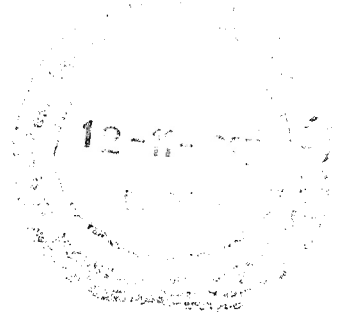


NA-147

**PURNA**



**INTEGRATED INFORMATION SYSTEM  
FOR LIBRARY OPERATIONS**

USER MANUAL

COMPILED BY

**N.U. YAPA**

NA 147 NA-147

**NATURAL RESOURCES ENERGY AND SCIENCE AUTHORITY**

# PURNA

## INTEGRATED INFORMATION SYSTEM

### INTRODUCTION



#### 1. MODULES & PASSWORDS

PURNA is an integrated information system based on Micro CDS/ISIS software and structured according to the SLSTINET Common Bibliographic Format. It could be accessed by typing **PURNA** at the 'C prompt' (C:\>)

Purna has five modules. Each module is accessed using a **password** as explained below:

MODULE	PASSWORD
• Acquisition	ACQ
• Cataloguing	CAT
• Serials Registration	SER
• Circulation	CIR
• Current Awareness	CAS

#### 2. RECORD TYPES

PURNA accepts both bibliographic and non-bibliographic items. These are organized in different types of records. Six types of records are used:

- B - Bibliographic – books, serials, audiovisuals, electronic media
- P - Persons – users, staff
- C - Corporate Bodies – suppliers, donors, libraries, committees
- A - Acquisition – requests, orders, gifts & exchange
- R - Receipt of Journal issues
- L - Loan – borrowings, reservations

#### 3. DATABASES

PURNA creates a central database named 'CAT'. Three other databases are generated from CAT to handle various functions. These are;

- CAT – main database
- SER – serials issues (C and B records are imported from CAT)
- CIR - circulation records (B and P records are imported from CAT)
- CAS – new additions (B and P records are imported from CAT)

## 4. FUNCTIONS

### Acquisition:

- Users suggestions
- Book selection
- Gifts & Exchanges
- Requests for invoices
- Order
- Photocopy request
- Accession
- Loans from other libraries

### Cataloguing:

- Cataloguing of monographs
- Serials cataloguing
- Analytical cataloguing
- Contents listing
- Catalogue stationary

### Serials registration

- Registration of the receipt of journals
- Registration of the receipt of News letters
- Serials Receipt reports
- Monthly reports
- Routing of Serials

### Circulation

- Borrowings
- Returns
- Reservations
- Fines
- Over-dues
- Dues
- Monthly report

### Current Awareness

- New additions
- SDI service

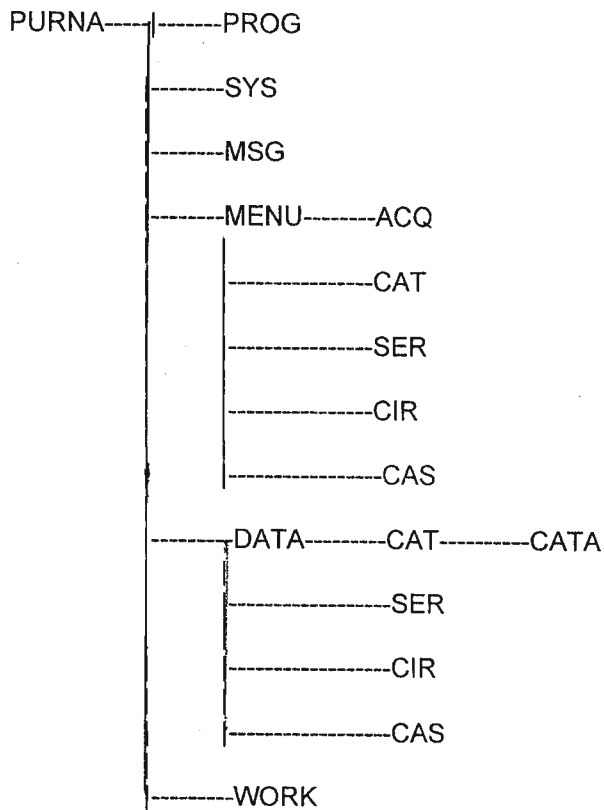
## 5. INSTALLATION

Insert the Installation diskette in diskette drive (A:) and select device a: Then type INSTALL. The system will prompt with the new directory that it will create, ie. C:\PURNA. When you agree to continue the system will create directories and copy all files. If your diskette drive is named B, after inserting the installation diskette type B:INSTALL at C prompt. ie C:\>B:INSTALL.

After the installation is completed you can access PURNA by typing PURNA at C prompt. ie. C:\>PURNA

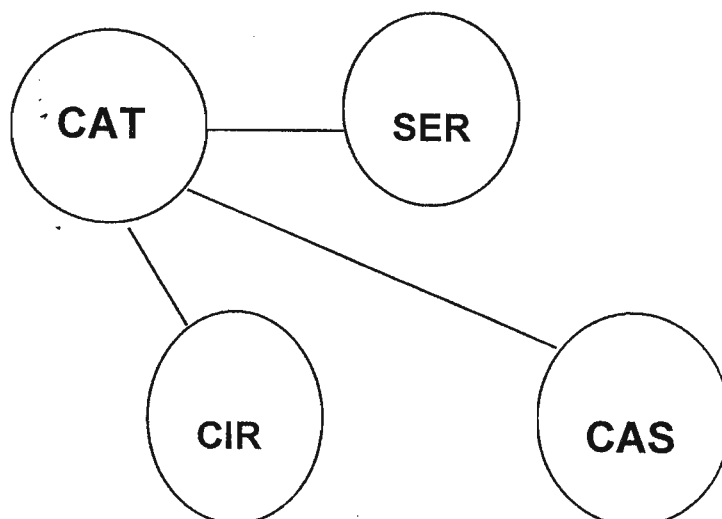
## 6. FILES

Tree of the PURNA file structure is given below:



## 7. RELATIONSHIP OF DATABASES

Following diagram illustrates the relationships of the databases in the system.



## 8. FDT OF PURNA DATADASES

(Based on the SLSTINET Common Bibliographic Format - SCBF)

<u>Tag</u>	<u>Field name</u>
001	Record Identifier
002	Bibliographic Level
003	Heading identifier
004	Item Identifier
005*	Date of Information
006*	Record Year (serials)
007*	Corp Identifier
008*	Person identifier
009*	Temp Doc No
020	Source of Record
021	Completeness of Record
022	Date entered
040	Language(s)
050	Physical Medium
060	Type of Material
100	ISBN
101	ISSN
120	SLSTINET ID

190	Heading
200	Title
202	Parent Title
260	Edition
300	Person(s)
310	Corporate Body
320	Meeting
350	Organization
351	Organization Type
352	Organization Address
400	Publisher
440	Year of Publication
450	Serial (Desig.)
460	Physical Description
480	Series
490	Part
500	Notes (Informal)
510	Notes (Bib re.)
520	Notes (frequency)
530	Notes (contents)
540	Notes (Holding)
541	Holdings (Start Issue)
542	Holdings (Start Date)
543	Holdings (End Issue)
544	Holdings (End Date)
545	Holdings (Missing Issues)
546	Holdings (Bound Volumes)
550	Serial Type
551	Serial Publication Status
560	Receipt Issue Designation
565	Receipt Publication Date
571	Receipt January
572	Receipt February
573	Receipt March
574	Receipt April
575	Receipt May
576	Receipt June
577	Receipt July
578	Receipt August
579	Receipt September
580	Receipt October
581	Receipt November
582	Receipt December
590	Route (internal)
591	SDCP List
600	Abstracts
610	Classification No.
615	Broad heading(s)/Notation
620	Keywords
625	Geographical code
650	User Name
651	User Designation
652	User Organization
660	User Office Address

661 User Private Address  
 662 User Office Telephone  
 663 User Private Telephone  
 664 User Office Fax  
 666 User E-Mail  
 670 User Qualification  
 680 User Subject interests  
 681 User Projects  
 700\* Serial Loan  
 710\* Book Loan: issue date  
 720\* Book Loan: due date  
 730\* Book Loan: return date  
 740\* Book Loan: Resevation date  
 750\* Book Loan: Reservation call  
 760\* Book Loan: Reminded on  
 770\* Book Loan: Fine rate  
 810 Call No  
 811 Location (External)  
 820 Accession No.  
 824 Requester  
 825 Select Authority  
 830 Acquisition Source  
 831 Acquisition mode  
 832 Acquisition status  
 835 Order No.& date  
 836 Acquisition remarks  
 837 Request No. & date  
 838 Period of subscription/date  
 840 Invoice no & date  
 841 Payment date  
 842 Total cost foreign(order/book)  
 843 total cost Rs (order/book)  
 844 Cheque no & date  
 845 Receipt date  
 846 Availability  
 850 Reminders  
 851 Project  
 852 Cost (without handling)  
 853 Cost of handling  
 854 Item specifications (equip)  
 855 Notes to supplier  
 856 Notes on receipt  
 861 No. of Copies  
 862 Current availability  
 871 Entered by  
 880 Network Representation  
 991\* ACQ MFN  
 992\* CAT MFN  
 993\* SER MFN  
 994\* CIR MFN  
 995\* CAS MFN  
 999 MFN

\* addition to SCBF

# PURNA

## INTEGRATED INFORMATION SYSTEM

### ACQUISITION MODULE

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# PURNA

## INTEGRATED INFORMATION SYSTEM

### ACQUISITION MODULE

**PASSWORD = ACQ**

#### **1. RECORD TYPES:**

Acquisition Module is used for entering new items to PURNA . These includes:

- B - Bibliographic – books, serials, audiovisuals, electronic media
- P - Persons – users, staff
- C - Corporate Bodies – suppliers, donors, libraries, committees
- A - Acquisition Transactions – requests, orders, gifts & exchange

This module uses the central database named 'CAT'. Records from CAT can be exported to other three databases.

