc. to your physical books by accession number

4.5 Link catalogue URL
Helps you connect various digital material and URL with physical collection in the library by accession number

4.6 Item status
Gives details of the circulation status of each book

4.7 Forward catalogue
You can send the catalogue information to someone else.

4.8   Non-Book Accession Register

Catalogue your non book material like CDs, Audio, Video, etc.

4.9   Customized Reports

Do extensive search on your collection. Print customizable reports.

4.10 Linking books

See the list of books that are already liked to each other

4.11 Year wise books purchased

Get department items purchase list

4.12 Stock Verification - Reference Dates Maintenance

Define various reference dates and range of dates for stock verification

4.13 Stock Verification Numbers Maintenance

Define various sub entities for stock verification

4.14 Stock Entry

Carry out stock verification

4.15 Missing Stock Generation

Generate missing stock based on stock verification done

4.16 Location Set up - Setup Floors

Define all buildings and floors in your library

4.17 Setup Location

Define all locations where you intend to keep your racks

4.18 Setup Racks

Set up various Almiras to store the books

4.19 Assign Locations to racks

Map which racks shall sit in which location

4.20 Assign Subjects to racks

Define subject wise allocation to racks

4.21 See library map

Shows on subject wise map of the library

5 Digital Library Management

5.1 E-Resources

This screen lists all the electronic resources linked to a physical accessioned material in the library. When a user clicks on such link, the electronic resource downloads and opens.

5.2 Digital Subscriptions

You would be able to maintain records of digital subscriptions at your library.

5.3 Manage Digital Subscriptions

This gives ability to see the list of digital subscriptions at your library. Examples include many journals that are available only in electronic form and you need to renew the subscription every year.

5.4 URL Indexing

You would be able to index various web resources that you think would be of help to your students.

5.5 Digital Subscription Content Manager

This lists all the URLs that you have indexed.

5.6 List of Digital Content

This screen lists all the accession numbers to which you have added digital content at your library.

5.7 Our Digital Repository - Catalogued Content

This shows for how many digital contents, you have done cataloguing and classification.

5.8 Digital Subscriptions

It gives a summary statistics of digital subscriptions at you library.

5.9 Direct Links On homepage

Lists all partner libraries.

5.10 EBooks - EBooks Entry Form

You can maintain the data of eBooks in PDF, Word and other formats here

5.11 EBooks List

Lists all such eBooks in your repository

5.12 Search for EBooks

This screen provides an easy search on your eBooks repository

6 Dynamic Dashboards –

This feature gives you ability to define ones own KPIs (Key Performance Indicators) and get to keep a watch on them continually through dynamic dashboards. Some examples of the dashboards that you would want to create are

- Dr.Ranganathan Dashboard – A dashboard built on five laws of Dr.S R Ranganathan
- Balance Score Card – Built as per Balanced Scorecard perspective of financial perspective, Systems and Processes Perspective, User Perspective and Learning Prspective.
- Six Sigma Dashboard – A dashboard built as per Six Sigma practice of Define, Measure, Analyse, Improve and Control
- Purchase Dashboard – Built only to give information on purchases done by library
- Circulation Dashboard – Focused towards displaying only circulation data

Each dashboard has three level hierarchies. First level is Dashboard Name. Second one is Goals. i.e. the Goals that you would like to achieve. You may also use them as sub headings. Third level is the actual numerical performance indicators.

6.1 Create Dashboards

This screen gives a list of all pre-built dashboards as well as ones you create on your own. You can create or modify your dashboards, add goals and add metrics among them

6.2 Add Queries

This screen lists all pre-built metrics available in Easylib. You can chose from this list to build your dashboard.

7   Display Board Management

This feature in Easylib helps you manage various display boards throughout your campus, governed by library staff. You would be able to set up locations, build display boards and add images to each. These kiosk displays are timed and continuously run.

Ideal place where you can keep such display boards are – welcome area of your library, reading room, college entrance and many more.

7.1   Display Boards View

See the list of all display boards assigned at your library. You can have certain users created who will have access to only this module and screen. These people can start the display boards at the respective locations after login.

7.2   Display Boards Management

Define display boards

7.3   Display Board Locations

Define locations where the display boards shall be set up

7.4   Display Boards Entry

Assign images to display boards

7.5   Display Board Images

See a list of all images you have put on display boards

8   In Out Management

Optional In-Out Management is now fully available in Web Mode.

