

# NextGenLib

## Digitization of Libraries

(A Tool to covert traditional library to e-Library)



## USER MANUAL

<https://NextGenLib.com>

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## Chapter 1

# Introduction

### 1.1. General

Libraries are social institutions and integral part of every academic institution, Government offices and other organizations. Libraries play very important role in overall development of the society and thus, the nation. Libraries help to find out the relevant reading materials to the students, researchers, scholar and citizen of the nation.

Now a days, Libraries are becoming more relevant in providing information and information resources in digital format. This has happened due to applications of ICT technologies in the libraries. As a result of this, now traditional libraries are transforming to e-Libraries where library collection exists in both the format i.e. Print as well as digital.

In order to convert traditional libraries to e-Library, ICT infrastructures and one ICT tool (Software) are required to be implemented to manage the libraries in order to provide various online services. Desktops, Internet connectivity, Wi-Fi, Printers, Barcode Printers, Kiosks and other kinds of electronic items are important for libraries to implement the any ILMS software.

There are a number of Library Automation software available in Indian market, developed by various kinds of agencies, Government, private and others. These software are available either Free as Open Source Software or on payment basis.

There are mainly two kinds of activities in the library to convert them in e-Library:-

#### **1. Computerization of Libraries**

- a. Automation of In-House Activities
- b. Automation of Members Online Services

#### **2. Building/Managing Digital Repositories**

It has been observed that mostly libraries are using two different software - one for library automation and another for building Digital Repository.

### 1.2. Nextgenlib - Digitization Of Libraries

This software has been developed keeping in view the requirements of Indian Libraries where these libraries can be converted into e-Library with the following outcomes:-

- Automation of in-House activities
- Automation of Member Services

- Building and managing Digital Repository of e-documents
- Networking with other libraries for sharing the resources
- Access using OPAC and Mobile App over desktops, Laptop, Mobile and other devices

NextGenLib is an Integrated Library Management System developed for Indian libraries and suitable to all kinds of organizations i.e. University Library, Colleges, Schools, Public Libraries and other kinds of libraries.

### 1.2.1. Architecture

The software has been developed with latest technologies available, using three-tier web based system, easy to update and with better version control. The backend database is in PostgreSQL 14.2 which is a Free and open source tool. The front end is in ASP.NET 4.7.2 while it is running on .NET framework 4 on windows platform.

The software is a multi-tenancy application with sharing of library data among Many libraries by participating in the same instance of software and database.

NextGenLib Mobile App has been developed using MAUI technology based on .NET Core 8. The API for Mobile App has also been developed in .Net Core 8 with *c#* scripting language.

### 1.2.2. Implementation

NextGenLib software is hosted on Cloud and not given on any media for local installation. On the contrary, software is hosted in Cloud and maintained by an expert team. Thus, software is provided in SaaS mode (Software as a Service) where libraries need to subscribe the software services for desired period in order to utilize it for providing online member libraries. This kind of mode eradicates the requirement of server PC in library and staff are free from installation, maintenance, backup activities, etc. In this way, library staff can focus on providing better member services.

### 1.2.3. Features

- Web based software, used online for LIVE data entry and member services
- Simple work-flow with bulk data import at user end.
- Minimum data required for information sources
- Shared cataloguing where single master catalog record is created by a library and other libraries may utilize same record.
- It is a multi-tenant application where many libraries can participate in the same instance and thus can share catalog entries of the documents.
- Software provides features for generating library catalogs using Meta-data of the documents.

- Software provides features to upload digital copy of the document in any format which can be accessed by member using mobile and other devices.
- The digital copy of documents uploaded by a library can also be downloaded by members of other libraries participating in the same instance of the software.
- Module-wise permission to library staff
- Library members can access catalog (meta-data) of the documents as well as digital copy if uploaded.
- Software provides facility to hyperlink or upload external resources / Open access resources / paid resources and members can click any resource direct from OPAC

#### **1.2.4. Modules**

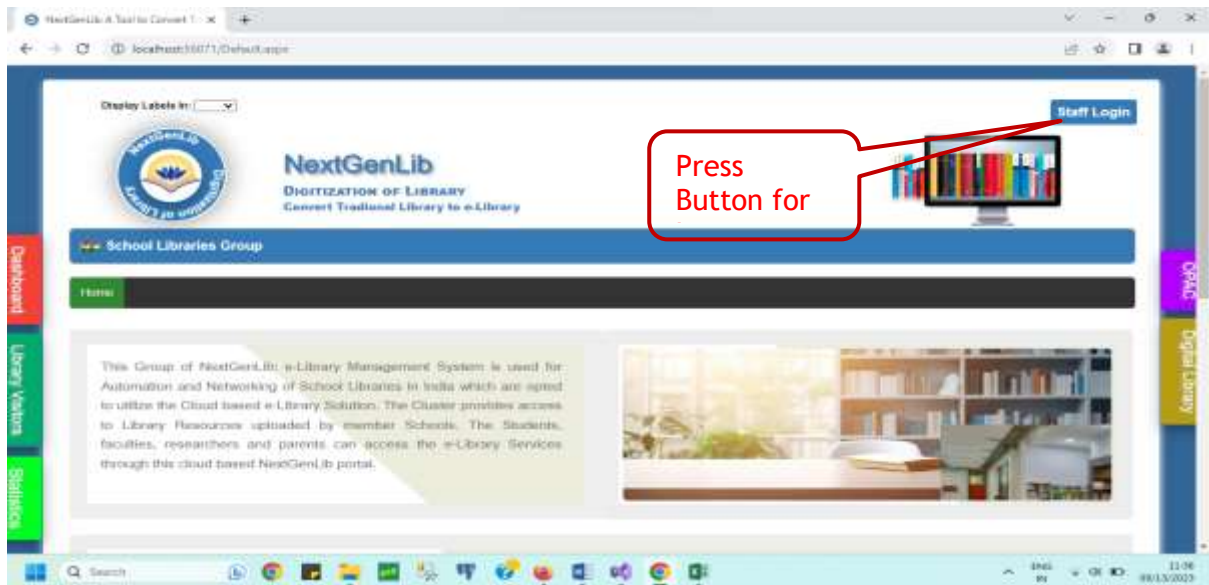
- Group Admin
- Library Admin
- Master Data
- Books Purchasing Module
- Cataloguing Module
- Circulation Module
- Serials Module
- Articles indexing module
- Search and Reports Module
- Library Visitors Attendance Page
- OPAC
- Mobile App

## Chapter 2 How To Run Software

NextGenLib software is a cloud based software provides access using any browser in a desktop where faster internet connectivity is established. The data entry is done online LIVE where data is stored on cloud maintained by agency.

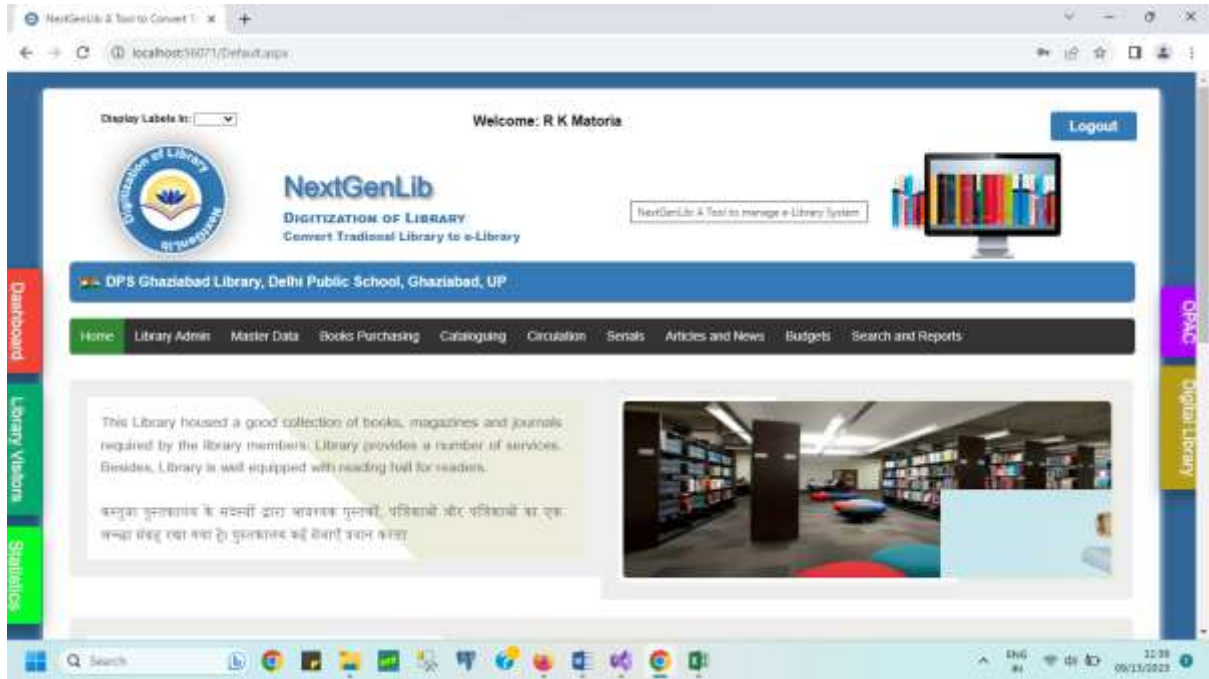
After getting library Login from the implementing agency, Library in-Charge / Librarian can run/access software online using any browser installed in the desktop with internet connectivity.

**Step 1:** Type URL given by agency in a browser, following screen will appear:



**Step 2.** Press Staff Login button given on the left top corner side of above screen and enter your USERCODE and PASSWORD. Then press Submit button. In case usercode and password are correct then software will be login and different modules will be access based on permission/roles granted.





Once Login is successful then library staff can open various forms for working different tasks.

**NOTE:** In case password is forgotten then link is given to reset the password.

## Chapter 3

### Group Admin

This module is used by Group administrator for:-

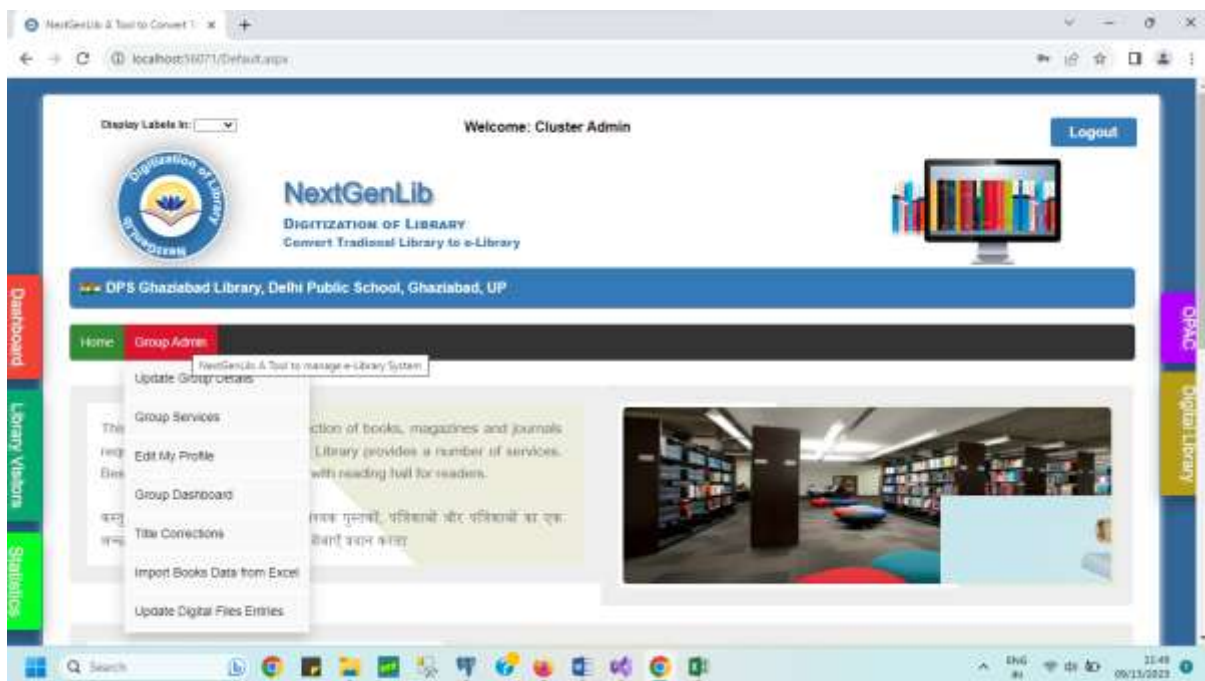
- Monitoring of all libraries activities participating in the same instance of the software
- Performing some special task affecting data of all libraries:-
  - Rectification of Cataloging data in order to de-duplicate the collection
  - Rectification of other kinds of common data
  - Generation of monitoring reports.

Generally, if complete instance is dedicated to all libraries of a single organization then this module permission is given any designated office for monitoring purpose. For heterogenous group, permission may be granted to any library staff for rectification and de-duplication of catalog records.

This module is also used for data migration i.e. import of excel data where data may belong to any library participating in the group. The work of Importing data from excel is done based mutual understanding so that data of one library are not disturbed.

Group Login is given to selected libraries only.

Group admin can use same login form, once login is successful then below screen will appear where group admin can perform various activities:-





- Update Group Details
- Monitor group services and generate reports
- Can view Group dashboard
- Rectification and de-duplication of Titles data entered by participating libraries
- Import Book data from excel for participating libraries
- Update digital files entries made by various libraries.