#### **2. ACQUISITION FUNCTIONS:**

- Users suggestions
- Book selection
- Gifts & Exchanges
- Requests for invoices
- Order
- Photocopy request
- Accession
- Loans from other libraries

#### **3. WORKSHEETS:**

Data is entered through worksheets. The relevant worksheet should be selected from the following:

BOOK – monographs  
ANAL - articles, reprints  
SER – Serials ( journals, newsletters, newspapers)  
USER - Persons (users, staff)  
CORP - Corporate bodies (suppliers, donors, libraries, committees)  
REQUE – Requests (gifts, exchanges, pro-forma)  
PHOTO – Photocopy requests  
ORDER – Orders ( monographs , renewals)

#### 4. ITEM IDENTIFIERS

Each item added to the system should have a unique identifier. In the case of a bibliographic item, which is on request/order, a temporary identifier should be provided.

<u>Item</u>	<u>Identifier</u>	<u>example</u>	<u>Tag</u>
Book (before accession)	temporary monograph no.	TM97/010	004
Book (after accession)	accession number	00234	820
Serial (before selection)	temporary serial no.	TJ020	009
Serial (after selection)	Serial no.	J020	004
Article	temporary document no.	TA97/020	004
User	membership no.	P001	008
Corporate Body	Corporate Code	C0002	007
Request	Request no.	REQ 97/010	837
Order	Order no.	97/010	835
ILL request	ILL req. no.	ILL 97/001	837

Registers should be maintained to help control the identifiers and to prevent duplication of the identifiers. PURNA can be used to produce these registers.

#### 5. PROGRESS OF RECORD EDITING

A record that had been entered would have to be edited subsequently when the acquisition process proceeds. A bibliographic record entered to register a proposal would be edited when the item is selected or when action is initiated to acquire it. Similarly, a transaction record will also be edited during different stages of acquisition.

Tag 832 is used to register the stage of acquisition of a bibliographic item. Same tag is used to define the type of transaction in Transaction Records.

##### 5.1 Acquisition Stage

A bibliographic item added to the library proceeds through a series of acquisition stages. The acquisition stage of a item is indicated in the field tag: 832. When the item changes its acquisition stage the record concerned should be edited.

##### Value of tag 832 in Bibliographic Worksheets

BOOK, SER, ANAL

BOOK (books)

P – Proposed

S – Selected

A – Action initiated for acquisition  
(request or order)

L- Interlibrary loan

R – Received

X – Rejected

Y - Disposed  
SER (serials)  
P- Proposed  
S - Selected  
C- Currently acquired/action initiated  
    For acquiring  
D- Discontinued  
X - Rejected  
Y - Disposed  
ANAL (articles)  
A - Action initiated for acquisition  
R - Received

## 5.2 Acquisition Transaction

It should be noted that although the same tag (832) is used, codes for defining the acquisition stage in Bibliographic Work sheets are different from those used in Acquisition Worksheets:

### Value of tag 832 in Acquisition Worksheets

ORDER, REQ, INV, ILL, PHOTO

#### REQUE (requests)

O - On Order/request

#### INV (pro-forma invoice)

I - Invoice requested

#### ORDER

none

#### PHOTO (photocopy)

H - Photocopy request

#### ILL (Inter library loan)

L - Inter library Loan

## 6 ACQUISITION OF BOOKS

(Procedures)

### 6.1 BOOKS : Proposals

a. Select BOOK worksheet

Press N

Record type = B  
Bib. Level = M  
Temporary Monograph no. (next sequential no. )  
Acquisition stage = P  
Title, author and other data available  
Code of the User who make the suggestion (if the User has not been registered, a new User Record should be created (see 9))

### 6.2 BOOKS : Selection

a. If the book is already entered in 'Proposed Stage';

Search the book by Tem. Monograph no. ( for TM97/023 search BTM97/023)

Press <F4>

Select worksheet BOOK

Press 'R'

Change 'Acq. Stage' to 'S'  
Code of the Select Authority (if not in the system, create a new Corp. Body record  
(see 10))  
Edit other data if necessary

- b. If the book is not entered, create a new record;  
Select worksheet BOOK  
Press 'N'

Record type = B  
Bib. Level = M  
Temporary Monograph no. (next sequential no. )  
Acquisition stage = S  
Title, author and other data available  
Code of the Select Authority (if not in the system, create new Corp. Record (see  
10))

### 6.3 BOOKS : Book request

Book could be requested free of charge from a Donor: the 'Acquisition Stage' becomes  
'A' and 'Acquisition Mode' becomes 'G'

- a. Create a new Corp. Record for the Donor, if already not entered. (see 10)  
b. If the book is already entered in the 'Selected Stage';  
Search the book by Tem. Monograph no. ( for TM97/023 search BTM97/023)  
Press <F4>  
Select worksheet BOOK  
Press 'R'

Change 'Acq. Stage' to 'O'  
Code of the Donor (if not in the system, create new Corp. Body record (see 10))  
Edit other data if necessary

- c. If the book is not entered, create a new record;  
Select worksheet BOOK  
Press 'N'

Record type = B  
Bib. Level = M  
Temporary Monograph no. (next sequential no. )  
Acquisition stage = A  
Title, author and other data available  
Code of the Donor (if not in the system, create new Corp. Body record (see 10))

- d. Create an Acquisition Record  
Select worksheet REQUE  
Press N

Record type = A  
Acq. Stage = O  
Acq. Mode = G  
Temp. Monograph no. (use % to separate numbers)  
Request no. (next number in the sequence e.g. REQ 97/020)  
Source = Donor Code

#### 6.4 BOOKS : Request for pro-forma invoice

It is necessary to obtain a pro-forma invoice for books that have to be purchased, if the cost is not known. The 'Acquisition Transaction' becomes 'I' and 'Acquisition Mode' becomes 'P'

- a. Create a new Corp. Record for the Supplier, if already not entered. (see 10)  
b. If the book is already entered in the 'Selection Stage';  
Search the book by Temp. Monograph no. ( for TM97/023 search BTM97/023)  
Press <F4>  
Select worksheet BOOK  
Press 'R'

Change 'Acq. Stage' to 'A'  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10))  
Edit other data if necessary

- c. If the book is not entered, create a new record;  
Select worksheet BOOK  
Press 'N'

Record type = B  
Bib. Level = M  
Temporary Monograph no. (next sequential no. )  
Acquisition stage = A  
Title, author and other data available  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10))

- d. Create an Acquisition Record  
Select worksheet INV  
Press N

Record type = A  
Transaction = I  
Acq. Mode = P  
Temp. Monograph no. (use % to separate numbers)  
Request no. (next number in the sequence e.g. REQ 97/020)  
Source = Supplier Code

## 6.5 BOOKS : Order

When it is decided to order the book an Order Record should be created. The 'Acquisition Transaction' becomes 'O' and 'Acquisition Mode' becomes 'P'

- a. Create a new Corp. Record for the Supplier, if already not entered. (see 10)
- b. If the book is already entered in the system;
  - Search the book by Temp. Monograph no. ( for TM97/023 search BTM97/023)
  - Press <F4>
  - Select worksheet BOOK
  - Press 'R'

Change 'Acq. Stage' to 'A'  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10))  
Price of the book, number of copies  
Edit other data if necessary

- c. If the book is not entered, create a new record;
  - Select worksheet BOOK
  - Press 'N'

Record type = B  
Bib. Level = M  
Temporary Monograph no. (next sequential no. )  
Acquisition stage = A  
Title, author and other data available  
Price of the book, number of copies  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10))

- d. If an Acquisition Record has been created under 6.4d ;
  - Search for the Acquisition Record ( for TM 97/010 search ATM 97/010 )
  - Press <F4>
  - Select worksheet ORDER
  - Press R

Enter data

- e. If no Acquisition Record is available, create a new Record
  - Select worksheet ORDER
  - Press N

Record type = A  
Transaction = O  
Acq. Mode = P  
Temp. Monograph no. (use % to separate numbers)  
Order no. (next number in the sequence e.g. 97/020)  
Source = Supplier Code  
Cost: without handling, handling, total

## 6.6 BOOKS : Receipt

When the requested/ordered book is received the Book Record should be modified. The 'Acquisition Stage' becomes 'R'. If the book is received without any request from a library, a new Book Record, a new Acquisition Record and sometimes a new Corporate Body Record have to be created.

- a. Search the book by Tem. Monograph no. ( for TM97/023 search BTM97/023)  
Press <F4>  
Select worksheet BOOK  
Press 'R'

Change 'Acq. Stage' to 'R'  
Date of receipt  
Accession no.  
Edit other data if necessary

- b. If the order/request is completed by the receipt of the book;  
Search for the Acquisition Record ( for TM 97/010 search ATM 97/010 )  
Press <F4>  
Select worksheet ORDER  
Enter the date of completion of the order/request
- c. If the book is received with out any request from the library;  
Create a new Book Record  
Select worksheet BOOK  
Press N

'Acq. Stage' to 'R'  
Date of receipt  
Accession no.  
Enter other bibliographic data  
(not necessary to enter a temporary monograph no.)