8.1   Students inside Library

Gives you ability to check students who are inside the library

8.2   Visitors In-Out Details

Gives you ability to track visitor's information on a daily/monthly basis.

8.3   In-Out Report

You get the ability to select From and To Date ranges for which you want to generate the report.
The records will be listed as Date, ID, Name, Time-In, Time-Out and Purpose of Visit.

8.4   Students with No Exit

In this screen, you can track students who have not exited. You can also select row using radio button to make all the students exit.

8.5   Statistical Report

This gives you ability to generate report by member wise or visitors wise that you want to generate the report.

8.6   Statistical Report for Members

This gives you ability to generate report by profile wise by selecting the date range

8.7   In-Out Entry Option 1

This screen helps in Members In/Out entry. This screen helps in Members In/Out entry. If the visitor is already a member of the library, then you can directly enter the member id in the Existing Member/Visitor ID text box. It displays a table where due books can be seen

8.8   In-Out Entry Option 2

This screen is same as In-Out Entry Option 1. You can also see today's visitors list

8.9   In-Out Entry Option 3

This screen is same as In-Out Entry Option 1. You can also see today's visitors list and only existing members can login

8.10 OPAC In-Out

Gives you ability to check which user has logged in.

9   Membership Management

9.1   All Members Data
This screen gives the ability to view all the member details.

9.2   Members Entry Screen
This screen helps you to add new member details.

9.3   Members Datasheet
Members Datasheet gives you ability to do mass updates on data correction.

9.4   Circulation Reminders
This screen gives you ability to select different member from the grid and enables you to send a mail remainder on due date of books.

9.5   Barcode Generation
Gives you ability to enter member id range to generate barcodes for different member

9.6   Book Barcode Generation
You can enter accession number range in the accession number text box and then click on the Ok button to generate barcodes for records

9.7   Customised Report
Customised reports screen helps you get different member details by sorting different categories.

10 OPAC Set Up

Helps in managing opac homepage

10.1 Announcements
Gives you ability to add new announcements through Web OPAC

10.2 Explore
Explore items can be displayed in the Web OPAC homepage by setting up in OPAC homepage set up.

10.3 Library Timings
This screen helps you to add library timings which can help for students.

10.4 Social Profiles
Gives you ability to add your institution profile details

10.5 Featured Items
Featured items screen can be helpful when any new books are arrived or that are going to arrive in future

10.6 Partner Libraries
Partner libraries are those libraries which your institution has partnered with.

10.7 Library Policies
You can set various different library policies here. For eg: Rules to be followed by students etc.

10.8 Teams
Gives you ability to maintain different teams for the library.

10.9 Accomplishments
You can add various accomplishments and honourable moments of the organisation.

10.10 Feedback
Students has ability to give feedback on library development where librarians can take it forward to resolve students issue.

10.11 Linking Books
This screen helps you link various books to a different item type.

10.12 Add Catalogue Links
You can link various physical catalogue to a digital material.

10.13 Add Asp Links
Asp links are those you set it for easy access on the OPAC homepage

10.14 EBook search
You can search EBooks that have been added

10.15 EBook Entry Form

Gives you ability to add various EBooks and save it in a softcopy form

10.16 EBook List

Lists all the EBooks entries.

11 Periodicals

Helps in managing Serials, Journals and Articles

11.1 Periodicals Information

Periodicals Information helps you to enter various journal entries and subscription date entries for the particular periodical

11.2 Periodicals List

Lists all the periodical entries

11.3 Subscription Dashboard

From this screen you can track periodicals by current, Past and Future subscription

11.4 Receivables generation and tracking

This screen helps you to generate receivables for the subscribed periodical

11.5 Receive Periodicals

From this screen you can list periodical by date wise and select the corresponding periodical to receive it.

11.6 Summary of Received/Receivables

This screen summarises received/receivables periodicals by selecting date range and vendor name.

11.7 Today's Receivables

Lists all the received periodicals for the current date.

11.8 Periodical Indexing

Indexing of any article from the periodical can be done, by clicking on the Periodical Indexing.

11.9 Content Manager

This will keep a track of the indexes and will help during the generation of reports

11.10 Serial Reminders

This screen allows you to create and send a reminder regarding the issues of a periodical that are yet to be received, damaged or other related information to the respective vendor by specifying the necessary details.

11.11 Weekly Cardex

This screen gives a graphical representation of weekly periodicals that you have selected along with highlighted issue numbers for a particular subscribed year

11.12 Monthly Cardex

This screen gives a graphical representation of monthly periodicals that you have selected along with highlighted issue numbers for a particular subscribed year.