### 3.1. Update Group Details

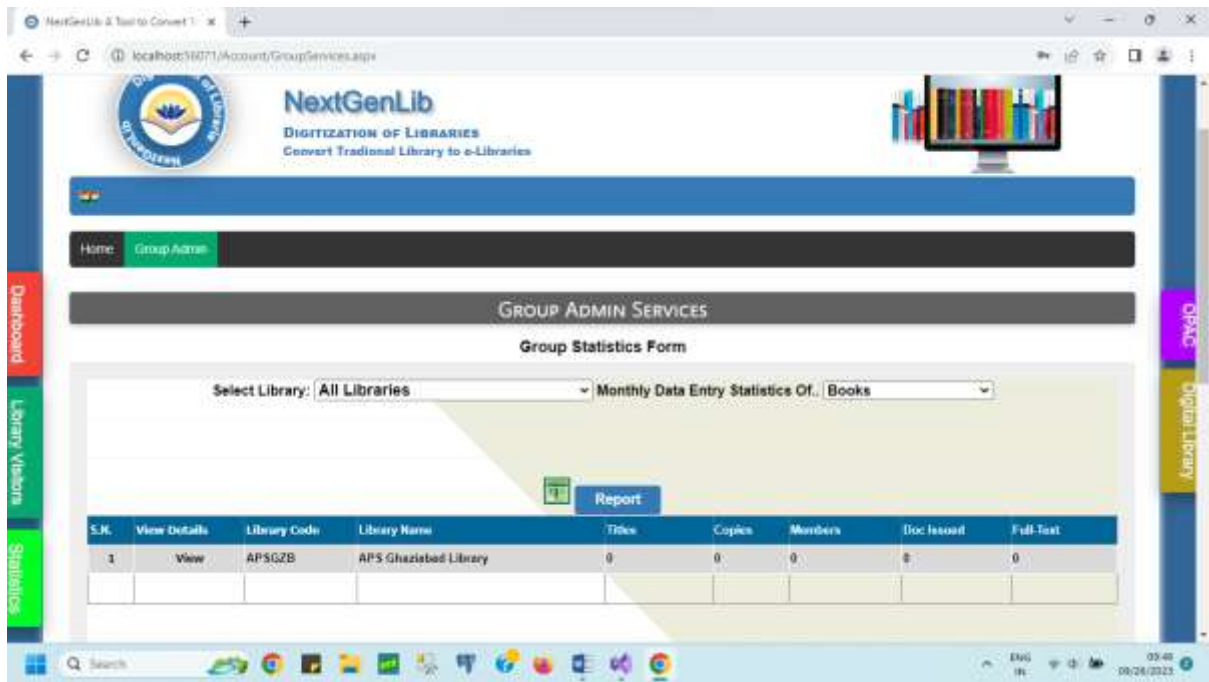
Group admin can change/edit/update group details given in the following form. The details will be displayed in the software whenever it is run. Details can be saved in English or in any regional language (RL).

The screenshot shows a web browser window displaying the 'LIBRARIES GROUP DETAILS' form. The form is titled 'LIBRARIES GROUP DETAILS' and 'Enter Libraries Group Details and Save or Update'. The form fields are as follows:

Name of Cluster *	School Libraries Group
Name of Cluster (RL)*	विद्यालय पुस्तकालय समूह
Name of Admin 1	
Designation of Admin 1	
Select Admin1 Photo	Choose file No file chosen (Max Size 100 KB)
Name of Admin 2	
Designation of Admin 2	
Select Admin2 Photo	Choose file No file chosen (Max Size 100 KB)
Address*	Ghaziabad

### 3.2. Group Services

This form is used to monitor data entry made by various libraries under the group. Summary list of activities and details can be viewed and reports can be generated. Data entered by all libraries or individual library can be viewed easily.

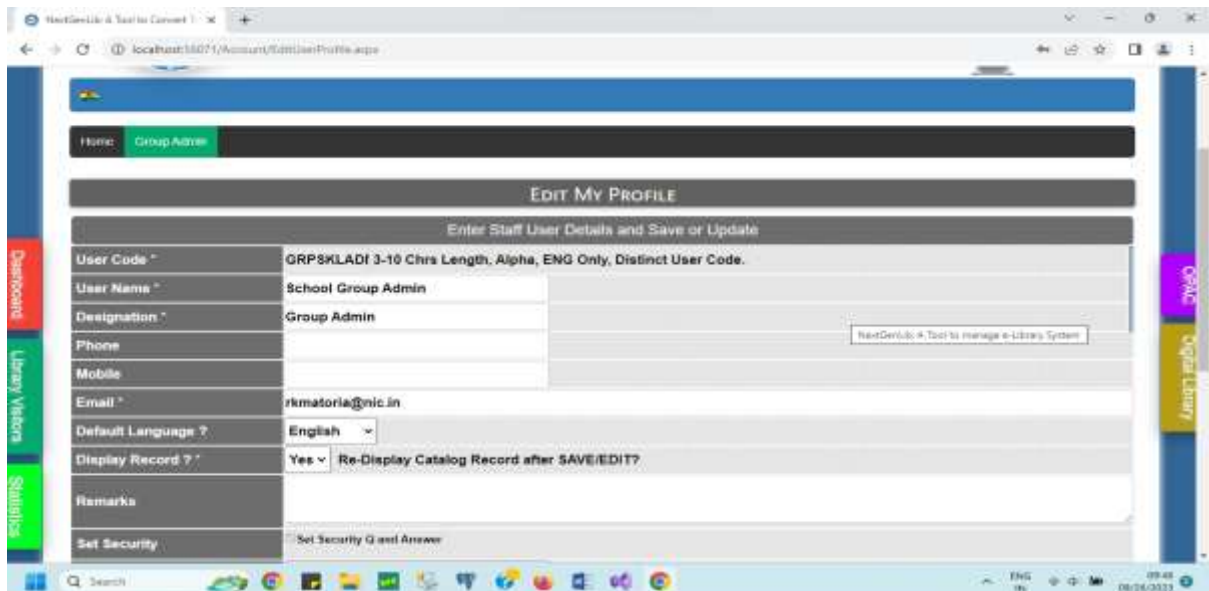


### 3.3. Edit User Profile

This form is used to edit the group admin details, can change password, etc.

**NOTE:** Default Language setting is required to display the Labels of the software in desired language. However, before it, labels must be entered in regional language using Label Text Form under LIB ADMIN Module.

**NOTE:** Security question and answer must be saved to RESET password if forgotten.

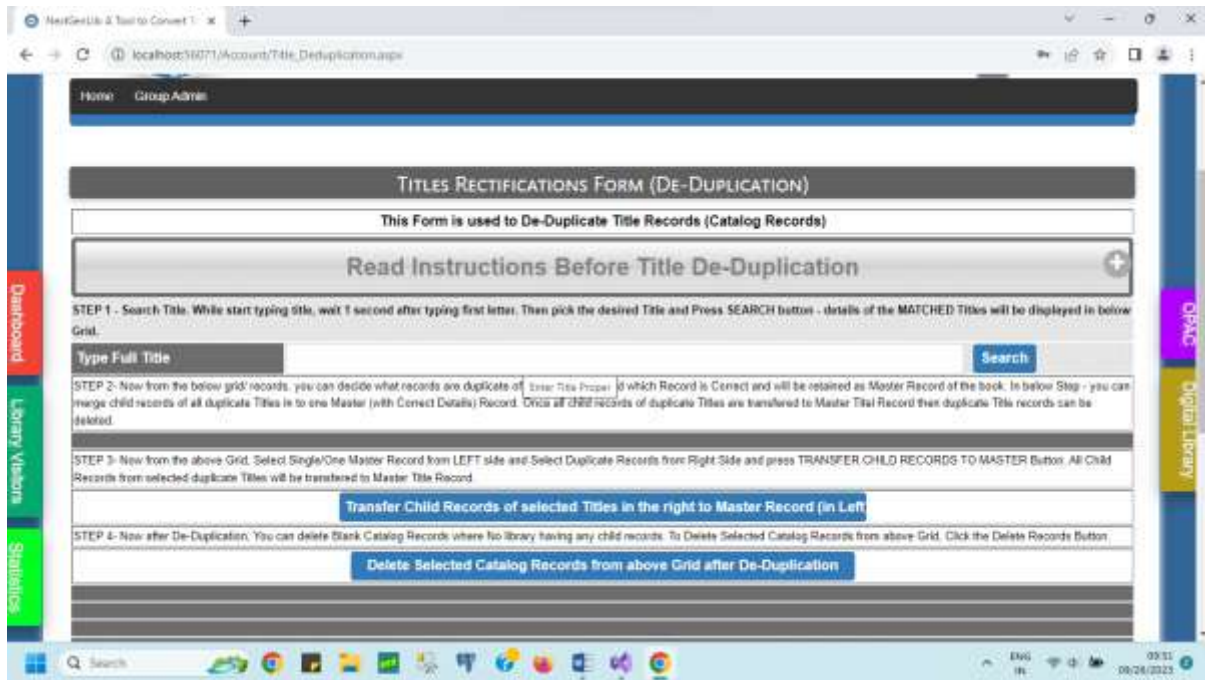


### 3.4. Group Dashboard

This form is used to display group activities in dashboard/chart format.

### 3.5. Titles Corrections

This form is used to de-duplicate titles records and to merge same titles records with single correct titles.



### 3.6. Import Catalogs Data From Excel

This form is used to import catalog/copy data into software by following the steps given below:

Mandatory Columns in excel:

ACCESSION NO - Text

ACCESSION DATE in MM/dd/yyyy or dd/MM/yyyy format - Date

TITLE - Text

SUBTITLE- Text

AUTHOR1- Text

AUTHOR2- Text

AUTHOR3- Text

EDITORS: All editors names separated by semicolon- Text

PLACE- Text

YEAR in yyyy format Numeric Only

PULISHER- Text

PAGES- Text

ISBN - Text (Optional)

OPTIONAL COLUMNS can be added in excel as per your requirement

**Step 1:** Browse Excel File from desktop and select File - press Upload.

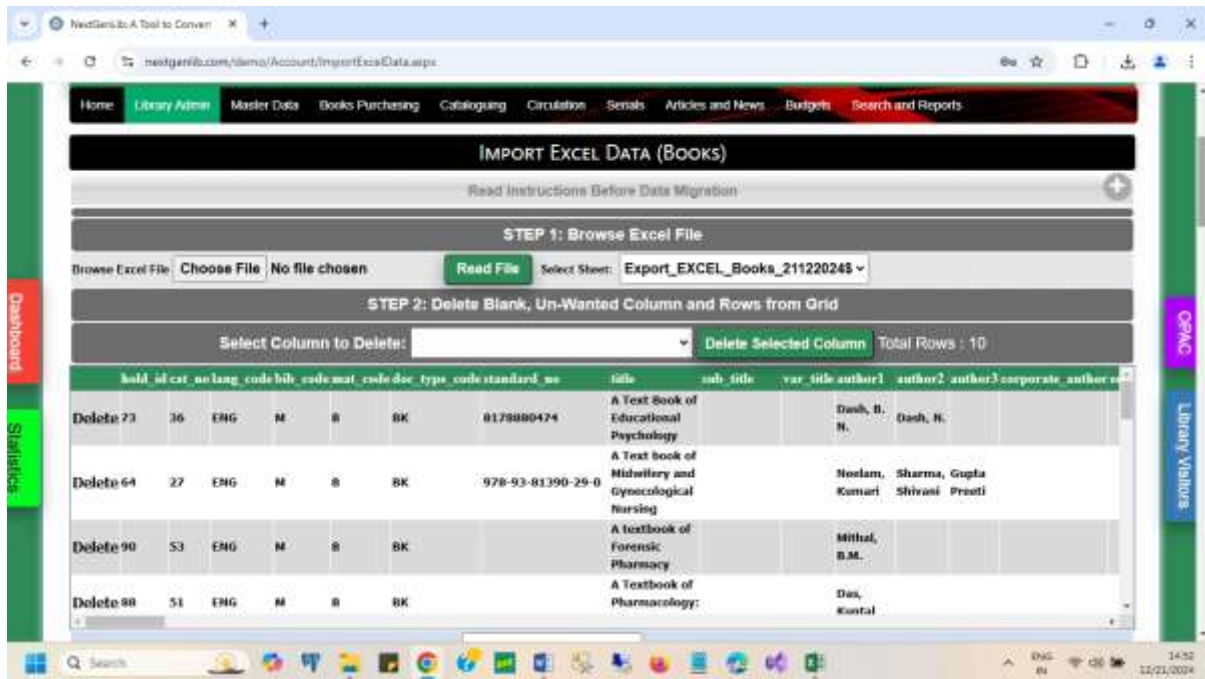
**Step 2:** Read Excel File after uploading-

**Step 3:** Select Sheet from drop-down where data is stored - once sheet is selected the rows and columns of excel data are loaded in Grid where user can have a look at the data and if any modification required then it may be done excel file and upload same again.

**Step 4:** On this stage un-necessary columns and rows can be deleted from grid. However, it is suggested to delete un-wanted columns and rows from excel file itself.

**Step 5:** Select Destination library where data will be ported

**Step 6:** Select User from existing drop-down



**Step 7:** Map database field with corresponding columns of excel - for example Document type - select doc type field from drop-down, in case column not exists the you can select default document type from drop-down.

**Step 8:** Press Verify button before migration and read the report generated and make the changes in excel if required and repeat above steps

**Step 9:** Press Migrate Data button to migrate the records

**NOTE:** Invalid records will not be migrated. In valid means where mandatory fields are not filled in, etc.

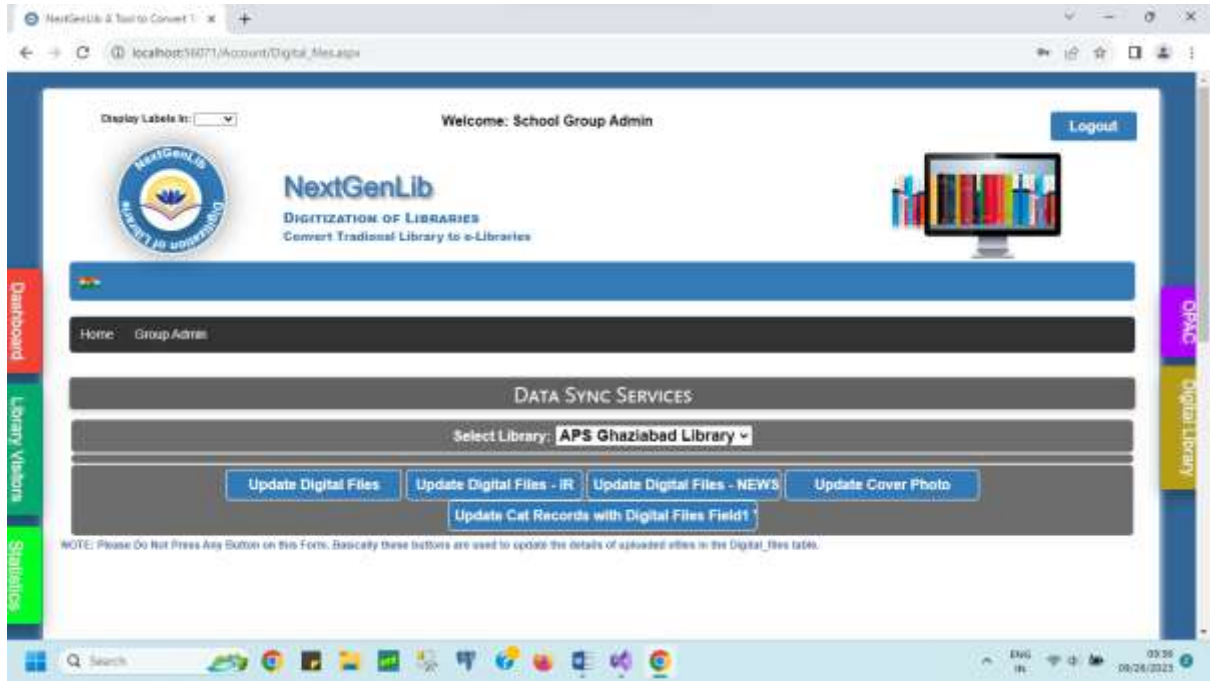
Once data is migrated then check all migrated data thoroughly.

