

LSEASE[®]

An Affordable Solution For Library Automation

A powerful yet simple solution for the automation of Libraries and Resource Centers having a small setup. Derived from LIBSYS, the most trusted ILMs in India, LSEase stands a league apart in features and reliability. A product designed to effectively manage and correlate all the library needs, LSEase blends the library workflow with latest software technology. Already a large number of schools, colleges, institutes, corporate are enjoying the benefits of LSEase.



A New Approach

LSEase has established itself as a cost effective, affordable ILMS and has become equally popular as LIBSYS in the library community. To keep pace with the changing needs of the libraries, LSEase has adopted a new approach with its latest Releases/ Editions incorporating advanced features like:

- MARC 21 Cataloguing
- Z39.50 based Net Cataloguing
- Barcode enabled with option for RFID/EM integration
- Integration with smart card / biometric readers
- More interactive and enhanced Web OPAC
- Full Unicode support
- RDBMS based backend
- Integration of multi-location libraries

Libraries can opt for Web OPAC, providing advanced GUI interface and searching feature through any industry standard Web Browser. Web OPAC adds to the user satisfaction through value added features like Library Bulletin board, APIs such as Googlebooks, Bookfinder, LibraryThings, etc.

Modules

Acquisition

- Ordering
- Invoice processing
- Accessioning
- Order follow-up
- Budgeting
- Expenditure Analysis

Cataloguing

- MARC21 Editor
- Maintain titles in- process
- Net Cataloguing through Z39.50
- Multi-lingual cataloguing
- Catalogue Searching
- Holding summary
- Stock Verification

LSEase Special

is based on a platform which has been used in Lib 2.0 that allows sharing, interoperability among libraries, and support to the users. In addition, features of LSEase include support and optional fully Web based interfaces for libraries having c

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- Lend
- Members
- Print bar-c
- Monitor
- Library N
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Deployment options

A standard deployment requires a LINUX or Windows based server with options for Web Application Server and RDBMS backend. LSEase- Special Edition can be configured for multi-location deployment on centralized server.

Support & services

- Installation
- Database migration
- Training
- Centralized Customer Care Portal-LSCC
- Annual support contract for prompt services
- Software updates & upgradation

Contact

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LIBSYS

USING CATALOGUING SYSTEM

A valid User ID and password are the first prerequisites for entering the LIBSYS system. Secondly, the user should have access to the Cataloguing system and its functions. At the system prompt execute libsys and enter user ID and password. The main menu of LIBSYS is displayed in tree structured form

LIBSYS System

- Acquisition System
- Cataloguing System
- Circulation System
- Serial System
- Articles Indexing
- OPAC
- Setup
- Tables
- Utilities

There are six main systems and three modules for house-keeping. To select a system in the window, use **Up/Dn** arrow keys. To move from one window to another, use **Right/Left** arrow keys. To enter the Cataloguing System highlight the same and **Enter**.

The screen now looks like this.

- Maintenance
- Online searches
- New Additions
- Bibliographies
- SDI
- Print Catalogue Cards
- Print Catalogues
- Reports
- System setup
- House - Keeping
- Data Import / Export
- Stock verification

The various functions displayed in these two windows have been described in detail in subsequent sections.

Window 1

Let us start with the primary function of a Library.

Maintenance This is used for maintaining the bibliographic database comprising different types of documents kept in the library. On selecting this function, a third window with the following menu is superimposed on the screen.

Maintenance

- Titles-In-process
- Enter New Title
- Update Title
- Update Holding
- Remove Title
- Subject Updates
- Titles by Accn No.
- Change Accession no.
- Retrospective Conversion
- Change Media Code
- Accessioning
- Merge Records
- Authority Files
- Thesaurus

The titles accessioned in the Acquisition System are stored in an In-Process file. This is displayed on the selection of **Titles-in-Process**. The list displays titles with author, year of publication, Accn. No. and date of receipt in the Library. Titles from the list are selected for cataloguing through the **Update Title** function. There is an option to print the In-process titles as and when required.

Entry of titles in the database need not necessarily be through only the Acquisition System. Titles may also be entered directly through **Enter new title** function of the Cataloguing system. As the title details are being entered, the system is checking for duplication and allows either only new titles or different editions of existing titles to be entered. Besides the bibliographic data, holdings data regarding copies of the title may also be entered.

The details of titles entered through the Acquisition, Cataloguing and Circulation Systems may be modified and additional data may be entered through **Update Title** function. The holdings (no. of copies) information for an existing title may only be modified through **Update Holdings** function.

The **Update Holdings** function is used to enter information about adding copies to an existing title, or removing (withdrawing/de-accessioning) copies from an existing title or modify the copies' details. However, if a title record including holdings details is required to be removed from the system, it should be done through the **Remove Title** function.

A directory of broad subjects based on UDC or DDC classification schemes may be created at the time of installation. This directory is useful when the library has to generate the list of either New Additions or specific bibliographies in classified subject order. This directory may be enlarged or modified as and when required by **Subject Update** function.

List by Accession Number allows one to browse through the titles by Accession Number.

The **Change Accession Number** function is used to change an existing Accession number. This may be necessary when the same title has to be relocated in another collection. The changed no. should be new, and not one that has earlier existed in the database.

The **Retrospective Conversion** option is same as 'Enter title' function described above except that the titles entered here are not tagged to new additions file.

Use **Change media code** function for changing the medium or type of document of any title.

Accessioning is done by the library to give its own identification numbers to its holdings.

Merge Records will facilitate bringing different editions of a title together.

Authority Files are needed for standardization of data to be entered.

Thesaurus enunciates the relationship between subjects by classifying them as Broad Terms, Narrow Terms and Related Terms.