Create a new Acquisition Record  
Select worksheet REQUE  
Press N

Record type = A  
Acq. Stage = R  
for Temp. Monograph no., enter the Accession nos.(use % to separate numbers)  
Source = Supplier Code

## 7 ACQUISITION OF SERIALS

### 7.1 SERIALS ; Proposals

- a. Select SER worksheet
- b. Create a new record  
Press N

Record type = B  
Bib. Level = S  
Temporary Serial no. (next sequential no. )  
Acquisition stage = P  
Title, and other data available  
Code of the User who make the suggestion (if the User has not been registered, a new User Record should be created (see 9a)

### 7.2 SERIALS : Selection

- a. If the Serial is already entered in 'Proposed Stage';  
Search the Serial by Tem. Serial no. ( for TJ002 search BTJ002)  
Press <F4>  
Select worksheet SER  
Press 'R'

Change 'Acq. Stage' to 'S'  
Code of the Select Authority (if not in the system, create a new Corp. Body record (see 10a)  
Edit other data if necessary

- b. If the SERIAL is not entered, create a new record;  
Select worksheet SER  
Press 'N'

Record type = B  
Bib. Level = S  
Temporary SERIAL no. (next sequential no. )  
Acquisition stage = S  
Title, and other data available  
Code of the Select Authority (if not in the system, create new Corp. Record (see 10))

### 7.3 SERIAL : request

SERIAL could be requested free of charge from a Donor: the 'Acquisition Stage' becomes 'C'. In the Acquisition Transaction Record 'Transaction' becomes 'O' and 'Acquisition Mode' becomes 'G'

- a. Create a new Corp. Record for the Donor, if already not entered. (see 10a)
- b. If the serial is already entered in the 'Selected Stage';  
Search the SERIAL by Tem. SERIAL no. ( for TJ002 search BTJ002)  
Press <F4>  
Select worksheet SER  
Press 'R'

Change 'Acq. Stage' to 'C'  
Give permanent Serial No. (next sequential no.) e.g. J012  
Code of the Donor (if not in the system, create new Corp. Body record (see 10a)  
Edit other data if necessary

- c. If the SERIAL is not entered, create a new record;  
Select worksheet SER  
Press 'N'

Record type = B  
Bib. Level = S  
Give permanent Serial No. (next sequential no.) e.g. J012  
Acquisition stage = C  
Title, and other data available  
Code of the Donor (if not in the system, create new Corp. Body record (see 10a)

- d. Create an Acquisition Record  
Select worksheet REQUE  
Press N

Record type = A  
Transaction = O  
Acq. Mode = G  
SERIAL Nos. (use % to separate numbers)  
Request no. (next number in the sequence e.g. REQ 97/020)  
Source = Donor Code

### 7.4 SERIALS : Request for pro-forma invoice

It is necessary to obtain a pro-forma invoice for books that have to be purchased, if the cost is not known. The 'Transaction' becomes 'I' and 'Acquisition Mode' becomes 'O'

- a. Create a new Corp. Record for the Supplier, if already not entered. (see 10a)
- b. If the SERIAL is already entered in the 'Selected Stage';  
Search the SERIAL by SERIAL NO. ( for J020 search BJ020)  
Press <F4>

Select worksheet SER  
Press 'R'  
Change 'Transaction' to 'I'  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10a)  
Edit other data if necessary

- c. If the SERIAL is not entered, create a new record;  
Select worksheet SER  
Press 'N'

Record type = B  
Bib. Level = S  
SERIAL No. (next sequential no. )  
Acquisition stage = C  
Title, and other data available  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10a )

- d. Create an Acquisition Record  
Select worksheet INV  
Press N

Record type = A  
Transaction = I  
Acq. Mode = P  
SERIAL No. (use % to separate numbers)  
Request no. (next number in the sequence e.g. REQ 97/020)  
Source = Supplier Code

## 7.5 SERIALS : Order

When it is decided to order the SERIAL or to RENEW it , an Order Record should be created. The 'Transaction' becomes 'O' and 'Acquisition Mode' becomes 'P'

- a. Create a new Corp. Record for the Supplier, if already not entered. (see 10)  
b. If the SERIAL is already entered in the system;  
Search the SERIAL by Tem. serial no. ( for TJ020 search **BJ020**)  
Press <F4>  
Select worksheet SER  
Press 'R'

Change 'Acq. Stage' to 'C'  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10))  
Annual subscription of the SERIAL  
Edit other data if necessary

- c. If the SERIAL is not entered, create a new record;  
Select worksheet SER  
Press 'N'

Record type = B  
Bib. Level = S  
SERIAL no. (next sequential no. )  
Acquisition stage = O  
Title, and other data available  
Annual subscription price of the SERIAL  
Code of the Supplier (if not in the system, create new Corp. Body record (see 10))

- d. If an Acquisition Record has been created under 7.4 ;  
Search for the Acquisition Record ( for J020 search **AJ020** )  
Press <F4>  
Select worksheet ORDER  
Press R

Enter data

- e. If no Acquisition Record is available, create a new Record  
Select worksheet ORDER  
Press N

Record type = A  
Transaction = O  
Acq. Mode = P  
Serial no. (use % to separate numbers)  
Order no. (next number in the sequence e.g. 97/020)  
Source = Supplier Code  
Cost: without handling, handling, total

## 8 ACQUISITION OF ARTICLES

### 8.1 ARTICLE : Photocopy request

A photocopy of the article could be requested from a Donor: the 'Acquisition Stage' becomes 'A' . The corresponding Acquisition Transaction Record, 'Transaction' becomes 'P' and 'Acquisition Mode' becomes 'G'

- a. Create a new Corp. Record for the Donor, if already not entered. (see 10)  
b. Create a new record for the article:  
Select Worksheet ANAL  
Press N

Record type = B  
Bib. Level = A  
Temporary Document no. (e.g. TA97/010 next sequential no. )  
Acquisition stage = A  
Title, author and other data available  
Code of the Donor (if not in the system, create new Corp. Body record (see 10))

- d. Create an Acquisition Record  
Select worksheet PHOTO  
Press N

Record type = A  
Transaction = H  
Acq. Mode = G  
Temp. Documentno. (use % to separate numbers)  
Request no. (next number in the sequence e.g. REQ 97/020)  
Source = Donor Code

## 8.2 ARTICLE : Receipt

When the requested article is received the Analytical Record should be modified. The 'Acquisition Stage' becomes 'R'.

- a. Search the book by Tem. Document no. ( for TA97/023 search BTA97/023)  
Press <F4>  
Select worksheet ANAL  
Press 'R'

- b. If the photocopy request is completed by the receipt of the book;  
Search for the Acquisition Record ( for TA 97/010 search ATA 97/010 )  
Press <F4>  
Select worksheet PHOTO  
Press R

Enter the date of completion of the order/request

## 9 USER RECORD

Persons dealing with PURNA (users, staff etc) should be first registered in CAT database. These records could be exported to other associated databases such as CIR and CAS.

- a. Create a new User Record  
Select worksheet USER  
Press N

Record type = P  
Give User No. (next sequential no.) e.g. P012  
Users organization = if the organization is already entered the acronym

- b. Edit User Record  
Search for the User Record ( for P012 search for PP012)

Press <F4>  
Select worksheet USER  
Press R

Modify record

## 10 CORPORATE BODY RECORD

Corporate bodies dealing with PURNA (suppliers, donors, libraries etc) should be first registered in CAT database. These records could be exported to other associated databases such as SER and CAS.

- a. Create a new CORP Record  
Select worksheet CORP  
Press N

Record type = C  
Give CORP No. (next sequential no.) e.g. C0012

- b. Edit User Record  
Search for the CORP Record ( for C0012 search for CC0012)  
Press <F4>  
Select worksheet CORP  
Press R

Modify record

## 11 EXPORT RECORDS

Records from the CAT database should be selectively exported to other three databases. The records should be first selected and saved.

- a. Export Book Records to CIR database  
Select Book records in the given range;  
Enter search menu  
Press 'S' and give search expression;  
to select records with in MFN 3000 and MFN 4000  
search expression = ? v2='M' and mfn>2999 and mfn< 4001  
save Search results by pressing P ( give save file name- e.g. CIR)  
Export records  
Get the Export Worksheet (Press 'M' at the Main menu and then 'E')  
Fill in the Export worksheet;  
Output file = CIR.ISO  
Save file name = CIR  
(skip other fields)  
Press <CR> when asked for the back up directory
- b. Export Serial Records to SER database  
Select Serial records in the given range;  
Enter search menu  
Press 'S' and give search expression;  
to select records with in MFN 3000 and MFN 4000  
search expression = ? v2='S' and mfn>2999 and mfn< 4001  
save Search results by pressing P ( give save file name- e.g. SER)  
Export records  
Get the Export Worksheet (Press 'M' at the Main menu and then 'E')

Fill in the Export worksheet;  
Output file = SER.ISO  
Save file name = SER  
(skip other fields)  
Press <CR> when asked for the back up directory

- c. Export User Records to CIR database  
Select Serial records in the given range;  
Enter search menu  
Press 'S' and give search expression;  
to select records with in MFN 3000 and MFN 4000  
search expression = ? v1='P' and mfn>2999 and mfn< 4001  
save Search results by pressing P ( give save file name- e.g. USER)  
Export records  
Get the Export Worksheet (Press 'M' at the Main menu and then 'E')  
Fill in the Export worksheet;  
Output file = USER.ISO  
Save file name = USER  
(skip other fields)  
Press <CR> when asked for the back up directory
- d. Export USER Records to CAS database  
Select Serial records in the given range;  
Enter search menu  
Press 'S' and give search expression;  
to select records with in MFN 3000 and MFN 4000  
search expression = ? v1='P' and mfn>2999 and mfn< 4001  
save Search results by pressing P ( give save file name- e.g. MEM)  
Export records  
Get the Export Worksheet (Press 'M' at the Main menu and then 'E')  
Fill in the Export worksheet;  
Output file = MEM.ISO  
Save file name = MEM  
(skip other fields)  
Press <CR> when asked for the back up directory

## 12 UPDATE RECORDS

Records from the CAT database should be selectively exported to replace corresponding records in other three databases. For example, if a user record that had been already exported to CIR database need to be modified, the original record in the CAT database should be modified and then export the record for replacing the user record in the CIR database. When the CAT record is modified, MFN of the CIR record should be entered in it. At the time of importing the record to CIR database TAG containing the MFN should be given for replacing the user record.