11.13 Reports

This screen gives a graphical representation of monthly periodicals that you have selected along with highlighted issue numbers for a particular subscribed year.

11.14 Yearwise Statistical Report

The Yearwise Statistical Report will display a list of the periodicals that have been subscribed/not subscribed /not received for a particular period.

11.15 Continued, Discontinued List

The Yearwise Statistical Report will display a list of the periodicals that have been subscribed/not subscribed /not received for a particular period.

11.16 Subscription Reports

This screen gives you a statistical report regarding the total amount of money spent on the different subscriptions by each department in the institution.

11.17 All Serials list, along with their volume and Issue Details

This screen gives you a statistical report regarding the total amount of money spent on the different subscriptions by each department in the institution.

11.18 Cardex System

Cardex report is a report of received volumes and corresponding issues based on their frequency. The report is generated for a particular period according to your requirement.

11.19 Periodical Subscription Expiry Reminder

This is a specific screen that allows you to generate reminders for the issues of a particular periodical that are yet to be received. This reminder can be directly mailed to the concerned vendor by entering the vendor details or you can take a print of this report and send it to the desired vendor.

12 Reports

12.1 Statistical Reports – Book master

This screen gives you the statistical reports like the Number of Records, Number of Titles and Number of Copies for the Catalogue Details like Item Type, Publisher and Subject as entered in the Book Accession Register

12.2 Category wise Statistics Report

Allows you to see the search reports related to a particular group, like Book and Non book.

12.3 Vendorwise Statistics Report

Gives a report on different vendors and number of copies respectively

12.4 Sourcewise Statistics Report

Gives a report on number of copies for different sources.

12.5 Departmentwise Statistics Report

Gives a report on different group of department and number of copies present for that department in the library

12.6 Title Statistical Reports

This screen will list the statistics of titles present in the library, based on various criteria such as item type, category, subject, department, etc. Here, you are able to generate the graphical reports.

12.7 Statistical Report on ItemType

This screen will list the statistics of titles present in the library, based on Item type

12.8 Statistical Report on Publisher

This screen will list the statistics of titles present in the library, based on publisher

12.9 Statistical Report on Subject

This screen will list the statistics of titles present in the library, based on subjects

12.10 Category Title Statistics

This screen will list the statistics of titles present in the library, based on category title statistics

12.11 ItemType Title Statitsical Report

This screen will list the statistics of titles and net cost for the copies, based on item type

12.12 Vendor Title Statitsical Report

This screen will list the statistics of titles present in the library, based on different vendors

12.13 Department Title Statitsical Report

This screen will list the statistics of titles and net cost for the copies, based on Department type

12.14 Subject Title Statitsical Report

This screen will list the statistics of titles and net cost for the copies, based on subjects

12.15 Publisher Title Statitsical Report

This screen will list the statistics of titles and net cost for the copies, based on publisher type

12.16 Source TitleStatitsical Report

This screen will list the statistics of titles and net cost for the copies, based on source type

12.17 Departmentwise Purchase Report

This screen will list the statistics of department wise book purchase based on the year

12.18 Customized Reports

This screen allows you to search for the book details based on the customized search criteria and also generate the reports.

12.19 Due Report

This allows you to see number of books that are due for particular member.

12.20 Fine Report

This displays the pending fine that has to be paid by the member.

12.21 Items Requested Most

This screen displays the items which have been requested most. This can be done by giving date range.

12.22 Items Not Circulated

This screen displays item which have not circulated yet.

12.23 Issue Track

This screen helps you track issue action done on a particular title.

12.24 Reading Analysis

This helps to view the statistics about the number of times an item has been referred for the entered date range in the crystal report. The displayed list contains Title number, Title, Author, Number of Copies and Number of Times Referred.

12.25 No Due Certificate Tracking

This shows the report regarding all the No Due Certificates that has been issued to the members department wise for the entered date range

12.26 Items Issued Profilewise

This screen is required to generate reports according to the daily statistics of items issued by profile wise

12.27 Items Issued Course wise

This screen helps generate reports according to the daily statistics of items issued by course wise

13 Security Module

Easylib has built multiple layer security. Login to the system provides three levels of security. Lowest one being Guest login (if allowed by the librarian). This gives access to only OPAC of the library. Second level of access is student or library user access. This gives access to OPAC as well as ability to reserve books, see the status of books borrowed, online renewal and many more related to end user. Third and highest level of security is to login as library staff. This gives access not only to OPAC but also to modules within Easylib based on the permissions set.