### 3.7. Update Digital Files Uploaded

NextGenLib Software is a Library Automation Software plus a Digital Repository Management Software, as it provides facility to upload digital files (full-text files) along with meta-data of information resources.

This form is used to update the digital files details uploaded as sometimes files may be deleted or changed on the server but meta data records are not updated. By pressing various buttons, the digital files entries will be updated in meta data records. If files are deleted or moved then link will be deleted from meta-data.

# NextGenLib: Digitization of Libraries



## Chapter 4

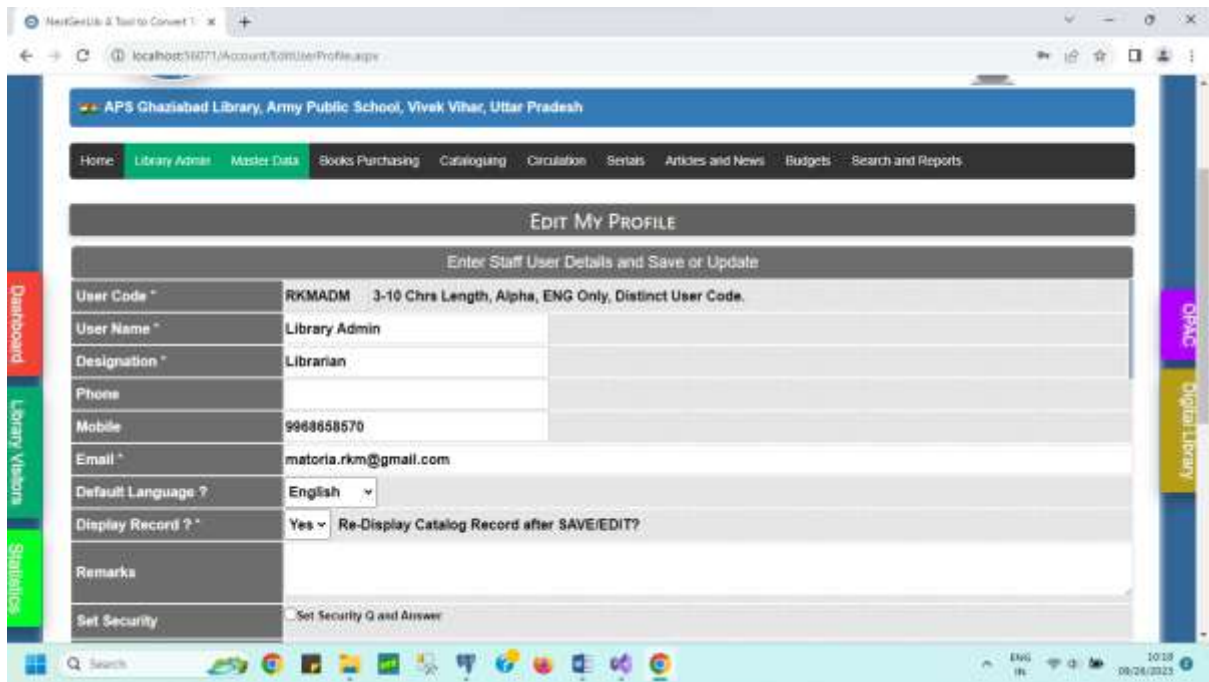
# Library Admin

**This Module is used by Librarian or Library in-charge** and managed various data which are used in various modules of the software. Library admin can login the software using same STAFF LOGIN form given on the first form of the software. Once login is successful then Library admin can access following forms:-

- Edit his/per profile
- Edit Library Profile
- Create and manage Login for library staff
- Manage Global Data
- Manage Data Entry Fields required during data entry of various kinds of documents by library staff
- Manage Library staff profile
- Manage Photo Gallery
- Manage Payments made by library members for different reasons
- Export catalog records
- Manage Software labels for displaying in local language
- Manage Library activities Logs generated by Library staff and members
- Manage Feedbacks submitted by library staff and members
- Manage Inter Library Loan Requests
- Approve entries of external resources made by library staff
- Manage Data Entry statistics
- No Due Certificate Approvals
- Approval of Guest Members Requests

### 4.1. Update My Profile

- This form is used to Edit/Update Profile of Library staff who login the software. Library details, software user details, mail, phone no. etc. can be updated.
- Default Language is saved to display all Labels in desired language. However, first labels must be saved in desired language using LABELS form under LIB ADMIN Module.
- Security question and answer can be saved to RESET password if forgotten.
- Password can be changed on this form
- Library staff / Software user can upload his/her photo with max size 100 KB.



NOTE: Fields with \* are mandatory

## 4.2. Update Library Profile

This form is used to update library profile, details given on this form will be displayed on OPAC and other interfaces of the software.



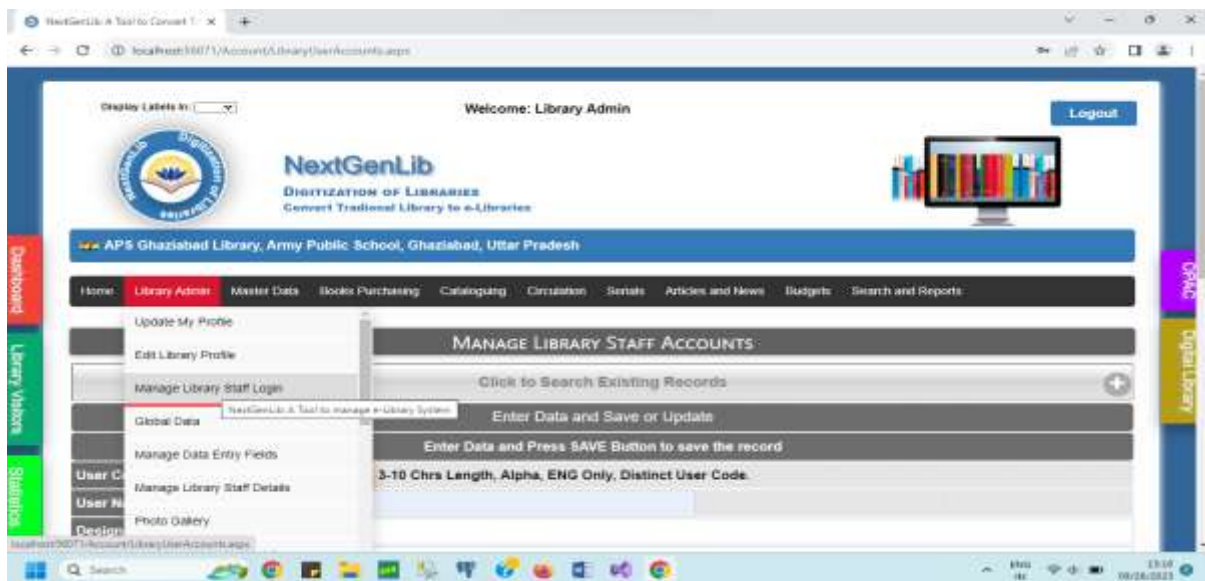
- Fields with \* are mandatory
- Enter Library Name in English and in Regional Language
- Enter all other details in English and one regional Language

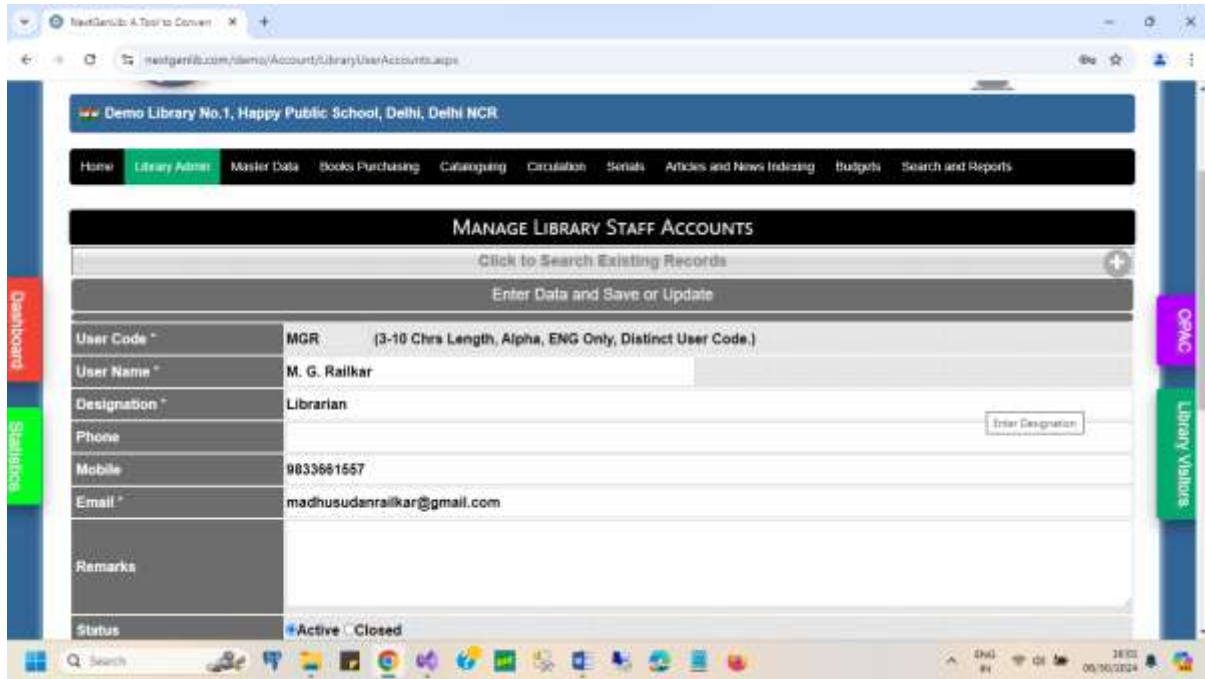


- Select your Barcode Printer if integrated with the software so that it will be selected automatically in cataloguing module while generating barcode
- PRINT THIS TEXT ON BARCODE LABEL: While generating barcode label - ur library code is printed on each label, but in case you wish to change it then save NEW TEXT here which will be printed on top of each label.
- SEND MAIL: select Y in case you wish to send email on each issue and return in circulation module
- AUTO-ACCESSION? This feature enable to add multiple copies on single click by specifying from which accession no. to which accession no in Direct Data Entry form under cataloguing module.
- INTER-LIBRARY LOAN? If set to Y then it means your library allow to submit Inter Library Loan request by registered members of other libraries in the same instance of NextGenLib.
- SHOW CIRCULATION HISTORY - In case you wish the show circulation history of a copy in OPAC then select Y.
- ONLINE RESERVATION? Select Y in case you wish to allow your registered member using OPAC to reserve a copy in their names.
- Upload a big image of your library / parent organization building
- Upload a small Logo
- Upload a smaller Logo for report. You need to adjust the size as per your requirement by changing the uploaded file.
- Press UPDATE button to save the changes.

### 4.3. Manage Library Staff Login

This form is used to CREATE AND MANGE LOGIN FOR LIBRARY STAFF. Library In-Charge can create as many login as staff member are there with the permission of Modules should be given to work on their own module only.





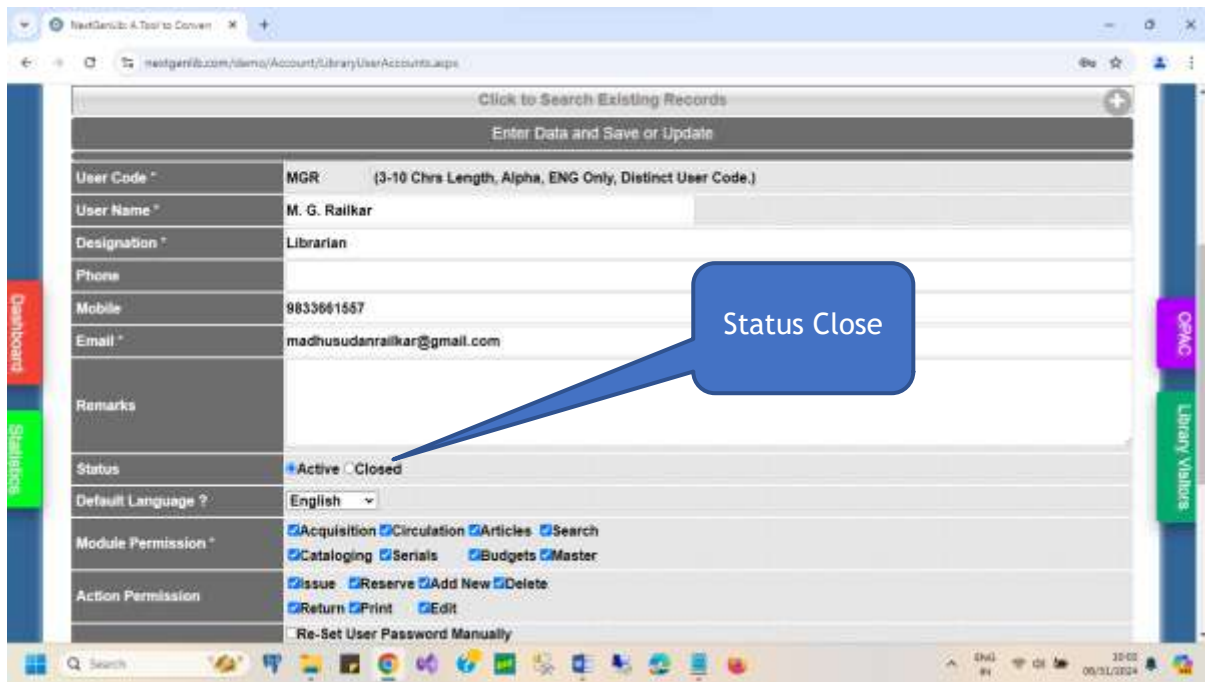
## How to create new Login for Staff

- Enter staff member details
- Select ACTIVE from status / Closed if staff has left the institution or retired.
- Select Default Language in which labels of the software will be visible.
- Select particular MODULES for staff member where he will work.
- Click RESET Staff User Password (with min. 6 digits with special characters and numbers)
- Press SAVE button to save the request.
- Once record is saved then email will be delivered automatically to the staff member.

## How to Edit existing Login for Staff

- Search staff login record from SEARCH PANE given on the top of form by clicking it and it will get expanded.
- Press EDIT button from left side - staff details will be displayed in the form below
- Change the details
- Press UPDATE button to save the changes

**NOTE:** In case staff member resigns or retired then his/her profile should be updated with the change in STATUS as CLOSED.