- a. Export User Records to CIR database to replace the existing record  
Enter CIR database and note the MFN of the User record that has to be modified. (say MFN 122)

Enter CAT database using password ACQ  
Search the User record (for P012 search PP012)

At the search menu press <F4>  
 Select User Worksheet  
 Press 'R'  
 Modify the record. Enter CIR MFN of the user record (i.e. 122) in the Tag 994  
 Access Search menu  
 Save user record (say save file = CIR)  
 Access the Export Worksheet  
 Enter data (output file = cir.iso, save file = cir )

Enter CIR database  
 Access Import Worksheet  
 Enter data (input file = cir.iso, Input Tag containing MFN = 994, option = U)

b. Export Serial Records to SER database to replace the existing record.

Enter SER database and note the MFN of the Serial record that has to be modified. (say MFN 122)

Enter ACQ database  
 Search the SERIAL record (for J012 search BJ012)  
 At the search menu press <F4>  
 Select SER Worksheet  
 Press 'R'  
 Modify the record. Enter SER MFN of the SERIAL record (i.e. 122) in the Tag 993  
 Access Search menu  
 Save user record (say save file = SER)  
 Access the Export Worksheet  
 Enter data (output file = ser.iso, save file = ser )

Enter SER database  
 Access Import Worksheet  
 Enter data (input file = ser.iso, Input Tag containing MFN = 993, option = U)

### 13 REPORTS

Report	search expression	format
Books : proposed	? v2='M' and v832='P'	BOOK
Books : Selected	? v2='M' and v832='S'	BOOK
Books : Action taken to acquire	? v2='M' and v832='A'	BOOK
Books : Received	? v2='M' and v832='R'	BOOK
Books : requested as ILL	? v2='M' and v832='L'	BOOK
Books : Received : month (Jan. 97)	? v2='M' and v845*0.4='9701'	BOOK
Serials : proposed	? v2='S' and v832='P'	SER
Serials : Selected	? v2='S' and v832='S'	SER
Serials : currently acquired	? v2='S' and v832='C'	SER
Articles : Action taken to acquire	? v2='A' and v832='A'	ANAL

Photocopies requested : month (Jan. 97)	? v832='H'	REQ
Orders placed : month (Jan. 97)	? v835^d*0.4='9701'	ORD
Book Orders places: month (Jan. 97)	? v4*0.2='TM' and v835^d*0.4='9701'	ORDM
Serial Orders places: month (Jan. 97)	? v4*0.1='J' and v835^d*0.4='9701'	ORDS
Requests not completed	? v832='O' and a(v835) and a(845)	REQ
Orders not completed	? p(v835) and a(v845)	ORD
ILL Requests	? v1='A' and v832='L'	ILL
ILL Requests not completed	? v1='A' and v832='L' and a(845)	ILL

#### 14 MAINTENANCE

Obtain back-ups of the database periodically (atleast once a week). The back -up can be used to restore the database when need arises.

Procedure: Access the Master File Services menu (M option from the main menu)  
 Select 'B' option  
 Name 'a:' as the backup drive (insert diskette)

# **PURNA**

## **INTEGRATED INFORMATION SYSTEM**

### **CATALOGUING MODULE**

#### **CONTENTS**

- 1. BIBLIOGRAPHIC LEVELS:**
- 2. CATALOGUING FUNCTIONS:**
- 3. WORKSHEETS:**
- 4. DISPLAY FORMATS**
- 5. BIBLIOGRAPHIC TYPES (ANALYTICAL LEVEL):**
- 6. SERIAL TYPES (SERIAL LEVEL):**
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# PURNA

## INTEGRATED INFORMATION SYSTEM

### CATALOGUING MODULE

PASSWORD = CAT

#### 1. BIBLIOGRAPHIC LEVELS

Cataloguing Module is used for entering description of bibliographic items in the CAT database. This module handles only Bibliographic Records. The bibliographic items are divided into three levels:

<u>Record Type</u>	<u>Bibliographic level</u>	<u>item</u>
B	M (monograph)	book, report, theses
B	S (serial)	journal, newsletter, newspaper, Annual Report
B	A (analytical)	article, paper, chapter, statistical Table, Map

#### 2. CATALOGUING FUNCTIONS

- Cataloguing of monographs
- Cataloguing of serials
- Analytical cataloguing
- Contents page listing
- Catalogue support services

#### 3. WORKSHEETS

Data is entered through worksheets. The relevant worksheet should be selected from the following:

BOOK – Monographs  
ANAL - Articles, chapters, papers  
SER – Serials ( journals, newsletters, newspapers)  
MAP – Maps (analytical)  
TABLE – Statistical tables (analytical)  
CC – Contents pages of serials

#### 4. DISPLAY FORMATS

CAT – general  
AACR – Books by AACR Style  
ACCESS – Accession register entries  
ANAL – Analytical entries (articles, chapters, papers, maps, tables)  
CARD – Book card  
TAB – Books by tab style  
LABEL – Call number in a book label

SER – Serials general  
 BOUND – Bound serial entries  
 CC – Content page of a selected journal  
 BIBLIO – Bibliography style

#### 5. BIBLIOGRAPHIC TYPES (ANALYTICAL LEVEL):

Analytical items are identified by 'Bibliographic Type' (tag 60). The appropriate TYPE should be entered to ensure displaying and retrieval of these items. The following table gives different 'Bib. Types' of analytical items:

<u>Type</u>	<u>Item</u>
T	Statistical Table (analytical)
M	Map (analytical)
TP	Title page (contents page) of a serial
A	Article of a serial
P	Conference paper
C	Chapter of a book

#### 6. SERIAL TYPES (SERIAL LEVEL):

Serials can be categorized, if necessary, into different 'Types' (tag 60). The Library may decide not to categorize the serials into various types and could use one sequence to register serial codes (in Tag 4). If categorized, separate numbering sequence could be used for each category. The following table gives different 'Serial Types':

<u>Type</u>	<u>Item</u>	<u>Code</u>
J	Journals	J999
NL	Newsletter, bulletin	NL999
AR	Annual Report	AR9999
NP	Conf. paper	NP999

#### 7. MEDIUM

A bibliographic item belongs into one of the four basic media indicated in Tag 50:

**P** – paper **A** – audio visual **M**- microform **E** - Electronic

These media can be further divided, if necessary, into secondary media.

AA – Audio AV – Video AF – Film AS – Slide  
 MF – Microfiche MM - Microfilm  
 ED – Disk EC – CD-Rom

## **8. CATALOGUING**

### **8.1 Editing Book Records:**

New Book Records should not be entered in the Cataloguing Modules. Any Book added to the system should be first entered in the System through the Acquisition Module. (see para 6 of ACQ Module)

- a. Search the book by Accession no. (for 02345 search for B02345)
- b. Press <F4>
- c. Select BOOK worksheet
- d. Press 'R'
- e. Modify the record by entering catalogue data

### **8.2 Editing Serial Record:**

New Serial Records should not be entered in the Cataloguing Modules. Any Serial added to the system should be first entered in the System through the Acquisition Module. (see para 7 of ACQ Module)

In the Cataloguing Serial Records are edited in two instances:

- a. Index the Serial by giving Broad Heading and/or Keywords for the compilation of Serials Directories. (Work sheet SER )
- b. Catalogue Serial Holdings giving issues in the Bound Volume collection (Work sheet BOUND)

#### **8.2.1 Index Serial**

- a. Search Serial Record ( for J020 search BJ020)
- b. Press <F4>
- c. Select Work sheet SER
- d. Press 'R'
- e. Modify record by entering Broad Heading and Keywords

#### **8.2.2 Catalogue Bound volumes**

- a. Search Serial Record ( for J020 search BJ020)
- b. Press <F4>
- c. Select Work sheet BOUND
- d. Press 'R'
- e. Modify record by entering Broad Heading and Keywords

### 8.3 Analytical Cataloguing

#### 8.3.1 Articles in journals that are not selected for Contents Page Listing. I (see para 7.4)

- a. Select Work sheet ANAL
- b. Enter data
  - Level = 'A'
  - Type = 'A'
  - Title of article
  - Parent title = ^zJ020 (J020 is the code of the journal)
  - Citation = ^v123 (2)^p234-237 (volume, issue, pages)