Easylib compreses over 15 modules. Each user is grouped into a security profile. Library admin can decide which of the security profiles will have access to which of the modules. Below are the details of how to govern access to various subsystems within Easylib.

13.1 Security - Users of Library

This screen is primarily used by the library administrator. He or she has ability to define new users onto the system, group them onto appropriate security profile as well as set initial password. Once this is set, users can login with this password and when they desire, can change password on their own.

Currently email id and phone number are taken only for reference as of September 2018. In future, library admin would have the ability to set up two level security which gives the option of secondary validation using OTP sent onto email or mobile phone.

13.2 Assign Security

This screen gives ability to assign security to various modules to Easylib to different profiles. If you see user security profile and module already, you can modify the access as Yes / No (Allow or Deny). If you do not see this access, then go to right corner of the screen and add the Security Profile to Module mapping. This is a one time excercize and will stand good once set.

Note that Security Profiles created are common to Easylib 4.4.2 Client Server Application and Easylib 6.4a Web Application. You can access the same security profiles you have already created. However the security assignment is different. The modules in Web are different from the modules on Client server version and wise versa. Make sure to alter the security settings at both places. If you wish to delete access to someone in Client Server version, either delete the user id all together (which will also prevent access to Client server application) or assign the user to a different profile that has less access on Client server application.

13.3 Security Profile

This gives you ability to define various security profiles. Once you create security profiles here, you assign various library staff to these profiles and then give access to various modules to the specific profiles.

13.4 Sub System Setup

This screen is mostly used by the Easylib System Administrators to set up new sub systems.

13.5 Menu Setup

This screen is mostly used by the Easylib System Administrators to set up menus in Easylib.

13.6 Buttons Setup

This screen is mostly used by the Easylib System Administrators to set up buttons in Easylib.

14 Set Up Module

The screens under Set Up module help you set up various parameters and master data values used in Easylib.

14.1 System Parameters
This screen helps you to set the system parameters, according to your requirements, by selecting the respective fields.

14.2 Library Parameters
This screen helps you to set the library parameters, according to your requirements, by selecting the respective fields

14.3 Academic Year
This screen is required to set the current academic year. Once set, it will remain the same for all future references, especially in the Member module. It is useful during the generation of reports.

14.4 Holidays
Using this screen you are able to set the holidays. This will be useful while calculating the fines for the items.

14.5 Non-Book Section
Using this screen, item name and code for different Non-Book Item types can be created which helps in accessioning the non–book items and also for generating reports

14.6 Keyword Stopper
The main feature of this screen is that it will prevent auto generation of keywords like and, :, &, or, etc.

14.7 Financial Period
This screen is required to set the current financial period, which will remain the same for all future references. This feature is useful especially in the Acquisition module, during budget allocation, RFP, payments, etc.

14.8 Profiles
Library members may belong to different profiles like student, staff, asst librarian, etc. Using this screen, you can enter the required profile, which will be useful in setting the member parameters, while adding members, while authorizing the security level and also during report generation.

14.9 Accession Number Format
With this screen you are able to set and maintain a standard accession number format (e.g. alphanumeric). This will be helpful during accessioning of the items

14.10 Category
In library, there are many books which belong to different categories like Issue section, Reference, SC/ST Books, etc. These categories can be entered through this screen, which will be useful during the accessioning of items and also during the generation of reports

14.11 Course and Branch

In general, there are different types of members like students, professors, etc. The students belong to different courses and branches. By using this screen you are able to define different types of course and branch for the corresponding members. This will be useful for generating the reports.

14.12 Binders

With this screen you are able to keep a track about the binder details. This will be useful during binding and accessioning of items (Acquisition Module) and also during the report generation.

14.13 Currency Type

This screen is essential to set the values for different currencies that are used globally according to your currency notation. This will be useful while taking the reports.

14.14 Departments

In the library, there may be various books belonging to different departments. These departments can be defined through this screen, which will be useful during the accessioning of the items, while adding the members and also while generating the report.

14.15 Publisher

In the library, there may be various books belonging to different departments. These departments can be defined through this screen, which will be useful during the accessioning of the items, while adding the members and also while generating the report.

14.16 Periodical Type

This screen allows you to set the mandatory fields, which are useful while entering the periodical information.

14.17 Member type

This screen allows you to set the mandatory fields, which are useful while entering the members information.