Online Searches LIBSYS provides for extensive searching on the bibliographic database. The following menu opens up when one opts to search the Catalogue Online.

Catalogue/Index	Searches
Author	Key words in Title
Title	Combination Search
Classified	
Subject	
Place	
Publisher	

Traditional catalogues in Libraries like Author, Title, Subject and Classified catalogues may now be accessed online. Additionally, word-based boolean searches from author, title, subject, keywords or any user-opted bibliographic field, are possible. Logical connectors **OR**, **AND** and **AND NOT**, are the boolean operators used to narrow down a search, while making it more comprehensive and efficient. There is also a facility to browse through the KeyWord In Context (KWIC) index of titles. Place of Publication and Publisher are optionally searchable fields depending upon, whether they have been so setup at the installation time.

New Additions As part of the current awareness services, a list of the latest additions to the library can be generated periodically as and when required. The titles entered through the Acquisition System on accessioning are tagged to flow automatically into the New Additions file. The titles entered through the Cataloguing System may also be similarly tagged. The system permits the New additions file to be updated before generating the list. When one selects this function, the following menu is displayed on the screen.

New Additions

- List New Additions
- Update New Additions List
- New Additions Check List
- New Additions List
- Develop file
- Bibliographies
- Remove file

The titles tagged for the New Additions file, entered either through the Acquisition or the Cataloguing System, may be viewed and edited prior to generating the New Additions list. Additional titles may be tagged to the New additions file, and existing ones may be removed. This editing of the file can be done through **Update New Additions** function. The **Check list** option provides for printing specific details of titles in the New Additions List.

The New Additions list can be generated in any of three orders : a) Alphabetical, b) Classified subject or C) by Subject heading. There is also the option to generate author, title and keyword indexes along with the list. It may be printed either in one or two columns.

One may also append a separately created file to the New Additions List. For e.g. Reference Books. Through **Develop file** option, one may develop a user-defined file and tag titles selectively based on

One may also append a separately created file to the New Additions List. For e.g. Reference Books. Through **Develop file** option, one may develop a user-defined file and tag titles selectively based on Accession numbers. The list of such titles is generated similar to the New additions list through **Bibliography** function. After printing the list the developed file can be removed through **Remove File** function.

Bibliographies LIBSYS provides the facility for developing bibliographies on specific subjects. The titles selected while searching catalogues for a bibliography are automatically tagged to a user-defined file referred to here as the biblio - file. The system allows one to update the biblio-file by removing unwanted titles from it before generating the bibliography. On selection of this function, the screen opens with windows providing access to all the catalogues and the sophisticated search facilities to generate the special bibliographies.

Catalogue

Authors
Title
Classified
Subject
Place
Publishers

Searches

Keywords in Title
Combination Search

Update Bibliography
Print Search Results
File Maintenance

The titles tagged to the biblio- file after the search may be viewed and any of them may be removed from the file through **Update Bibliography** function.

As in the case of the New Additions List, the bibliography may be generated in classified, subject or alphabetical order with option to generate author, title and keyword indexes. The list may be generated either in one or two columns. The **Print** function provides for generating and printing the list.

Through **File maintenance** one may make a copy of an existing 'BIBLIO' file, and/or remove the file.

SDI: On selection of this function, a window displays the following menu.

SDI

Subjects/Strategies
Interest profile
SDI (New additions)
Develop file
Develop SDI
Remove file

The System has the provision to define members' special interests. This, combined with LIBSYS' powerful search facility and sophisticated search strategies, makes it possible to disseminate information selectively to a discriminating public. Members interest profiles are matched with new acquisitions, and current literature or developments in the subject (as reflected in journals). These are brought to the attention of members who may be too or otherwise occupied to cope with information explosion. This current awareness service called SDI is a special feature of the Cataloguing System.

Window 2

In order to carry out all the primary functions of the library, some support services are necessary. These

are provided in the menu in the second window of the Cataloguing System.

Print Catalogue Cards : LIBSYS provides for generating a complete set of 3x5 cards for titles added to the Library. These include cards for the main entry, title card if it is not the main entry, subject card, added entry cards, and a shelf-list card. On selection of this function, the following window opens.

Print Catalogue Cards

- Develop file
- Print Cards
- Print Cards (New Additions)
- Remove file
- Spine Slips

The **Develop file** function allows identifying titles for which cards are required to be printed. The titles are tagged to a user-defined work-file. There is a facility to print cards for all titles included in the list of New Additions, in which case there is no need to develop, a separate work-file. The work-files so created may be removed after their purpose is served.

Print catalogues : On selection of this function, following menu appears.

Print catalogues

- Author
- Title
- Classified
- Subject

Various catalogues of author, title, and subject as well as, the Shelf-list may be printed selectively.

Reports : The following menu appears in the Report Window :

- Document Slip
- Titles by Accession No.
- Titles Check list
- Titles by Class No.
- List by Title
- Subject / Keywords
- Classified Directory
- Arrival notice

System Setup : The setup parameters for the library enable selection of the classification scheme, as well as some of the procedural options which are applicable to the specific installation.

House-Keeping : Database house-keeping functions include updation of all indexes to keep the online catalogue (OPAC) current at all times. The system must also ensure that the New Additions file is replaced as soon as the list is issued at regular intervals.


Import / Export : LIBSYS provides for comprehensive import/export of bibliographic data in standard MARC as well as non-MARC formats. On selecting this function, following menu appears on the screen.

Data Import / Export

- Data Import
- Develop File

- Data Export
- Data Export (New Additions)
- Remove file
- Export for Barcode Labels

The 'Import' and 'Export' functions allow defining field structures in ANSI Z39, as well as fixed-record ASCII file formats. The data export could either be for all newly added titles.


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