#### 8.3.2 Chapter of a book

- a Select Work sheet ANAL
- b Enter data
  - Level = 'A'
  - Type = 'C'
  - Title of the chapter
  - Parent title = ^z23045 (23045 is the Accession number of the book)
  - Citation = ^oChapter 3^p234-237 (Chapter, pages)

#### 8.3.3 Conference paper

- a Select Work sheet ANAL
- b Enter data
  - Level = 'A'
  - Type = 'P'
  - Title of the paper
  - Parent title = ^z23045 (23045 is the Accession number of the Conference proceeding)
  - Citation = ^p234-237 (pages)

#### 8.3.4 Statistical table

- a Select Work sheet TABLE
- b Enter data
  - Level = 'A'
  - Type = 'T'
  - Title of the Statistical table
  - Parent title = ^z23045 (23045 is the Accession number of the book)
  - Citation = ^p234-237 (pages)
  - Physical description = ^icol.^s15x20 (colour, size)
  - Broad heading = Telecommunication
  - Column headings = sales%Distribution%Price
  - Period of the statistics = 1977-1980

### 8.3.5 Map

a Select Work sheet MAP

b Enter data

Level = 'A'

Type = 'M'

Title of the map

Parent title = ^z23045 (23045 is the Accession number of the book)

Citation = ^p234-237 (pages)

Broad heading

Keywords

Scale = 1: 200000

## 8.4 Contents Page Listing

Contents pages of selected journals could be entered. Each title in the contents page is entered in a separate record. Articles that are indexed under 7.3.1 should be modified by changing 'Type=TP'.

a. Select Work sheet CC

b. Enter data

Level = 'A'

Type = 'TP'

Title and author(s) of the article

Publications date = January 1997

Parent title = ^zJ020 (J020 is code of the journal)

Citation = ^v113^n10^p234-237 (Volume, issue, pages)

## 9 OUTPUTS

CAT database can be used to obtain different screen outputs and print-outs. First relevant records should be selected and then they should be displayed/printed using an appropriate format. Searching can be done by either selecting the search terms from the Term Dictionary or by typing the Search Expression.

### 9.1 Subject defined by Classification Number (e.g. 338.91 )

Select 338.91 from the Term Dictionary

Format:: BOOK (to display books)

: ANAL (to display analytical records)

### 9.2 Search known title (e.g. Law on right on women )

Books: Select 'BTI=.Law on right on women ' from the Term Dictionary  
Format:: BOOK (to display books)

Analytical record: Select 'TI=.Law on right on women ' from the Term Dictionary

Format:: ANAL (to display Analytical records)

### 9.3 Map on a subject or location (e.g. soil map of Sri Lanka )

Search expression = 'mp=\*soil\*Sri Lanka'

Format:: ANAL (to display map)

**9.4 Statistical Table on a subject** (e.g. rice production )

Search expression = 'table=\*rice\$'

Format:: ANAL (to display table)

**9.5 Serial of a known title** (e.g. Agricultural Systems )

Search expression = 'STI=Agricultural Systems'

Format: SER (to display serial)

: BOUNND (to display holdings)

**9.6 Serial by Serial Code** (e.g. J020 )

Select BJ020 from the Term Dictionary

Format : SER (to display serial)

: BOUNND (to display holdings)

**9.7 Serial by title words** (e.g. 'water' and 'resources')

Search expression = water\*resources'

Format : SER (to display serial)

: BOUNND (to display holdings)

**10 PRODUCTS**

Cat database can be used to obtain various printed products as described below. First, search the database by selecting terms from the Term Dictionary or by typing Search Expression, then Save the retrieved records and print them.

**10.1 Bibliography** (e.g. Bibliography of rice)

- a. search expression=rice\*
- b. save results e.g. save file=rice
- c. fill in Print work sheet  
save file='rice'  
print format=BIBLIO  
print file = rice
- d. use a word processing software to print 'rice' in c:/isis/work

**10.2 Directory of Serials**

- a. search expression = ? v2='S'
- b. save results e.g. save file=serial
- c. fill in Print work sheet  
save file='serial'  
print format =BOUND  
sort = Y  
print file = serial
- d. fill in Sort Work sheet  
no. of headings = 0  
first sort key = 1 0 v200
- e. use a word processing software to print 'Serial' in c:/isis/work

### 10.3 Accession Register

- a. search expression = ? v2='M'
- b. save results e.g. save file=book
- c. fill in Print work sheet  
save file='book'  
print format =ACCESS  
print file = book  
sort = Y
- d. fill in Sort Work sheet  
no. of headings = 0  
first sort key = 1 0 v820
- e. use a word processing software to print 'book' in c:/isis/work

### 10.4 Contents Page of a Serial

(contents pages should be printed separately)

e.g. Contents page of J020, vol 10, no 2 ie. Journal of Development Studies

- a. Select TP=J02001002 from the Term Dictionary ( where vol 10 no 2 is 01002)
- b. save results e.g. save file=J020
- c. fill in Print work sheet  
save file='J020'  
First Title: Journal of Development Studies  
Second Title: Volume 10 No 2  
print format =@CC  
print file = LPT1

## 11 CATALOGUE STATIONARY

### 11.1 Book card (e.g. Accession no 20045)

- a. Select B20045 from the Term Dictionary (can select a range of Accession nos.)
- b. save results e.g. save file=B20045
- c. fill in Print work sheet  
save file='B20045'  
print format =CARD  
print file = LPT1

### 11.2 Book label (e.g. Accession no 20045)

- a. Select B20045 from the Term Dictionary (can select a range of Accession nos.)
- b. save results e.g. save file=B20045
- c. fill in Print work sheet  
save file='B20045'  
print format =LABEL  
print file = LPT1

### 11.3 Catalogue card (e.g. Accession no 20045)

- a. Select B20045 from the Term Dictionary (can select a range of Accession nos.)
- b. save results e.g. save file=B20045
- c. fill in Print work sheet  
    save file='B20045'  
    print format =AACR  
    print file = LPT1

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## INTEGRATED INFORMATION SYSTEM

### SERIALS REGISTRATION MODULE

## CONTENTS

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  - 12.3 Export Corporate Body Records .
13. MAINTENANCE

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## INTEGRATED INFORMATION SYSTEM

### SERIALS REGISTRATION MODULE

PASSWORD = SER

#### 1. BIBLIOGRAPHIC LEVELS:

Serials Registration Module (referred to as SERIALS Module here after) is used for entering receipt of serial issues.

#### 2. SERIALS REGISTRATION FUNCTIONS:

- Registration of the receipt of journals
- Registration of the receipt of News letters
- Serials Receipt reports
- Monthly reports
- Routing of Serials

#### 3. RECORD TYPES:

SERIAL Module handles three types of records:

- B – Bibliographic – Serials, newsletters, bulletins, annual reports
- C - Corporate bodies – Suppliers, donors, libraries, committees
- R – Receipt of Serial issues
- P - Users

This module uses a secondary database named SER which is created and developed by importing 'Bibliographic (B) Records', 'User (P) Records' and 'Corporate Body (C) Records' from the CAT database and by entering 'Receipt Records'.

'C', 'P' and 'B' type of records are not added or edited in SER database. New records are first entered in CAT database via Acquisition Module. Any modifications to these records are first done in CAT database using Acquisition Module and are exported to the SER database to replace the existing record.

#### 4. WORKSHEETS:

Data is entered through worksheets. The relevant worksheet should be selected from the following:

SER – Serial general  
CORP – Corporate bodies  
PER – User  
DAILY – Receipt of daily serials  
WEEK – Receipt of Weekly serials  
TWICE – Receipt of twice weekly serials  
MONTH – Receipt of monthly (or less frequent) serials  
ROUT – Routing of serials  
(Note: SER, CORP and USER work sheets are provided to facilitate verifying data and not intended for editing or entry of data)

#### 5. DISPLAY FORMATS

SER – general  
MON – Receipt of Fortnightly, monthly and less frequent serials  
WEEK – Receipt of weekly serials  
DAILY – Receipt of daily serials  
COLUMN – Receipt on Fortnightly, monthly and less frequent serial in Column style  
LINE – Serial record in simplified style  
MISS – Missing issues of serials  
JAN – Report on receipt of serial issues in January  
FEB – Report on receipt of serial issues in February  
(Receipt of each month can be displayed using MAR, APR, MAY, JUN etc. The Display format should be modified for the required year by replacing 'YYMM' in the format. E.g. 9601 should be changed to 9701 for January 1997)  
MISLET – a letter to the Supplier informing the missing issues.  
ROUT – Routing of serials

#### 6. REGISTRATION OF SERIAL ISSUES

6.1 **Creating** a new record to enter **Monthly** (including fortnightly and less frequent) issues:

- a. Select 'MONTH' worksheet
- b. Press 'N'
- c. Enter data
  - i. serial code (e.g. J020)
  - ii. Year (e.g. 97)
  - iii. Title
  - iv. Issue (VVV-NN) e.g. 010-02

Where VVV = volume number and NN = issue no.

Enter the last three digits of the volume, "-" and last two digit of the issue.