## 4.4. Global Data

The “System Data” is a kind of data which are common for all libraries using NextGenLib Software. Thus, system data is a global data, based on some global standards such as ISO or developed by agency for the sake of uniformity of value. System data are uploaded while creating new group/instance of the NextGenLib Software and member libraries can not modify or delete such data. System data is used in different module of the software. Systems data include:-

### 4.1. Categorization of Reading Materials in Libraries

- Bibliographic Levels as per MARC
- Material Types with local coding/tags
- Document Types with local coding/tags

### 4.2. Accompanying materials received free while purchasing of new books

### 4.3. Purchasing Modes

### 4.4. Binding Types

### 4.5. Countries ISO Codes

### 4.6. Currencies ISO Codes

### 4.7. Languages ISO Codes

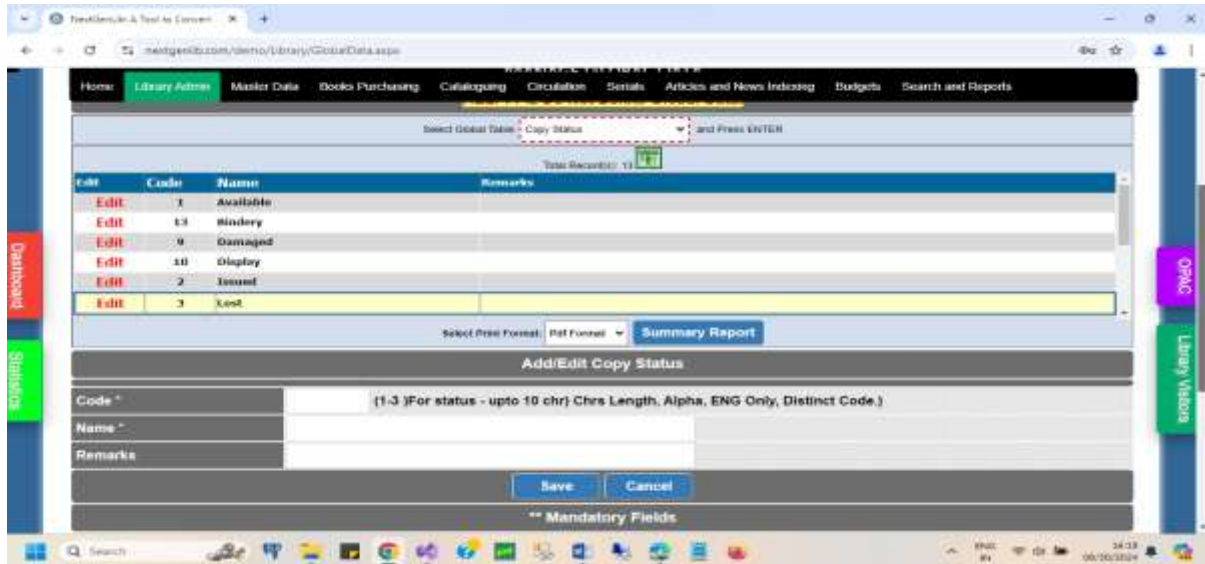
### 4.8. Physical Formats and Medium

### 4.9. Serials Frequencies

**NOTE:** Software Users can not change (Add/Update/Delete) these global values except the following:

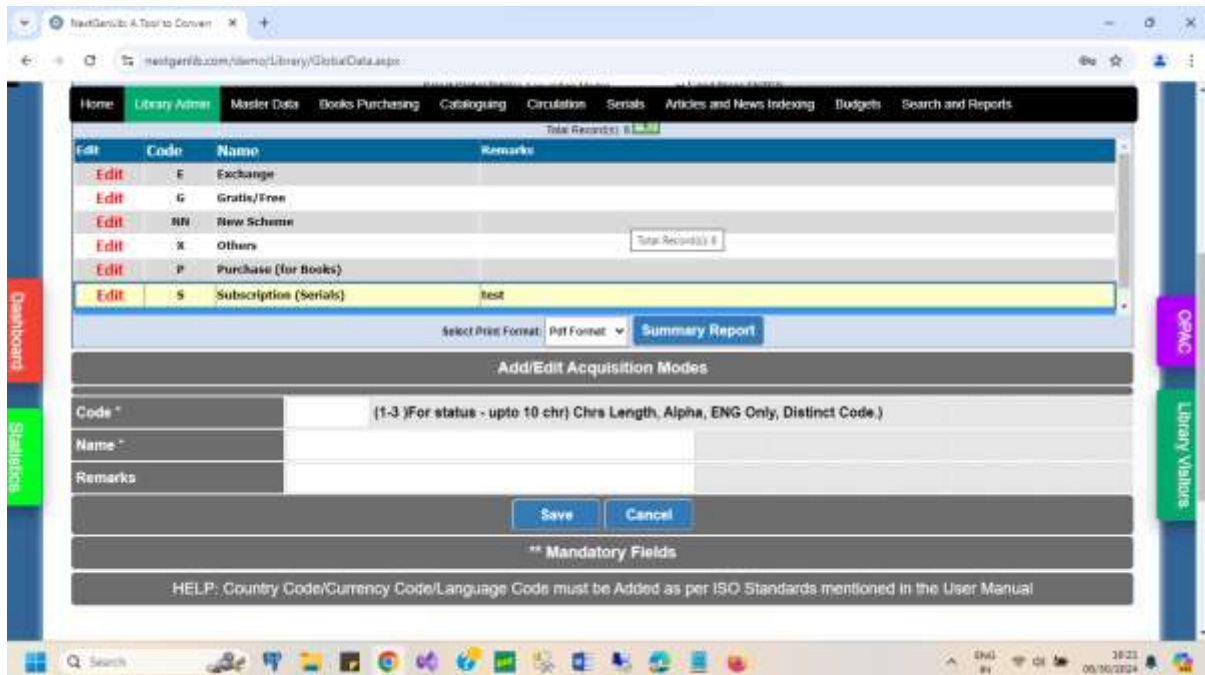
### 4.4.1. COPY STATUS

Copy status is used to assign to each of the accession number records added in the software. The common status are given there such as Available, Issued, Return, etc. However, any library can add few more status if required.



### 4.4.2. ACQUISITION MODES

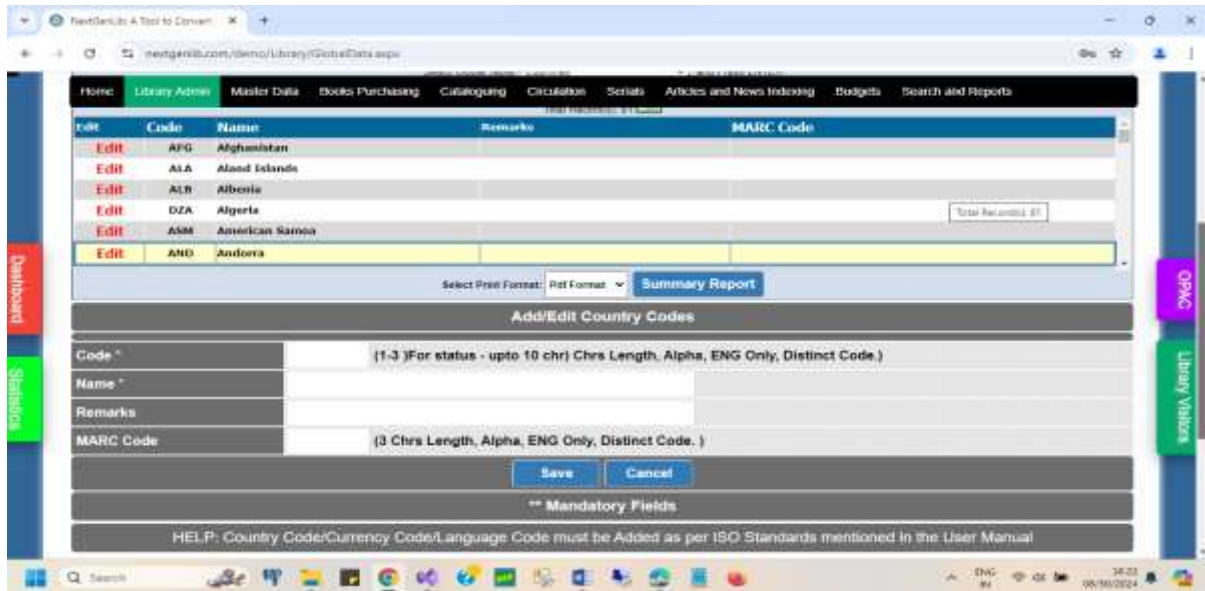
Acquisition mode is used to tell the way how copies are acquired in library. The common modes are By Purchase, in Exchange and many more. In case library wish to add more modes then same can be used to generate reports.



**4.4.3. COUNTRIES** - can be added more countries with three digits code as per ISO:3166

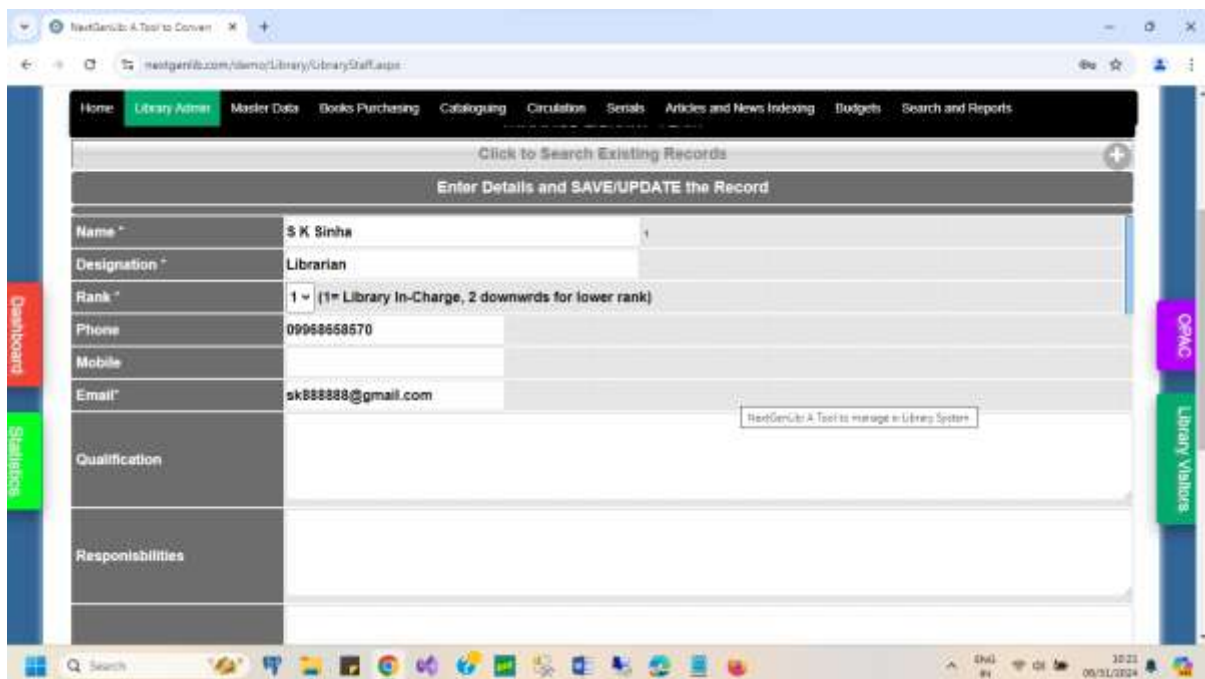
**4.4.4. CURRENCIES** - can be added more currencies with three digits code as per ISO:4217

**4.4.45. LANGUAGES** - can be added more languages as per ISO standard with three digits code (ISO: 639)



## 4.5. Manage Library Staff Details

This form is used to manage the library staff details, data will be displayed on OPAC Page so that members can contact them direct on their numbers.



## Add New Record

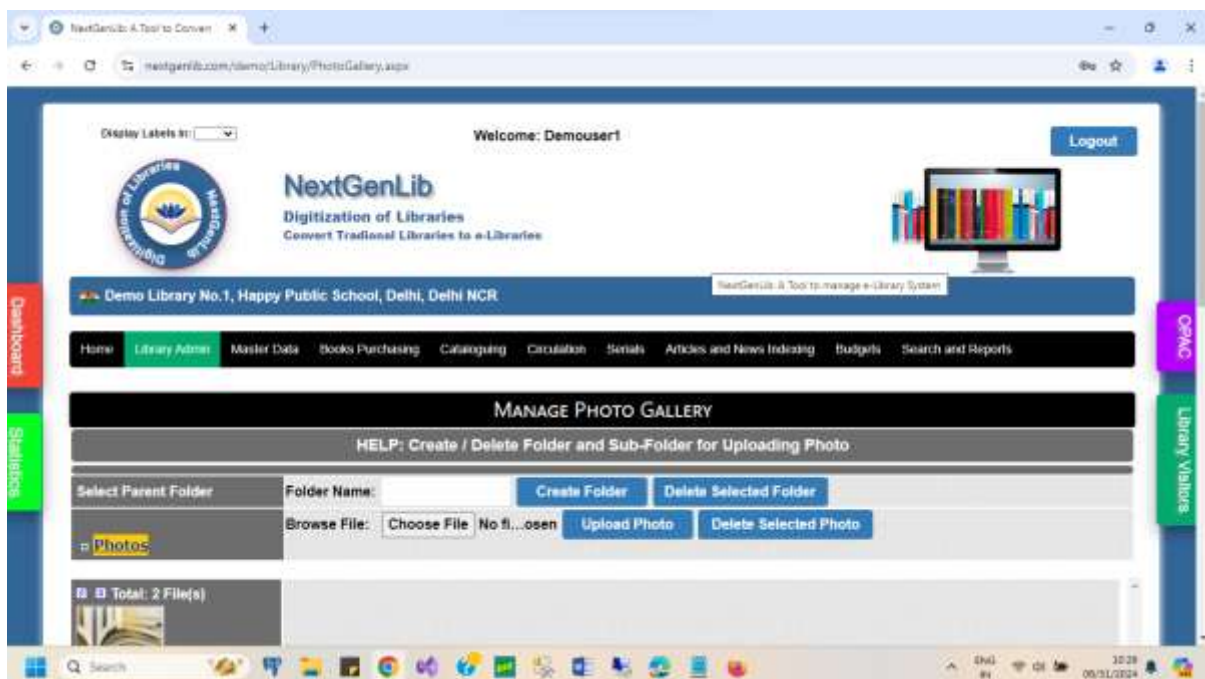
- Enter details of staff
- Enter other details
- Upload Photo
- Writer responsibilities, etc.
- Press SAVE Button to save the record

## Edit Records

- Search Staff members under Search Pane given on the top of the form
- Press EDIT button of selected record - details will be displayed in the form
- Change details
- Press UPDATE Button to save the changes

## 4.6. Manage Photo Gallery

This Form is used to manage the photo in gallery. Sometimes, events are organized in libraries where library can upload photos.