14.18 Frequency

In the library there may be different types of serials, journals, magazines, etc. which belongs to different frequencies. All these types of frequencies can be entered through this screen, which will be useful during the periodical entry and also report generation.

14.19 Vendor

Using this screen you are able to enter the vendor details, which will be listed in a combo box. This will be useful in accessioning of items and also generation of reports.

14.20 Extract Data Each College

This screen allows you to download information about your collections, members and transactions to upload onto your University database. Once done, this helps in your students having access to entire university OPAC at once.

14.21 Easylib-Marc Mapping

This maps commonly used Easylib fields to the marc tags.

15 Additional Features in Easylib (Optional add ons)

15.1 RFID Compatible –

Ability to issue multiple books with one keystroke, multiple issue return at once, Drop box compatible for self-service return etc.

15.2 SMS Option

Optional SMS based authentication for library staff logon and students (in progress). Ability for students to shortlist books to read, submit purchase recommendations etc.

Ability to configure SMS and Email alerts on issue, return and renewal of material. Ability to reserve from WEB-OPAC. SMS pricing is totally dynamic and no fixed costs.

15.3 Additional Analytics –

Analyze circulation by authors, subjects, category of books, user profile, publisher, purchase date range, price of the book etc.

15.4 Publications Management –

Ability to manage student and staff publications. Dashboard of publication counts by year etc. Ability to catalogue them and make them available in search.

15.5 Branch Library management –

Branch library management in Easylib gives you ability to manage multiple branches of your library. As long as purchase information is all combined, you may manage multiple branches as one unit. Inherently this gives you ability to borrow the books from one branch and return onto another branch. The entire process of branch management is automated and available for clients who subscribe to branch management module of Easylib 6.4a. Various screens here are

15.5.1 Define Branches

You can define new branches and store the branch name, address, timings etc. Each branch is given a code

15.5.2 Branch wise movement of collection

Each item is associated with a home branch. Users have ability to change the branch. When a book is issued, current branch becomes null. It gets updated to the branch where it gets returned.

15.5.3 Branch Reports

This gives details of holdings at each branch. Home branch as well as ones currently held at other branches.

15.6 Data Quality Improvement –

Tools to access your data quality. Ability to correct the data in bulk. E.g. Identify title duplicates, identity publisher duplicates with spelling mistakes, Identify creation of vendors no purchases done etc. Ability to merge title, publishers, vendors etc.

15.6.1 Books with No Title

Under the system parameters, you may set up minimum number of characters you expect in title of a library material. Software identifies items not meeting such criteria and lists them.

15.6.2 Books with No Author

Under the system parameters, you may set up minimum number of characters you expect in author field of a library material. Software identifies items not meeting such criteria and lists them.

15.6.3 Books with No Class Number

To help you identify gaps in classification, software helps you get a ready list of all such catalogue entries that do not have class number.

15.6.4 Books with No ISBN

This screen lists all material that do not have ISBN. It may be noted that new accession register is now linked with Google Union Catalogue and you can easily get catalogue details by pressing get data from Union Catalogue after you input ISBN. In the interest of keeping your data of very high quality, it is recommened you input ISBN for every record.

15.6.5 Books with No Publisher, Year and Place

This screen lists all items that have all of publisher, year and place as blanks.

15.6.6 Books with No Location

This screen lists all items that have location as blanks.

15.6.7 Data Correction - Department correction

Helps you correct department for a set of accession numbers at once.

15.6.8 Publisher correction
Helps you correct publishers for a set of accession numbers at once.

15.6.9 Subject Correction
Helps you correct subject for a set of accession numbers at once.

15.6.10 Language Correction

Helps you correct language for a set of accession numbers at once.

15.6.11 Mass Update

This helps you in doing mass updates for a range of accession numbers by different fields.

15.6.12 Title Correction - Titles with No Copies

When you create a catalogue entry and then merge two or more accession numbers, it is possible that a catalogue entry is retained with no accession numbers associated with it. This screen helps identify such entries and archive them.

As in future, you would be able to purposely create catalogue entries with no accession records (e.g. expected new arrivals announced to be published but have not yet arrived in library), there is no automatic movement of titles with no accession numbers to archive.

15.6.13 Archived Catalogue List

This screen shows a list of titles that have been moved to Archive. These are titles once existed in the library but now no longer in it.

15.7 Easylib Batch –

Ability to schedule various jobs e.g. Due reminders, Birthday Greetings, New Arrival Alerts, Library Notifications etc.