If any of these are missing give the number available in three digits followed by "-00"

If neither number is available keep the field blank.

e.g. vol. 10, no.2 = 010-02

vol. 112, no.11 = 112-11  
vol. 1101 = 101-00  
no. 232 = 232-00  
no number =

In case of combined issues enter the last no.

e.g. vol 123, nos 1&2 = 123-02  
issue 123/124 = 124-00

This is a repeatable field. Hence data on all issues of the same year are entered in the same field separated by '%'.  
e.g. 010-01%010-02%010-03

v. Publications date (99-AAA)

Where 99=year and AAA is first three letters of the month/season separated by '-'

If publications date is not given keep the field blank

For combined issues enter the latest date.

e.g. January 1997 = 97-Jan  
Summer 1995 = 95-Sum  
Jan./Feb. 96 = 96-Feb  
Dec 95-Jan 96 = 96-Jan  
16 January 94 = 96-Jan (in the case of fortnightly issues, the day is not recorded. This means that there will be two issues with the same publications date).

This is a repeatable field. Hence data of all issues of the same year are entered in the same field separated by '%'.  
e.g. 96-Jan%96-Feb%96-Mar

vi. Received date (yymmdd)

Enter date according the pattern: 970312

Today's value can be entered by pressing shift<F5>

This is a repeatable field and hence data on all issues of the same year are entered in the same field separated by '%'.  
e.g. 970102%970213%970201

vii. Entering missing issues

Non receipt of an issue is indicated by entering **six dashes**, '-----'. However the volume & issue nos. and the publications of the missing issues should be entered.

E.g.

Vol. 123, no. 1 (January 97) received on 12 February 1997,

Vol. 123, no. 2 (February 97) received on 16 February 1997,

Vol. 123, no. 4 (April 97) received on 3 March 1997.

This shows that Vol. 123 no 3 (March 97) is missing.

At the time the April 97 issue is entered, data on March 97 issue too should be entered. In this case, missing of March 97 is indicated by entering '-----' (six dashes) in the date field.

Issue (vol-no) 123-01%123-02%123-03%123-04 Publication date (Yr-Mon) 97-Jan%97-Feb%97-Mar%97-Apr Date received (YYMMDD) 970212%970216%-----%970303
---

**6.2 Creating a New record to enter Weekly issues:**

- a. Select 'WEEK' worksheet
- b. Press 'N'
- c. Enter data
  - i. Serial code (e.g. J020)
  - ii. Year (e.g. 97)
  - iii. Title
  - iv. Date of receipt of the issue should be entered against the month and under the correct column. Five column for the five weeks of the month are provided.

	Wk-1	Wk-2	Wk-3	Wk-4	Wk-5
	01-07	%08-14	%15-21	%22-28	%29-31
Jan:	970123%	970123%	970201%	-----	
Feb:	970212%	920210%	-----	%970302	
Mar:	970301%	970401%	-----	%-----	%970412
Apr:					
May:					
Jun:					
Jul:					
Aug:					
Sep:					
Oct:					
Nov:					
Dec:					

Above entries show :

- 1<sup>st</sup> week issue of January 97 was received on 23 January 1997
- 2<sup>nd</sup> week issue of January 97 was received on 23 January 1997
- 3<sup>rd</sup> week issue of January 97 was received on 1 February 1997
- 4<sup>th</sup> week issue of January 97 is missing

**6.3 Entering data to existing Monthly record :**

- a. Press <F9>
- b. Type the serial issue code preceded by R and year:  
eg. R97J002 for 1997 issues of journal J002
- c. press <CR>
- d. press <F10>
- e. Enter data (see 6.1)  
Issue (VVV-NN) e.g. 010-02

**6.4 Entering data to existing weekly record :**

- a. Press <F9>
- b. Type the serial issue code proceeded by R and year:  
eg. R97J002 for 1997 issues of journal J002
- c. press <CR>
- d. press **shift<F10>**
- e. Enter data (see 6.1)  
Issue (VVV-NN) e.g. 010-02

**6.5 Creating a New record to enter Twice weekly issues:**

- a. Select 'TWICE' worksheet
- b. Press 'N'
- c. Enter data  
Serial code (e.g. J020)  
Year (e.g. 97)  
Title  
Date of receipt of the issue should be entered against the month and under the correct column. Five column for the five weeks of the month are provided.

Jan: 970123%970104%970123%970201%-----%970201%970204%970205
Feb: 970212%920210%-----%970302%970312%970312%970302%-----
Mar: 970301%970401%-----%-----%970412
Apr:
May:
Jun:
Jul:
Aug:
Sep:
Oct:
Nov:
Dec:

**6.6 Entering data to existing Twice weekly record :**

- a. Press <F9>
- b. Type the serial issue code proceeded by R and year:  
eg. R97J002 for 1997 issues of journal J002
- c. press <CR>
- d. press <F4>
- e. press 'L'
- f. select work sheet TWICE
- g. Enter data (see 6.5)  
Issue (VVV-NN) e.g. 010-02

## 7 ROUTING OF SERIALS

Routine of serials such as newsletters, is a service offered by some libraries to create current awareness of the readers. Serials Registration Module could be used to prepare routine slips that are attached to the serial issues. The codes of the users should be entered in the Bibliographic record of the serial for this purpose.

### 7.1 Entering User codes in serial records

- a. Search the serial  
Press <F9>  
Type serial code preceded by B. e.g. BJ020  
Press <CR>
- b. Edit serial record  
Press <F4>  
Press 'L'  
Select work sheet 'ROUT'  
Press 'R'
- c. Enter data  
Enter User codes  
e.g. P003%P012

### 7.2 Printing Routing Slip

- a. Search the serial  
Press <F9>  
Type serial code preceded by B. e.g. BJ020  
Press <CR>
- b. Save search result  
Press 'P'  
Give save file name when prompted e.g. ROUT
- c. Access the print worksheet  
Enter data  
Save file = ROUT  
Print format = @ROUT  
Print file = LPT1

## 8 DISPLAY SERIAL RECEIPTS

### 8.1 Display Monthly serials

- a. Browse **Monthly** (Fortnightly and less frequent) serials  
Select display format MON  
Press 'B'
- b. Display issues of a **monthly** serial belonging to a given **year**.  
e.g. 1997 issues of Serial J030  
Select R97J030 from the Term dictionary  
(Search expression = R97030)  
Select MON or COLUMN display format

Press 'D'

- c. Display issues of a **monthly** serial belonging to **several years**.  
e.g. 1995-1997 issues of Serial J030  
Select R95J030, R96J030 and R97030 from the Term dictionary  
(Search expression = R95J030 + R96J030 + R97030)  
Select MON or COLUMN display format  
Press 'D'

## 8.2 Display weekly serials

- a. Browse **Weekly** (or more frequent) serials)  
Select display format WEEK  
Press 'B'
- b. Display issues of a **weekly** serial belonging to a given **year**.  
e.g. 1997 issues of Serial J030  
Select R97J030 from the Term dictionary  
(Search expression = R97030)  
Select WEEK display format  
Press 'D'
- c. Display issues of a **weekly** serial belonging to **several years**.  
e.g. 1995-1997 issues of Serial J030  
Select R95J030, R96J030 and R97030 from the Term dictionary  
(Search expression = R95J030 + R96J030 + R97030)  
Select WEEK display format  
Press 'D'

## 8.3 Display missing issues

- a. Display **missing** issues of serials  
Select display format MISS  
Press 'B'
- b. Display **missing** issues of a serial belonging to a given **year**.  
e.g. 1997 issues of Serial J030  
Select R97J030 from the Term dictionary  
(Search expression = R97030)  
Select MISS display format
- c. Display **missing** issues of a serial belonging to **several years**.  
e.g. 1995-1997 issues of Serial J030  
Select R95J030, R96J030 and R97030 from the Term dictionary  
(Search expression = R95J030 + R96J030 + R97030)  
Select MISS display format  
Press 'D'

## 9 PRINT MONTHLY REPORTS

A set of display/print formats is given for printing the issues received on a given month. The display format should be modified for the year concerned. This is done by calling the display format ( select W in search menu followed by F to get the format which could be modified. After modifying press<F8> to save it

permanently. In the format replace 'YYMM' with the correct expression (e.g. 9702)

### 9.1 Modify the display format JAN to display January 1997 receipts.

Press W at the Search Menu  
Select JAN format  
Press F  
Edit format by replacing 9601 with 9701.  
Press <F8> to save the modified format

### 9.2 Print Serial issues received in January 1997

Press T at the Search Menu and select terms starting with R=9701  
Or, press S and type search expression as R=9701\$  
Press P  
Give save file name. E.g. Jan  
Access print work sheet  
Enter data  
Save file = Jan  
Print format = @Jan  
Sort? = Y  
Print file = LPT1  
Enter data in the Sort Worksheet  
No of headings = 0  
Length of first sort key = 100  
FST for first sort key = 1 0 v200

### 9.3 Print Serial issues received in 01 – 15 February 1997

Press T and select term from R=970201 to R=970215  
Press P  
Give save file name. E.g. First  
Access print work sheet  
Enter data  
Save file = First  
Print format = @Feb  
Sort? = Y  
Print file = LPT1  
Enter data in the Sort Worksheet  
No of headings = 0  
Length of first sort key = 100  
FST for first sort key = 1 0 v200

## 10 PRINT LETTERS TO SUPPLIER

Serials Registration Module can be used to generate letters regarding missing issues.

### a. Print letter

Select Receipt record of the serial from the Term Dictionary  
e.g. R97J020 for the Serial 97 issues of the serial J020

Press P  
Give the save file name. E.g. Miss  
Access print work sheet  
Enter data  
Save file = Miss  
Print format = @misslet  
Sort = N  
Print file name = LPT1

## 11 IMPORT RECORDS FROM CAT DATABASE

Records from the CAT database should be selectively exported to other three databases. The record should be first selected and saved.