## How To Upload Photo

- Create Folder if required by pressing CREATE FOLDER Button
- Browse the photo from your desktop
- Press upload
- Once Photos are uploaded, these will be visible in Photo Gallery in OPAC

## Delete Photo

- Select photo from left side
- Press Delete button
- Many photos can be selected and deleted with single click

## 4.7. Manage Payment Receipts

This Form is used to manage the payments taken from members in various sub-heads, such as for registration fees, membership renewal fees, loss of books, etc. Fines received during return of the books are entered automatically from circulation module.

### How to Add New Payment Record

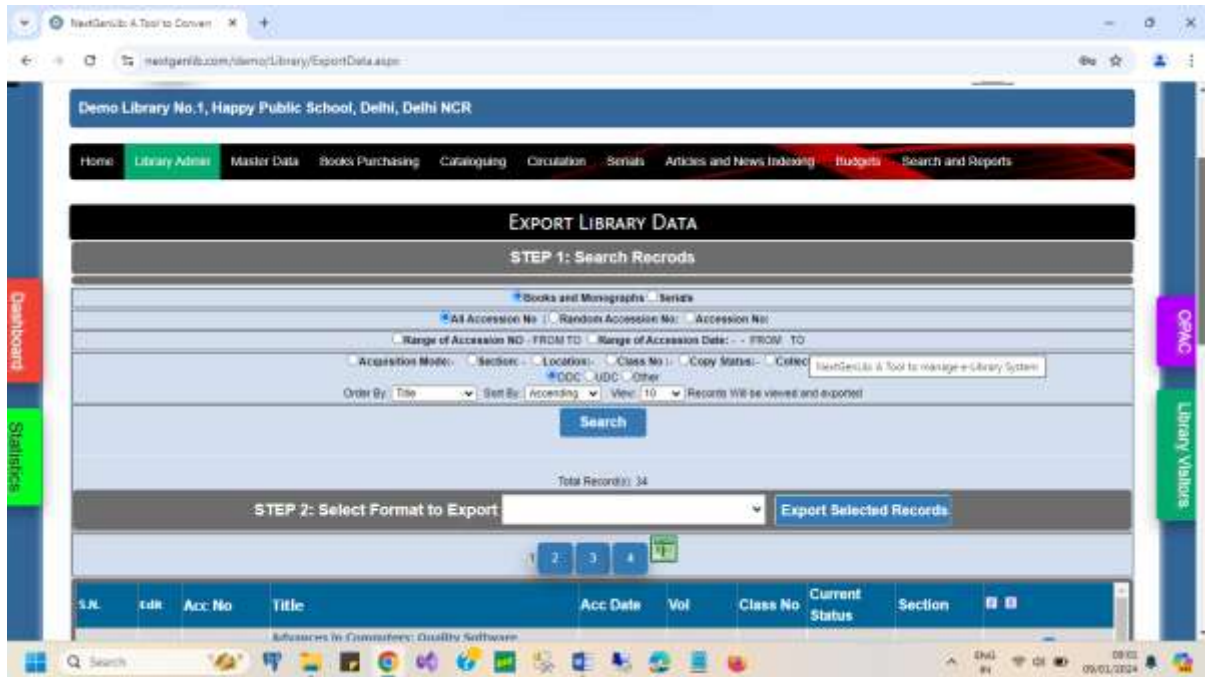
- Step 1 - select registered member from drop-down
- Enter payment details in the form
- Select reason payment is being taken from drop-down
- In case payment is taken for loss of books or loose issue then enter accession number of book or item id of loose issue
- Press SAVE Button to save the record
- On Saving record, a unique payment ID is generated.

### Search and Edit Payment Records

- Search payment records from search pane given on the top of the form
- Click EDIT button of selected record
- Update details
- Press UPDATE button to save changes

## 4.8. Export Data

This Form is used to export data/catalog records entered in the software. The catalog records can be exported in various formats such as MARC21, CSV, EXCEL and others. This data can be migrated into any other software.



### How to export data

- Search the desired records by selecting parameters given on the form.
- Once results appear in grid then select all these from right side, if not already selected
- Select format from drop down
- Press EXPRT button - a file will be saved in your desktop.

### Convert MARC21 / MARC XML File to CSV and Then to EXCEL

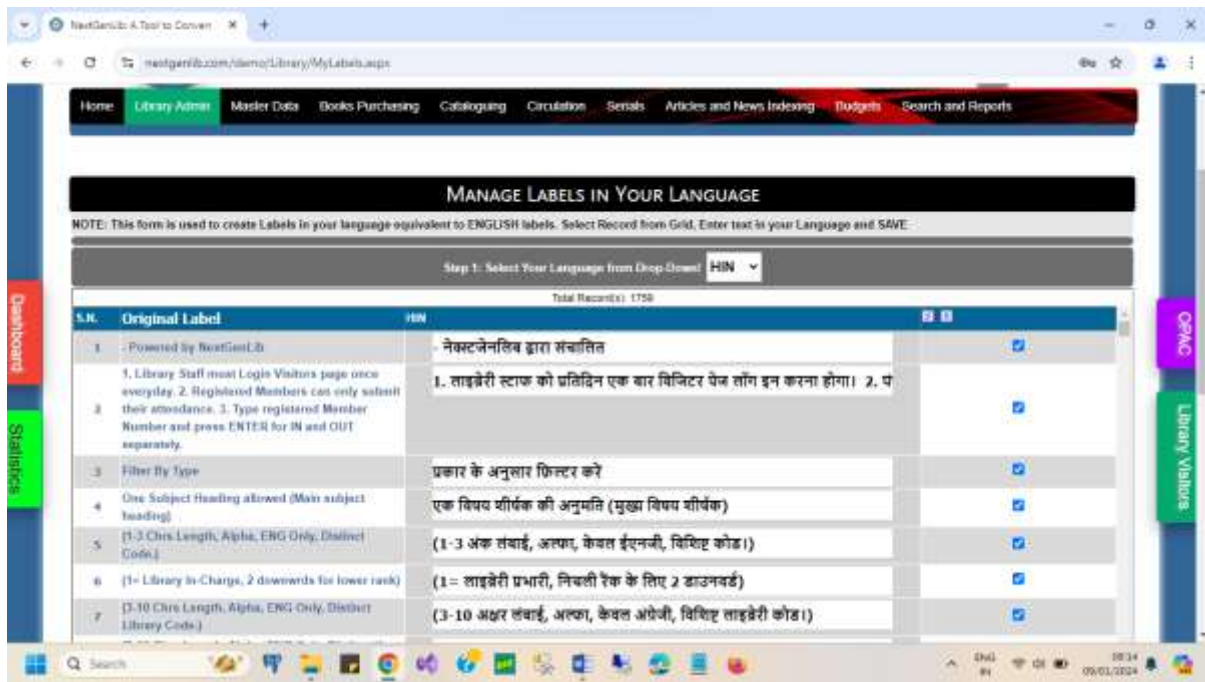
- Many times, library may be having MARC XML data exported from KOHA or SOUL - this xml file can be converted to EXCEL using utility given on this form.
- In case MARC21 file - convert it to MARCXML using MarcEditor software
- Then convert MARCXML to CSV.
- Then convert csv file to excel

## 4.9. Convert Labels In Your Language

This form is used to convert ENGLISH Labels in your language. There are various labels displayed on every form to indicate the description of fields. These labels originally are published in English. But in case you wish to publish these labels in



your language then this form provides facility to once enter labels of your language equivalent to eng and then published in your language on every form. This will give a look of software in your language.



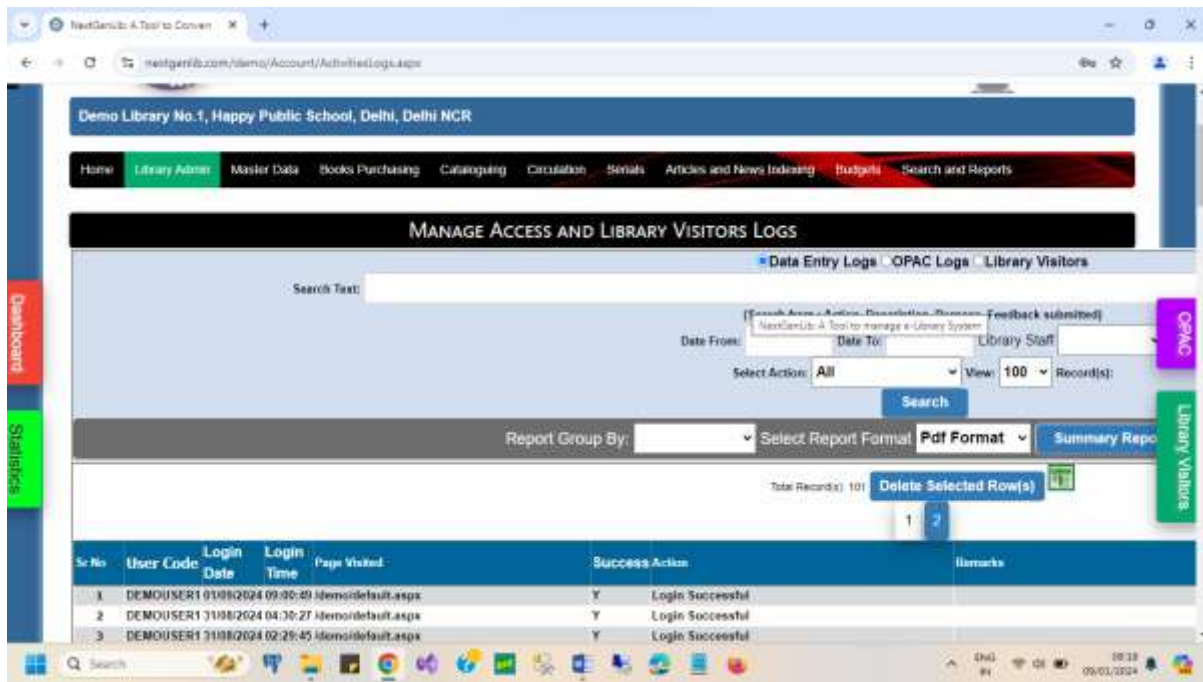
## How to convert labels in your language

- Select your language from drop-down - it will display all English labels used in the software
- Select desired labels from right side to enable them for writing
- Enter equivalent labels in your language - you can take help of google language translation
- Press UPDATE button to save the changes

**NOTE:** While updating your profile - there you can select default language for displaying all labels in that selected language whenever you login the software.

## 4.10. User Activities Logs

This form is used to search and view Logs of activities being performed in the software by library staff users, library registered members and Library visitors.



## Library Staff Logs

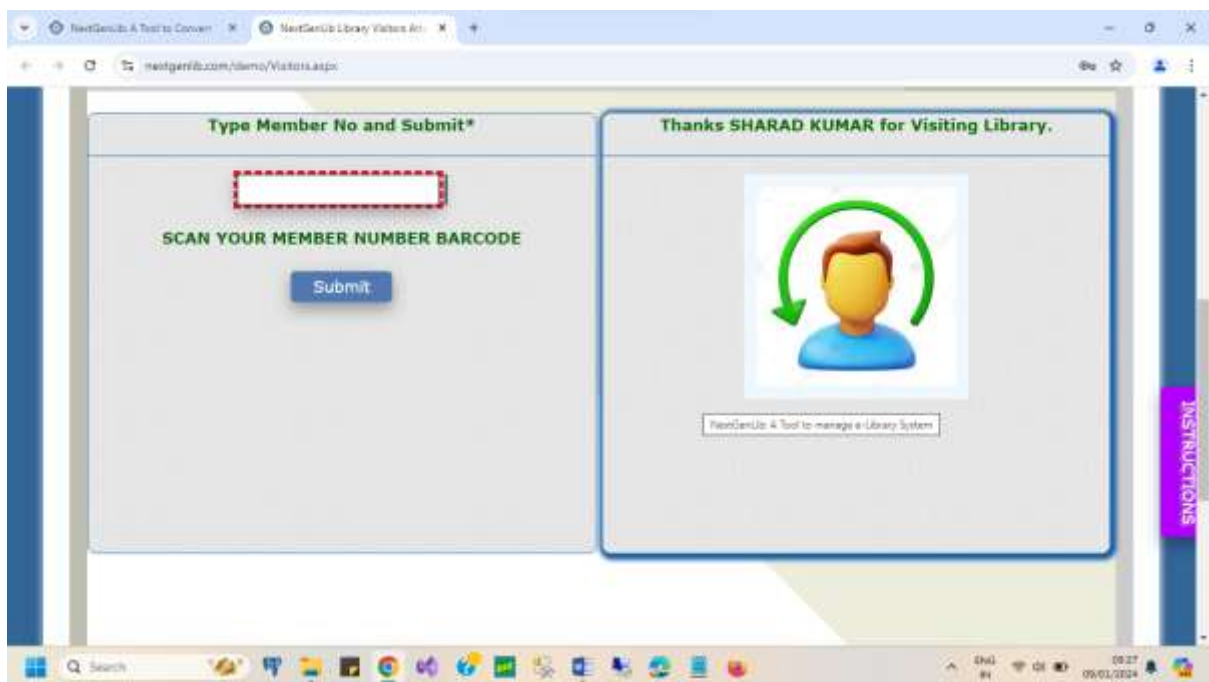
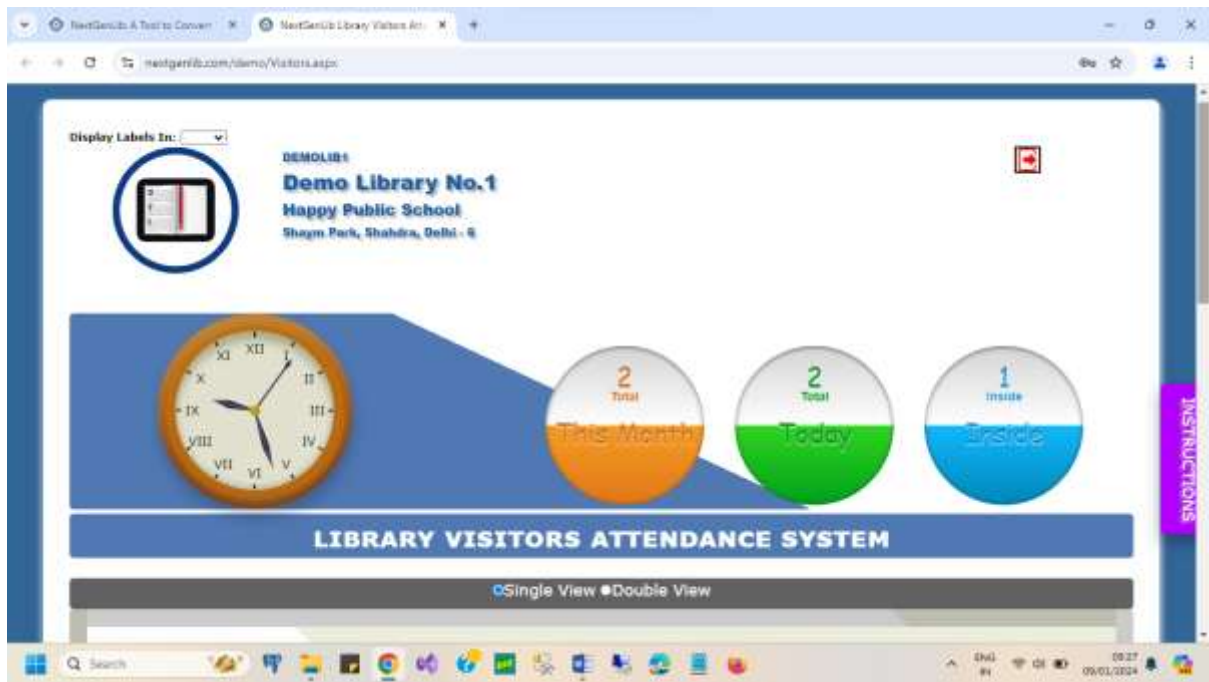
- This feature is for searching staff logs- when they login, when they logout, etc.
- Here you can search that a particular record was created by whom, etc
- Logs can be filtered by various parameters given on the form

## Library Members Logs

- This option provides facility to search logs of registered members, when they login, when they logout, etc.
- This logs created only if when member login the OPAC or Mobile App.
- Various activities can be searched in this option

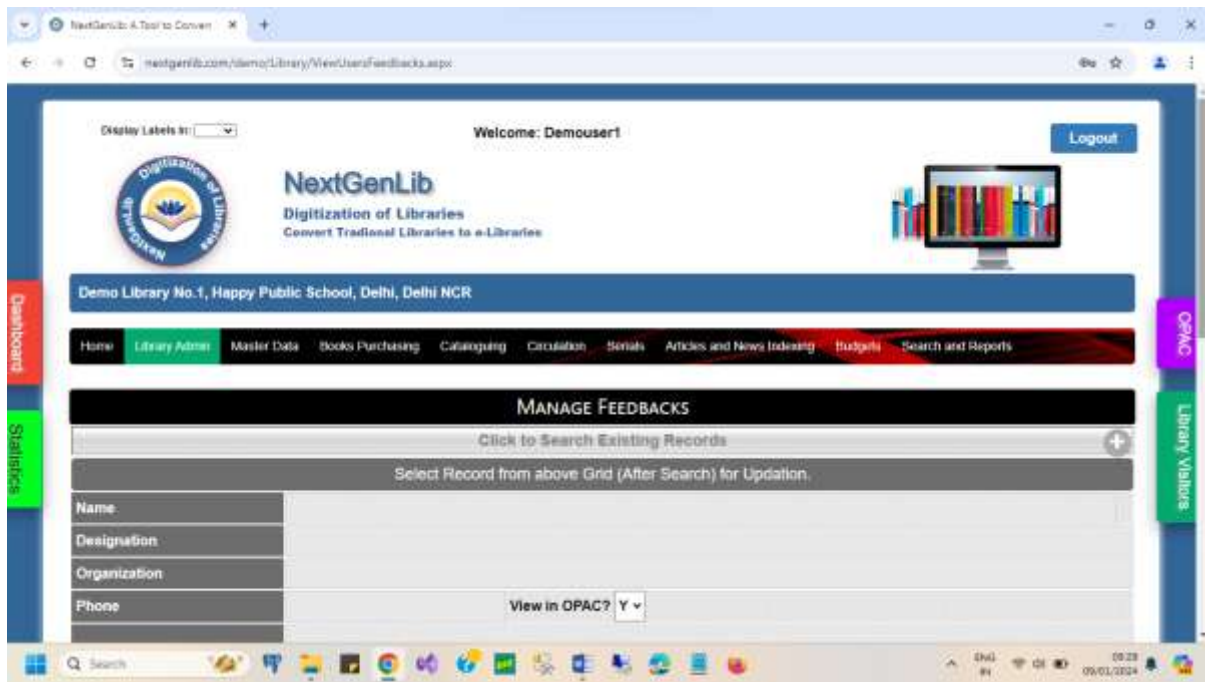
## Library Visitors (Physically visiting Library)

- This option is very useful where library can get the logs of library registered members when they are visiting library for various purposes.
- For this, library needs to keep one desktop at the entry gate of the library where member will make attendance while coming in or going out.
- For faster attendance or footfall, barcode scanner or QR scanner can be used by library.
- For this option - staff needs to run LIBRARY VISITOR FORM in the desktop kept at the entry of library.
- Library staff needs to Login it daily in the morning once.
- Any library staff login can be used for this purpose.



#### 4.11. View Users/Members Feedbacks

This form is used to read and reply of feedbacks submitted by library members using OPAC interface.

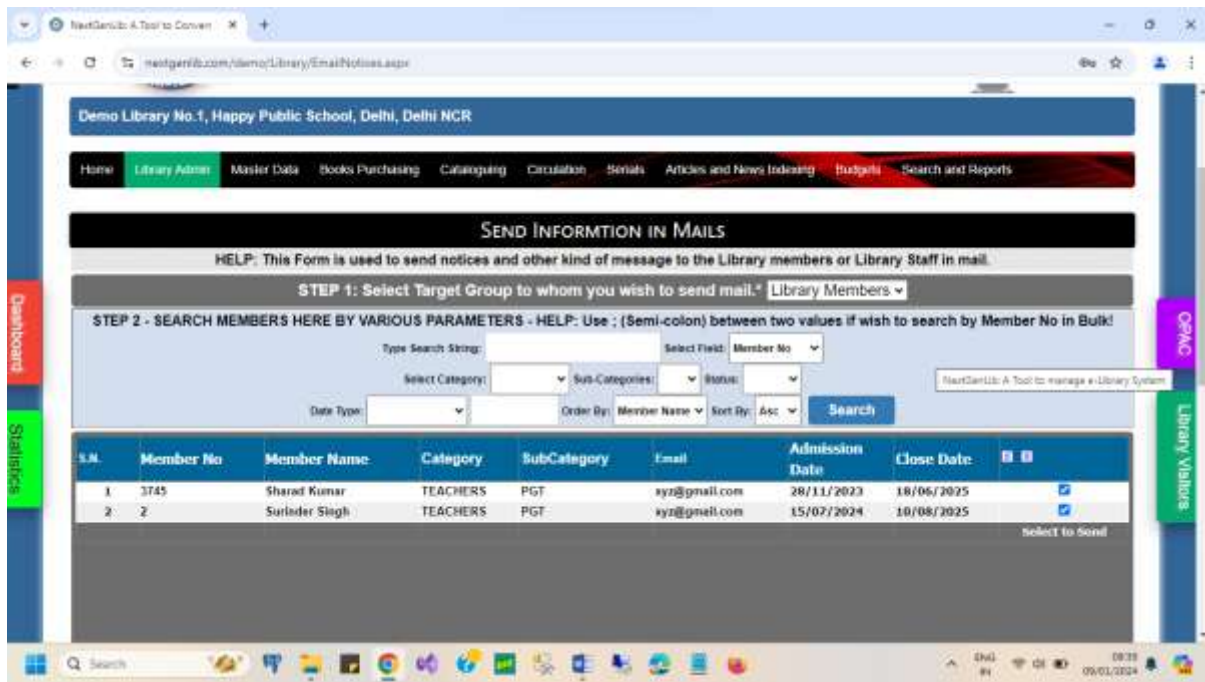


## How to Read Feedbacks

- All feedbacks submitted by registered members are searched on this form using various parameters given under search pane on the top of the form.
- Click EDIT button of desired record - this will display the feedback in the form
- Respond/write the answer and press UPDATE button to save the feedback response in the database and to send the reply in the mail of member.
- On this form, two parameters are given:=
  - 1. Send Answer in mail - if Y is selected then mail will be replied to member
  - 2. View in OPAC - Yes may be selected to display this feedback on the OPAC.

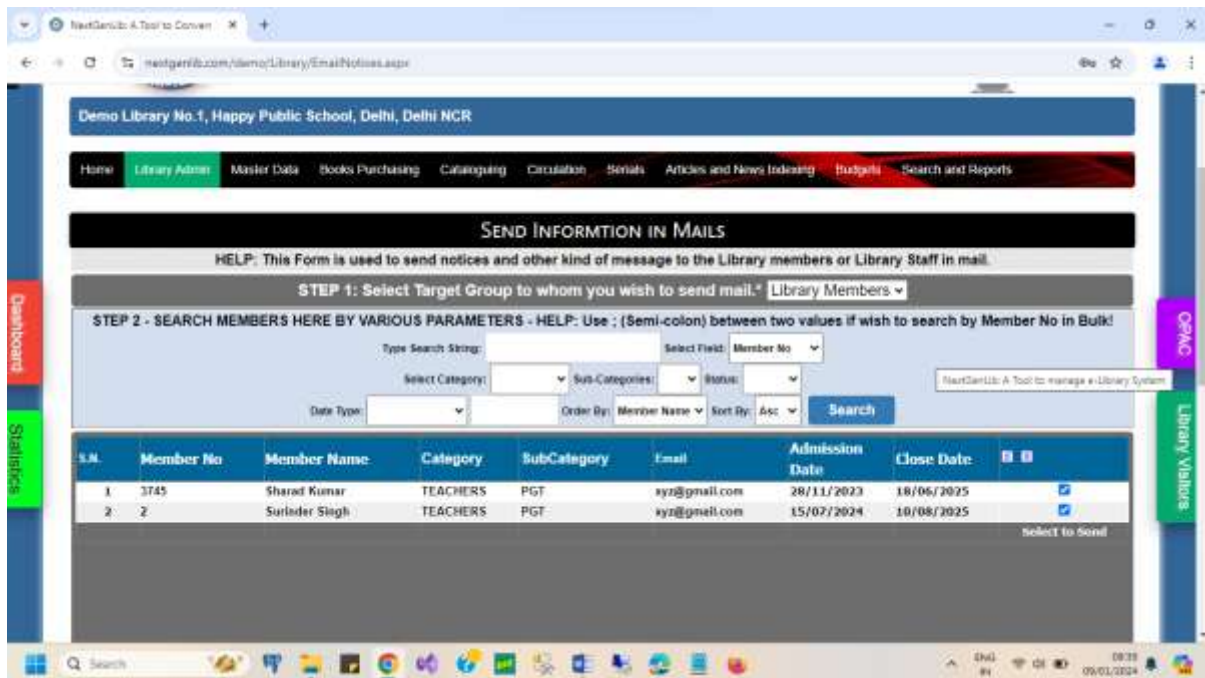
## 4.12. Send Information In Mails

This form is used to send mails to selected library staff or library members with single click. This facility may also be used to send an attachment to selected members. This is a push way of disseminating information to the library members.



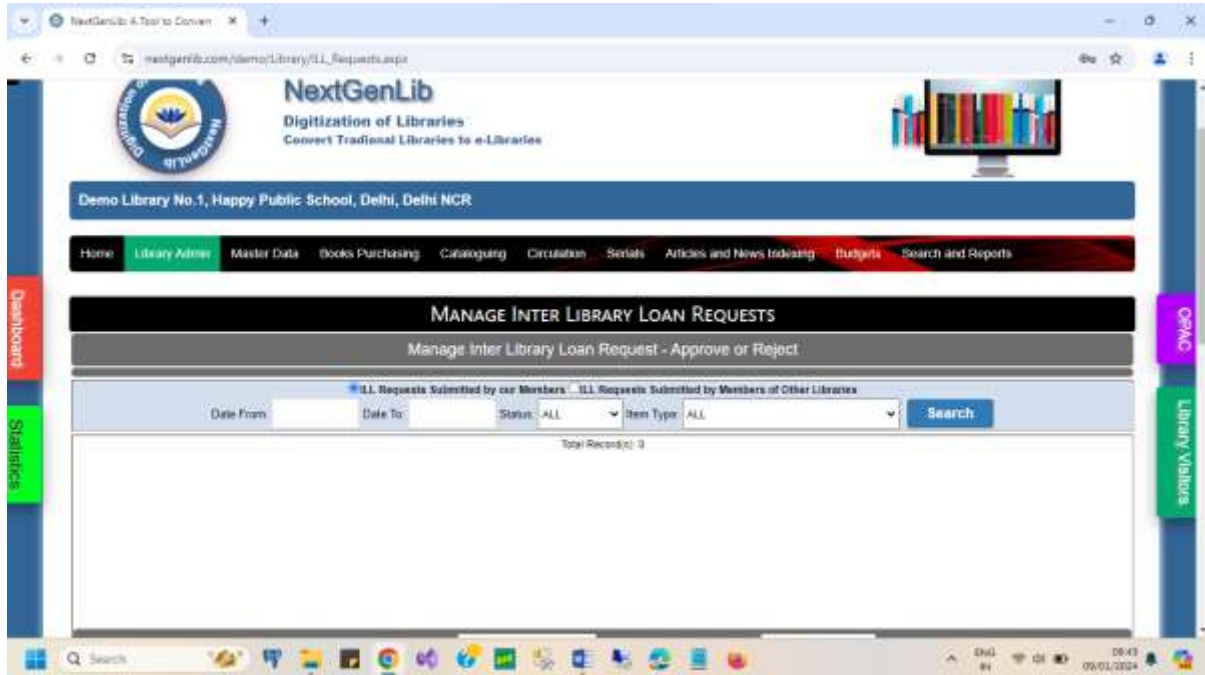
## How to Send Mails

- Step 1 - Select Library members or staff to search
- Step 2. Press Search Button to display records in grid
- Select desired records from right side
- Fill the mail details
- Attach the file if any
- Press SEND MAIL to deliver the mail to selected members



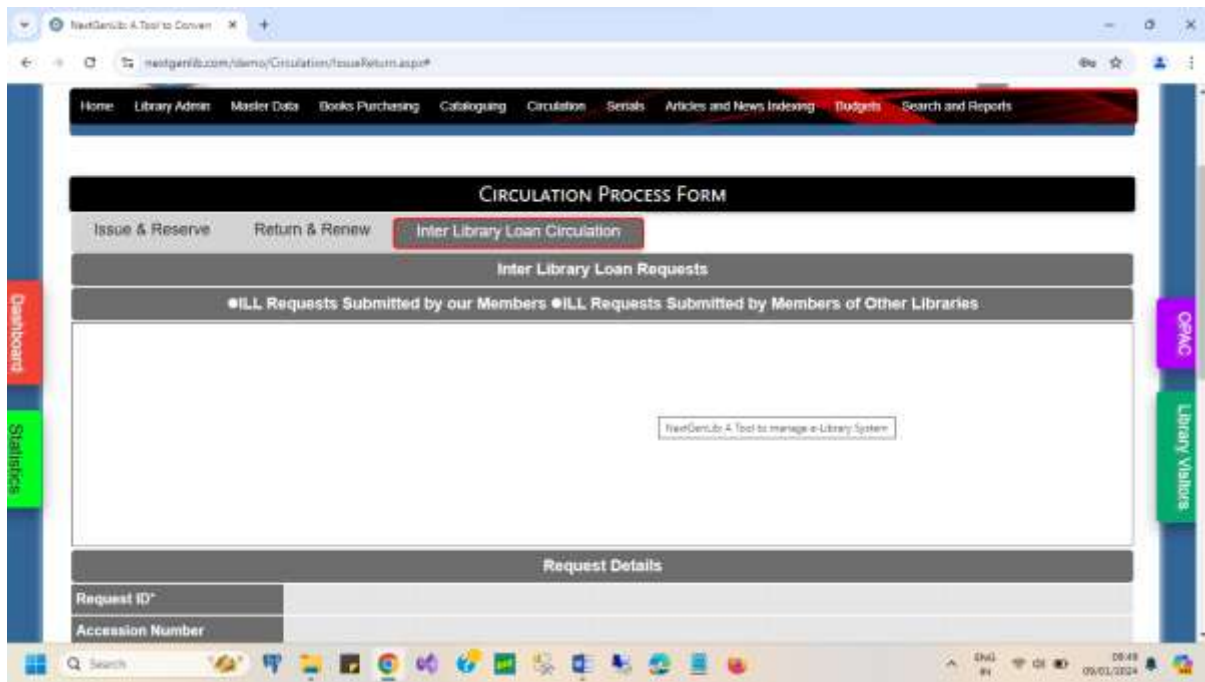
## 4.13. Manage Inter Library Loan Requests

This software is well integrated for Inter Library Loan as the software implementation is done where many libraries can participate in the same instance of the software with centralized database. ILL requests can be submitted by registered library members only on OPAC interface where collection of all the participating libraries can be searched.