### 11.1 Enter the ACQUISITION MODULE

#### **Export Serial Records** to SER database

Select Serial records in the given range;

Enter search menu

Press 'S' and give search expression;

to select records in the range MFN 3000 and MFN 4000

search expression = ? v2='S' and mfn>2999 and mfn< 4001

save Search results by pressing P ( give save file name- e.g. SER)

Export records

Get the Export Worksheet (Press 'M' at the Main menu and then 'E')

Fill in the Export worksheet;

Output file = SER.ISO

Save file name = SER

(skip other fields)

Press <CR> when asked for the back up directory

Enter SERIALS REGISTRATION MODULE

Get the Import Worksheet (Press 'M' at the Main menu and then 'I')

Fill in the Import worksheet;

Input file = SER.ISO

Merge

(skip other fields)

Press <CR> when asked for the back up directory

### 11.2 Export User Records to SER database

Enter ACQUISITION MODULE (**password ACQ**)

Select User records in the given range;

Enter search menu

Press 'S' and give search expression;

to select records with in MFN 3000 and MFN 4000

search expression = ? v1='P' and mfn>2999 and mfn< 4001

save Search results by pressing P ( give save file name- e.g. USER)

Export records

Get the Export Worksheet (Press 'M' at the Main menu and then 'E')

Fill in the Export worksheet;

Output file = USER.ISO

Save file name = USER

(skip other fields)  
Press <CR> when asked for the back up directory  
Enter SERIALS REGISTRATION MODULE (**password SER**)  
Get the Import Worksheet (Press 'M' at the Main menu and then 'I')  
Fill in the Import worksheet;  
Input file = USER.ISO  
Merge  
(skip other fields)  
Press <CR> when asked for the back up directory

### **11.3 Export CORP BODY Records to SER database**

Enter ACQUISITION MODULE (**password ACQ**)  
Select User records in the given range;  
Enter search menu  
Press 'S' and give search expression;  
to select records with in MFN 3000 and MFN 4000  
search expression = ? v1='O' and mfn>2999 and mfn< 4001  
save Search results by pressing P ( give save file name- e.g. CORP)  
Export records  
Get the Export Worksheet (Press 'M' at the Main menu and then 'E')  
Fill in the Export worksheet;  
Output file = CORP.ISO  
Save file name = CORP  
(skip other fields)  
Press <CR> when asked for the back up directory  
Enter SERIALS REGISTRATION MODULE (**password SER**)  
Get the Import Worksheet (Press 'M' at the Main menu and then 'I')  
Fill in the Import worksheet;  
Input file = CORP.ISO  
Merge  
(skip other fields)  
Press <CR> when asked for the back up directory

## **12 UPDATE RECORDS**

Records from the CAT database should be selectively exported to replace corresponding records in SER database. For example, if a user record that had been already exported to SER database need to be modified, the original record in the CAT database should be modified and then export the record to replace the user record in the SER database. When the CAT record is modified, MFN of the SER record should be entered in it. At the time of importing the record to SER database TAG containing the MFN should be given for replacing the user record.

### **12.1 Export User Records to SER database to replace the existing record**

Enter SER database (password SER) and note the MFN of the User record that has to be modified. (say MFN 122)  
Enter ACQ database (password ACQ)  
Search the User record (for P012 search PP012)  
At the search menu press <F4>  
Select User Worksheet  
Press 'R'

Modify the record. Enter SER MFN of the user record (i.e. 122) in the Tag 993  
Access Search menu  
Save user record (e.g. SER)  
Access the Export Worksheet  
Enter data (output file = SER.ISO, save file = SER )  
Enter SER database (password SER)  
Access Import Worksheet  
Enter data (input file = SER.ISO, Input Tag containing MFN = 993, option = U)

### **12.2 Export Serial Records to SER database to replace the existing record.**

Enter SER database (password SER) and note the MFN of the Serial record that has to be modified. (say MFN 122)  
Enter ACQ database (password ACQ)  
Search the SERIAL record (for J012 search BJ012)  
At the search menu press <F4>  
Select SER Worksheet  
Press 'R'  
Modify the record. Enter SER MFN of the SERIAL record (i.e. 122) in the Tag 993  
Access Search menu  
Save user record (say save file = SER)  
Access the Export Worksheet  
Enter data (output file = SER.ISO, save file = SER )  
Enter SER database (password SER)  
Access Import Worksheet  
Enter data (input file = SER.ISO, Input Tag containing MFN = 993, option = U)

### **12.3 Export Corporate Body Records to SER database to replace the existing record.**

Enter SER database (password SER) and note the MFN of the CORP record that has to be modified. (say MFN 120)  
Enter ACQ database (password ACQ)  
Search the CORP record (for C0010 search CC0010)  
At the search menu press <F4>  
Select CORP Worksheet  
Press 'R'  
Modify the record. Enter SER MFN of the CORP record (i.e. 120) in the Tag 993  
Access Search menu  
Save user record (say save file = SER)  
Access the Export Worksheet  
Enter data (output file = SER.ISO, save file = SER )  
Enter SER database (password SER)  
Access Import Worksheet  
Enter data (input file = SER.ISO, Input Tag containing MFN = 993, option = U)

### **13. MAINTENANCE**

Obtain back-ups of the database periodically (atleast once a week). The back –up can be used to restore the database when need arises.

Procedure: Access the Master File Services menu (M option from the main menu)  
Select 'B' option  
Name 'a:' as the backup drive (insert diskette)

# **PURNA**

## **INTEGRATED INFORMATION SYSTEM**

### **CIRCULATION MODULE**

#### **CONTENTS**

1. **FUNCTIONS**
2. **RECORD TYPES**
3. **WORKSHEETS**
4. **IDENTIFIERS**
5. **DATA ENTRY**
6. **SEARCHING**
7. **REPORTS**
8. **FINES**
9. **IMPORT EXTERNAL DATA**
10. **DISCARDING INACTIVE RECORDS**
11. **MAINTENANCE**

# PURNA

## INTEGRATED INFORMATION SYSTEM

### CIRCULATION MODULE

PASSWORD = CIR

#### 1. FUNCTIONS

- Registration of books borrowed by the readers
- Cancellation of books returned
- Reservation of books
- Identification of due books
- Notification of overdue books
- Calculations of fines
- Inter Library Loans issued to other libraries
- Monthly reports

#### 1. RECORD TYPES

The system uses four types of records: a) book b) loan c) reader d) library. Loan records, User records and Library records are entered direct while Book records could be imported from other databases. However provision is made to enter Book records also if necessary.

L: Loan Record – Dates of borrowing, due and return, book id, user registration no., library id for ILL

Reservation Record – User registration no., date of reservation, book id.

B: Book Record – author, total, accession number, call number

P: User Record - User name, address, registration no.

C: Library Record – Library name, Library code, address (for ILL)

#### 2. WORKSHEETS

Data is entered through worksheets. Relevant worksheet should be selected from the following:

BOOK – enter book records

LOAN - enter loan records

USER - enter user record

CORP – enter library records

RESER – enter reservation records

LOANA – enter additional data in loan records (eg: date of reminder, rate of fines)

### 3. IDENTIFIERS

The system uses different identifiers for different types of items. These are unique codes which are taken from a pre-prepared registers.

Accession number: accession number (book id)

This should be a five digit number eg: 00345

User registration number:

User registration number (User id for users)

This should be a four digit number eg 0879

Corporate Body: Code of the library.

This is a code having 4 characters starting with 'C', eg. C010

### 5. DATA ENTRY

- a. Books: Book records are usually entered by importing records from the catalogue database. However, provision has been made for entering new book-records.

Procedure:

- press <shift F1> to get a new book record
- enter book-data (record type = B, accession no., author(s), title, call no.

- b. Users:

Procedure:

- press <shift F3> to get a new user record
- enter user-data (record type = P, user registration no. , service no. , user name, user home address, user branch address )

- c. Loans:

Procedure:

- Press <shift F2> to get a new loan record
- Enter loan-data
  - Record type = L
  - Accession no.
  - User registration no:
  - Date borrowed : <shift F5>
  - Date due : <shift F6>

- d. Returns: Procedure:

- search accession no.
  - Press <F9> to get search expression
  - Type accession no. preceded by 'L' eg. L00234 for accession no. 00234
  - Press <F8> to display the loan record
- data entry
  - Press <F9> to retrieve loan record
  - Press <shift F5> to enter the date
  - Press <F8> to display record

e. Reservations: Procedure:

- Press <F4> to get a new reservation record  
Enter reservation data (Record type = L, User registration no. ,  
accession no. )

## 6. SEARCHING

- a. Book : press <F9> to enter search expression  
Type Accession no. proceeded by 'B'. eg. B00234  
Press 'W' to get the list of display formats  
Select 'BOOK' display format  
Press 'D'
- b. Due books by a user (e.g. 0233)  
Press <F9> to enter search expression  
Type user number proceeded by L. eg L00233  
Press W to get the list of display formats  
Select 'DUE' display format  
Press D
- c. Overdue books by a user (e.g. 0233)  
Press <F9> to enter search expression  
Type user number proceeded by L. e.g. L0233  
Press W to get the list of display formats  
Select 'ODUE' display format  
Press D
- d. Loan Card of a user (e.g. 0233)  
Press <F9> to enter search expression  
Type user number proceeded by L. e.g. L0233  
Press W to get the list of display formats  
Select 'CARD' display format  
Press D
- e. User data  
Press <F9> to enter search expression  
Type user number proceeded by P. e.g. P0233  
Press W to get the list of formats  
Select 'USER' display record  
Press D
- f. Due books by a user (e.g. 0233)  
Press <F9> to enter search expression  
Type user number proceeded by L. eg L0233  
Press W to get the list of display formats  
Select 'DUE' display format  
Press D
- g. Reserved books by a user (e.g. 0233)  
Press <F9> to enter search expression  
Type user number proceeded by R. e.g. R00233  
Press W to get the list of display formats  
Select 'RESER' display format  
Press D