There are two kinds of ILL requests - One where ILL request is submitted by your library members to get books from other library in the same instance. Second type of ILL Requests are which have been submitted by members of other libraries to get book from your collection. Both kinds of requests are managed on this form

- First search the desired requests by pressing search button
- Then select the request and click it - details of the request will be displayed in the form.
- Either approve or reject the request - a mail message will go to the librarian of originating library as well as library member who submitted the request.
- In case you have approved the request then request will be visible to the library staff who then can issue the books to requested member.
- Similarly, book can be returned on the circulation counter.
- A separate option is given on issue/return form under circulation module of the software to deal with Inter Library Loan issue and return



#### 4.14. Manage External Resources

There are two kinds of collection in a library - One type which exist in a library while another type is collection available on Internet in other libraries or online available in web sites. Such collection may be FREE called as OPEN ACCESS or may be paid in the form of digital library and subscribed by your library.

This form is used to index online collection either free or subscribed which can be indexed for access by your members on OPAC page and Mobile access. Such collection may have a web site address, a logo and description of the web site, etc.

NOTE: All entries saved here must be approved by Librarian in Internet Resources Approval Form under LIB ADMIN MODULE.

Resource Language	English	1
Resource Heading*	National Digital Library of India	
Sub Heading	Free Digital Library from M/o Education, Government of India	
URL *with https://	https://ndi.libkgp.ac.in/	<input type="button" value="Enter Place"/>
Description	The National Digital library of India is a virtual repository of learning resources which is not just a repository with a search/browse facilities but also provides a host of services including textbooks	
Main Subject		
Keywords	DL; DIGITAL LIBRARY; E-BOOKS	
Academic Level	Class X	HELP: Select UNIFORM Class/Standard/Course Name for which this material is useful for.
Resource Category *	Useful Links and Web Sites	
Upload Resource LogoImage	<input type="button" value="Choose File"/>	No file chosen

Delete This Picture from Database on Updation?

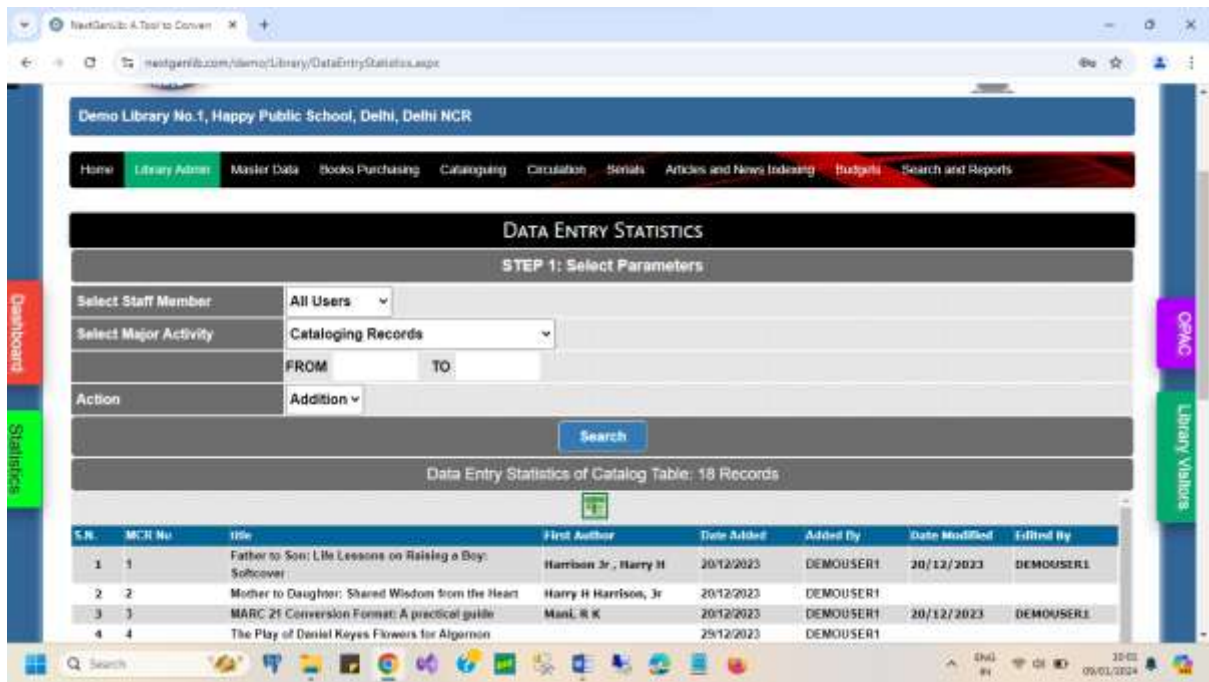
## How to Register External Resources

- Search the useful resources, paid or free on the Internet
- Create a record of each such resource identified useful for your members
- Enter all necessary details in the fields given on the form
- Download logo and upload with record
- Register category of the resource from drop-down - Free/Paid, Useful Hyperlinks etc.
- Select Academic Levels from drop-down to indicate that this resource is useful for what group of library members
- Enter Web site URL
- Upload any pdf or digital copy by downloading from online resource
- SAVE the record.
- Once saved then records will be visible on OPAC/Mobile App

## 4.15. Data Entry Statistics

This form is used to search the log of data entry statistics only in terms of number of records created or updated by library members. Such statistics may be useful to see the performance of data entry operator or to make the payment as per number of records created by library staff ( for outsource person)



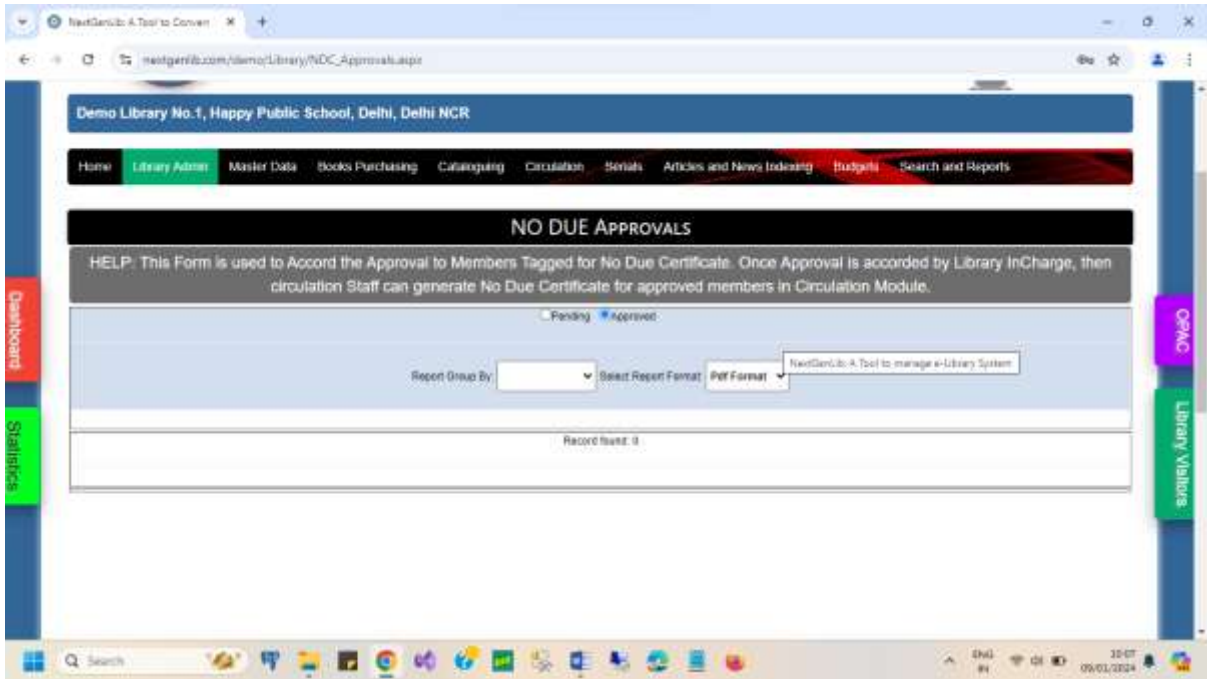


## How to Search Records

- Search can be made for staff member wise for whom login created or for outsource persons temporarily login created for them.
- Cut of date can also be used.
- Entry type include various activities performed in the software - can be selected from drop-down
- ACTION indicates for New Record or Edit of the existing Record

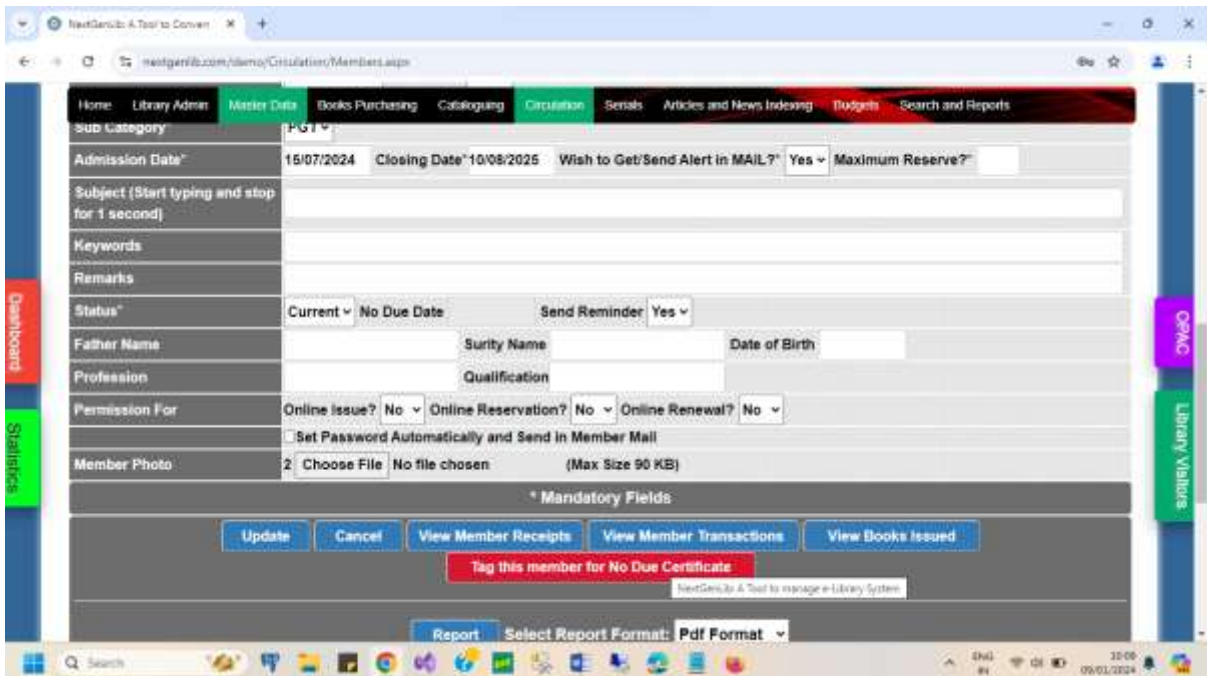
## 4.16. NDC Approvals (No Due Certificate)

This form is used to give approvals by Librarian of NOC created by library staff working on circulation counter for outgoing members.



## How to Create and Approve NDC

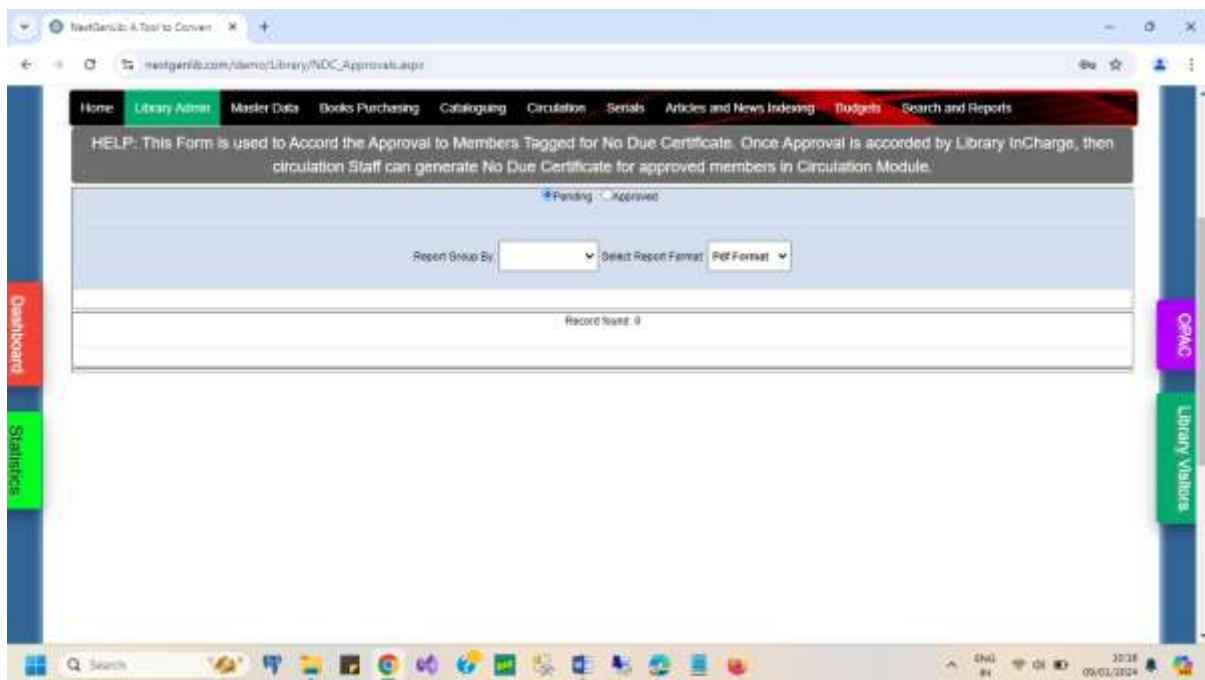
- First of all NDC will be created by library staff sitting on circulation counter - he/she will display the member record in Members Registration form under circulation module



- Press “Tag This Member” for No Due.
- During TAGGING the member for NDC - system will check if any book or payment is due - if yes then member can not be tagged for no due.