- h. Who borrowed a given book (e.g. Accession no: 00233)
  - Press <F9> to enter search expression
  - Type user number proceeded by L. e.g. L00233
  - Press W to get the list of display formats
  - Select 'DUE' display format
  - Press D
- i. Who reserved a given book (e.g. Accession no. 00233)
  - Press <F9> to enter search expression
  - Type user number proceeded by R. e.g. R00233
  - Press W to get the list of display formats
  - Select 'RESER' display format
  - Press D
- j. Books borrowed during a given month (e.g. Jan 97)
  - Press T in the Search Menu
  - Give LB= as the entry point
  - Select terms proceeded by LB=9701 (for Jan. 97)
  - Select 'DUE' display format
  - Press D
- k. Books Returned during a given month (e.g. Jan 97)
  - Press T in the Search Menu
  - Give LR= as the entry point
  - Select terms proceeded by LR=9701 (for Jan. 97)
  - Select 'LOAN' display format
  - Press D

## 7. REPORTS

- a. List of books borrowed by a user (e.g. 00234)
  - Press <F9>
  - Type L00234
  - Display using 'DUE'
  - Press P
  - Save file USER
  - Access print worksheet
  - Enter (save file name: USER, print format: @DUE, Print file: LPT1)
- b. Overdue notices
  - Access print worksheet
  - Enter (range of records, print format: @ODLET, Print file: LPT1)
- c. Reservation notices
  - This is done when the book is returned
  - Search reserved record (see 6 i)
  - Press P to save record
  - Give save file name: e.g. RES
  - Access print work sheet
  - Enter data (save file: RES print format @RESLET, Print file: LPT1)

## 8. FINES

- a. Fines on non returned books  
Select 'F-DUE' display format  
Browse (press B)
- b. Fines on returned books  
Select 'FINE' display format  
Browse (press B)
- c. Defining fines  
A rate can be assign to a given book. This can be done by entering the rate at the time of borrowing or returning, through the 'LOANA' worksheet.

## 9. IMPORT EXTERNAL DATA

Data from other databases can be imported to the Circulation system. If the external database use a different FDT, a reformatting FST should be Used to convert data. A reformatting FST named 'CAT' is provided to convert data imported from the Catalogue database.

## 10. DISCARDING INACTIVE RECORDS

When the book is returned the loan record becomes inactive. These records can be removed to save space.

Procedure:

Select incative records:

Access Search menu, Press S

Search expression = ? V1='L' and p(v730) (set #1)

Save by pressing P, save file = remove

Press S, Search entire database by giving

search expression = ? mfn>0 (set #2)

Press S, Select active records by giving

search expression = #2 ^ #1 (set #3)

Save by pressing P. save file = active

Backup

Take a backup (ref para 11)

Export/import

Access Export Worksheet

Fill in the worksheet:

Output file = remove.iso

save file = remove

Backup directory = <CR>

Again, access Export Worksheet

Fill in the worksheet:

Output file = active.iso

save file = active

Backup directory = <CR>

Access Import Worksheet

Fill in the worksheet:

Input file: active.iso

Load/Merge/Update= L

Backup directory = <CR>

The active records will be re-imported.

Do a full inversion.

## 11. MAINTENANCE

Obtain back-ups of the database periodically (atleast once a week). The back -up can be used to restore the database when need arises.

Procedure: Access the Master File Services menu (M option from the main menu)  
Select 'B' option  
Name 'a:' as the backup drive (insert diskette)

**PURNA**

**INTEGRATED INFORMATION SYSTEM**

**CURRENT AWARENESS MODULE**

**CONTENTS**

1. INTRODUCTION
2. FUNCTIONS
3. IMPORT RECORDS
4. CURRENT AWARENESS BULLETIN
5. SELECTIVE DISSEMINATION OF INFORMATION (SDI)

# PURNA

## INTEGRATED INFORMATION SYSTEM

### CURRENT AWARENESS MODULE

**PASSWORD = CAS**

#### 1. INTRODUCTION

The Current Awareness Module uses the CSA database. All records of the database are imported from the CAT database and no data entry is done in this module. CAS database has three types of records:

- B - Bibliographic – books, serials, audiovisuals, electronic media  
Level item  
B M (monograph) book, report, theses  
B S (serial) journal, newsletter, newspaper, Annual Report  
B A (analytical) article, paper, chapter, statistical Table, Map
- P - Persons – users, staff
- C – Corporate Body – User organization

#### 2. FUNCTIONS

CAS Module handles two main functions:

- a. Preparation of Current Awareness Bulletin
- b. Compilation of SDI packages

#### 3. IMPORT RECORDS

- a. Export records from CAT database  
(New bibliographic records and User records are imported from CAT database)  
Access CAT database using CATALOGUE Module.  
Select New Bibliographic records eg. Records added after mfn1000.  
Search expression: ? v1='B' and mfn>1000 set #1 (ie new books)  
Select User records  
Search expression : ? v1='P' set #2 (ie users)  
Select User Corp records (Corporate bodies of the Users)  
Select terms starting with 'P=' from the Term Dictionary:  
E.g. P=NARESA + P=CISIR + P=CARP + P=UC + P=USJ .....  
Replace 'P=' with 'C=' before search starts  
E.g. C=NARESA + C=CISIR + C=CARP + C=UC + C=USJ .....  
Complete the search set #3 (ie users' org.)  
Combine searches  
Search expression : #1 + #2 + #3  
Save Combined Search; Press 'P' , save file = New

Access export work sheet  
Enter data: output file name = cas  
Save file name = new  
Back up directory = <CR>

- b. Import records to CAS database  
Access CAS database  
Access import work sheet  
Enter data: input file name = cas  
Load/Merge/Update = 'L'  
Warning : Master file will be deleted = 'Y'  
Backup directory = <CR>
- c. Full inversion  
Access Inverted file services (press 'I' at the Main Menu)  
Press 'F' (full inversion)  
Warning: Inverted file will be deleted = "Y"  
Limits ? = <CR>

#### 4. CURRENT AWARENESS BULLETIN

- a. Select bibliographic records  
Access Search Menu, Press 'S'  
Search expression : ? v1='B'
- b. Save search results  
Press 'P', Save file = 'CAB' set #1
- c. Search the rest of the records  
Search expression: ? mfn>0 set #2  
Search expression: #2 ^ #1  
Press 'P', Save file = 'REST'
- d. Create hit file for Bibliographic records  
Access Print work sheet  
Enter data:  
Save file = CAB  
Sort? = Y  
Print file = NULL  
When Sort Work sheet appear enter data  
No. of headings = 0  
Length of the First sort key = 100  
Heading processing Indicator = 3  
FST of the first sort key = 1 0 (v615/)  
  
Length of the Second sort key = 100  
Heading processing Indicator = 2  
FST of the second sort key = 2 0 v190
- e. Export Bibliographic records (in sorted order)  
Access Export Work sheet  
Enter data:  
Output file = CAB.ISO  
Hit file = 'Y'  
Backup directory = <CR>

- f. Export Rest of the records  
Access Export Work sheet  
Enter data:  
Output file = REST.ISO  
Save file = REST  
Backup directory = <CR>
- g. Import Bibliographic records (in sorted order)  
Access Import Work sheet  
Enter data:  
Input file = CAB.ISO  
Load/Merge/Update = 'L'  
Master file exists will be cleared? = 'Y'  
Backup directory = <CR>
- g. Print Current Awareness Bulletin  
Access Print work sheet  
Enter data:  
Print format = @bib  
Sort? = Y  
Print file = LPT1  
When Sort Work sheet appear enter data  
No. of headings = 1  
Heading format = mhu,c6,v1  
Length of the First sort key = 100  
Heading processing Indicator = 0  
FST of the first sort key = 1 0 v615
- h. The Current Awareness bulletin will be printed
- i. Import rest of the records  
Access Import Work sheet  
Enter data:  
Input file = REST.ISO  
Load/Merge/Update = 'M'  
Backup directory = <CR>
- j. Full inversion  
Access Inverted file services (press 'I' at the Main Menu)  
Press 'F' (full inversion)  
Warning: Inverted file will be deleted = "Y"  
Limits ? = <CR>

## 5. SELECTIVE DISSEMINATION OF INFORMATION (SDI)

CAS Module is used to prepare SDI packages for each user. These packages are printed individually.

- a. Select records relevant to a user (e.g. P002 L.D. WJESUNDERA )  
Access Search Menu  
Press 'T' to get the Term Dictionary  
Select all entries starting with P002  
P002  
P002 + ECONOMIC DEVELOPMENTS\$  
P002 + ECONOMIC POLICY  
P002 + RURAL DEVELOPMENT

b. Save search results  
Press 'P'. Save file = P002

c. Access Print work sheet  
Enter data :

Save file = P002  
First Title = L.D. WJESUNDERA  
Second title = SDI PCKAGE – JANUARY 1997  
Print format = @SDI  
Print file = LPT1