- Once Member is tagged successfully - this record will be displayed in the form - “NDC Approvals” under LIB ADMIN module
- Librarian may approve or disapprove the record.
- If approved then circulation counter staff can complete the process of NDC by pressing NO DUE CERTIFICATE button on the Member Registration form and then NDC can be downloaded in pdf format.
- IF NDC is rejected then member can be again taken as regular member by deleting NDC tag on the Member Registration form under circulation counter.

**NOTE:** NDC can be generated if no due found (in terms of book issued or payment is pending) of member.

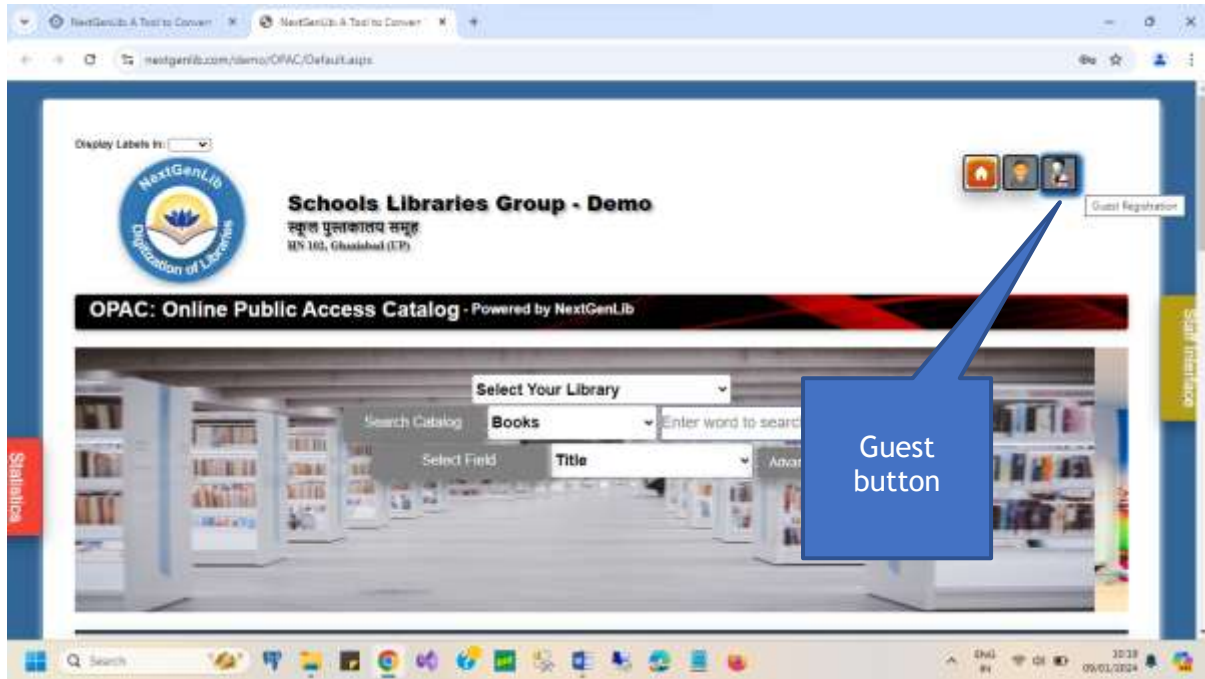


## 4.17. Manage Guest Members

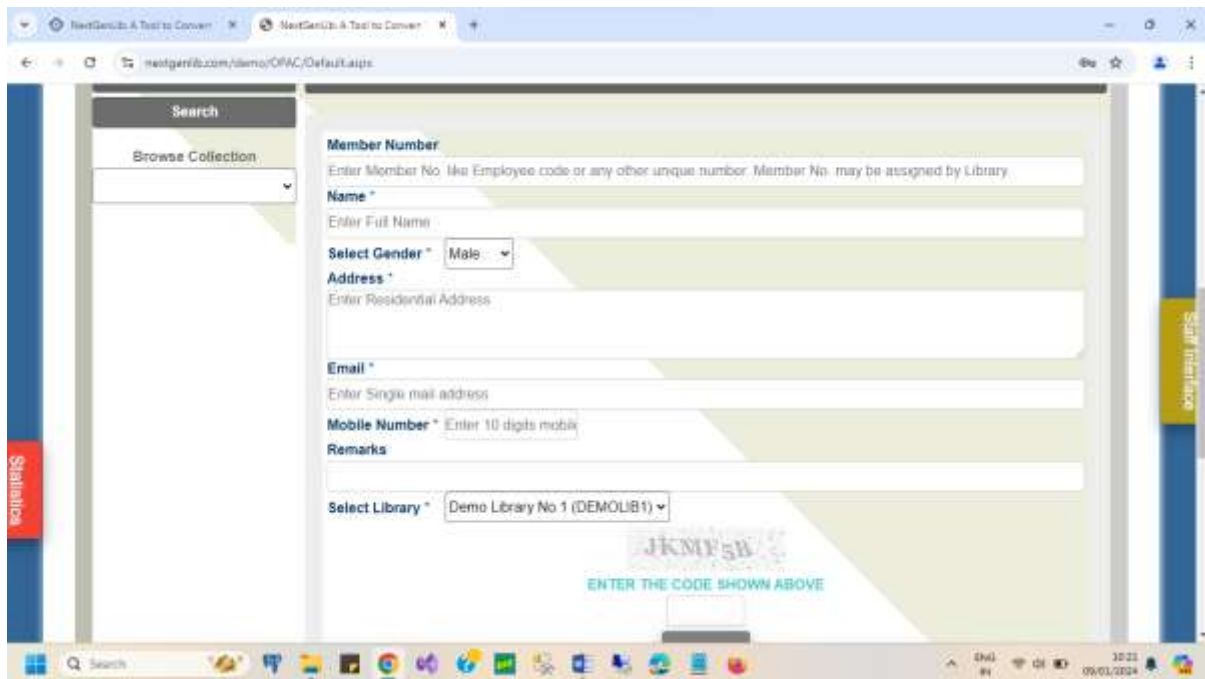
This form is used to manage the Guest Members registered on OPAC. On this form their memberships can be managed, approved or rejected. This form is used for Non-Members who may be public and wish the access library services for a fixed period.

### How Members Submit Request

- Any public person may submit temporary member request by pressing Guest member button given on the OPAC form - top right corner



- Once click a form will be displayed where person can fill his details and submit

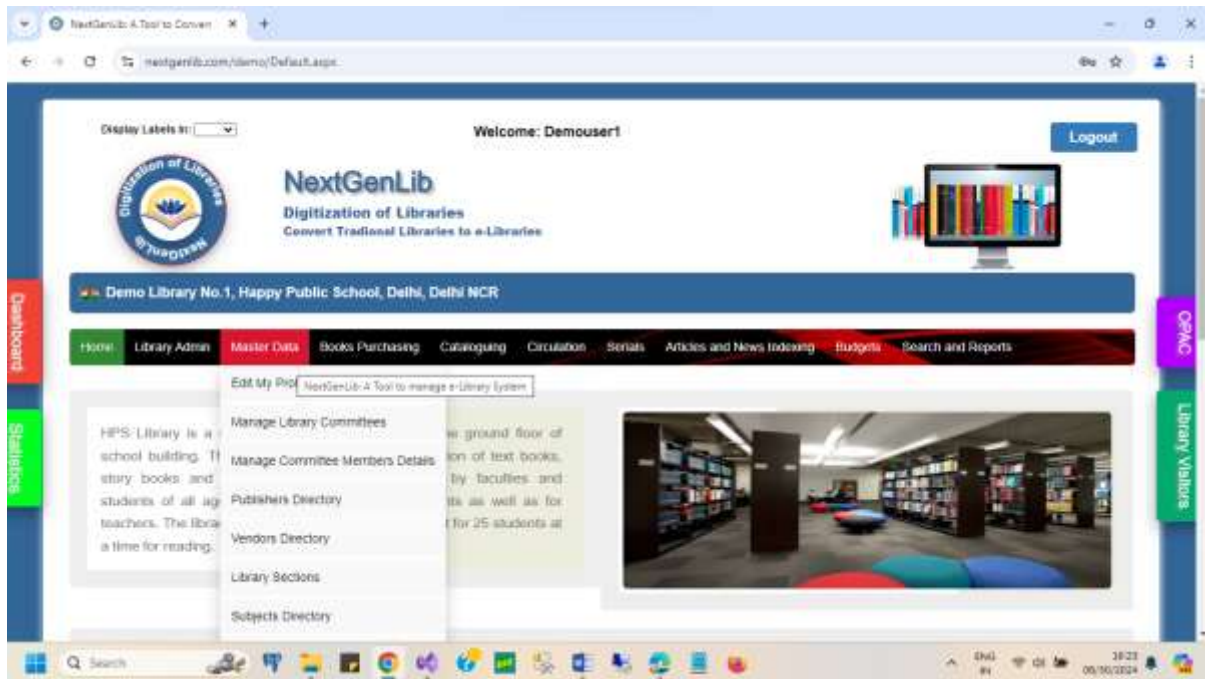


- Once submitted then OTP will be created and sent in the mail of submitter
- Enter OTP and submit the request finally to the Librarian
- Librarian will use Guest Member Form under LIB ADMIN Module and will either approve or reject the request submitted.
- In both cases, mail be delivered to requester.
- Members can be registered with fixed period

## Chapter 5

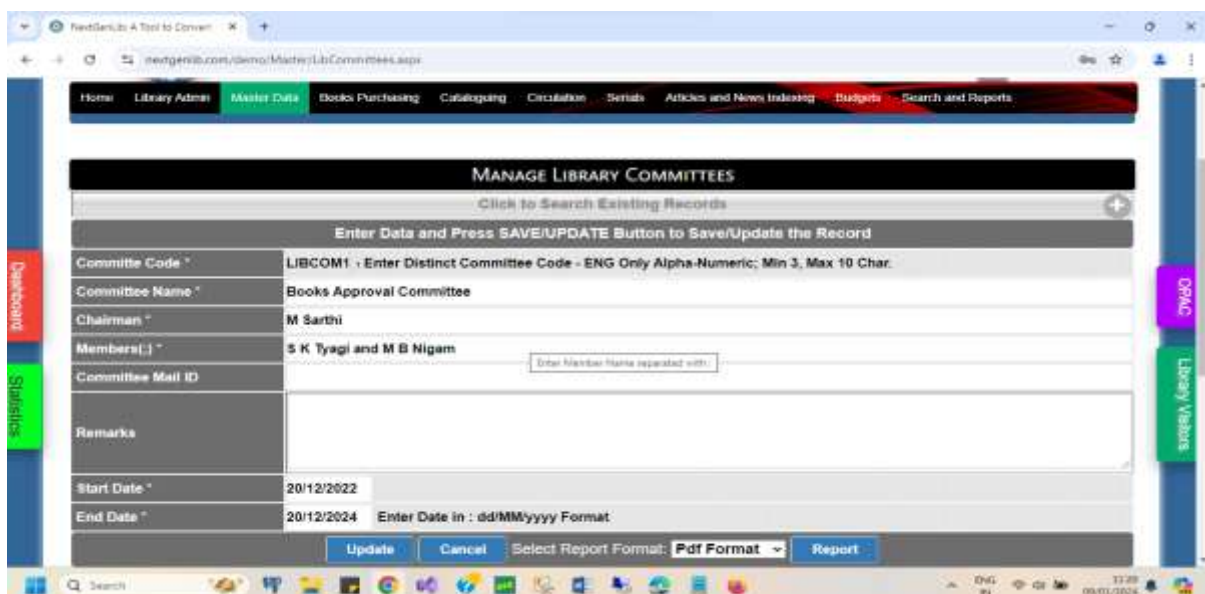
# Master Data module

This module is used to manage various master data entered and required during operation of various modules of the software. Following forms are given under this module:-



### 5.1: Create / Manage Library Committees

This form is used to Manage library committee records with other details. These committees are required for approval in the Books Purchasing Module and Serials Module.



## Add New Committee

- Enter Library Code (unique)
- Enter Library Name
- Enter Chairman and members. Members can be separated with semicolon
- Duration of the committee (Strt date and end date)
- Press SAVE Button to save the record

## Edit Committee

- Search the Committee from search pane given on the top of the form
- Press EDIT button - record details will be filled in the form
- Change the details
- Press UPDATE button to save the changes

**NOTE:** Committee records can not be deleted if used in some approvals.

## 5.2: Create / Manage Library Committee Members

This form is used to add committee member details with their names, designation and rank in the hierarchy , committees created in the previous form.

The screenshot displays the 'MANAGE COMMITTEE MEMBERS' interface. At the top, there is a navigation menu with options: Home, Library Admin, Master Data (highlighted), Books Purchasing, Cataloguing, Circulation, Serials, Articles and News, Budgets, and Search and Reports. Below the menu is a search bar with the text 'Click to Search Existing Records'. The main form area is titled 'Enter Data and Press SAVE Button to save the record..'. The form fields are as follows:

- Name \* (text input)
- Designation \* (text input)
- Role \* (dropdown menu, currently set to 'Chairman')
- Committee \* (dropdown menu)
- Phone (text input)
- Mobile (text input)
- Email \* (text input)
- Qualification (text input)
- Responsibilities (text input)

The left sidebar contains navigation links: Dashboard, Library Admin, and Statistics. The right sidebar contains 'OPAC' and 'Digital Library' links. The Windows taskbar at the bottom shows the date as 09/13/2023 and the time as 12:31.

### Add Committee Member Record

- Enter Member Name and other details
- Select Role from drop-down
- May upload photo of the member
- Press SAVE button to save the record

### Edit Committee Member Record

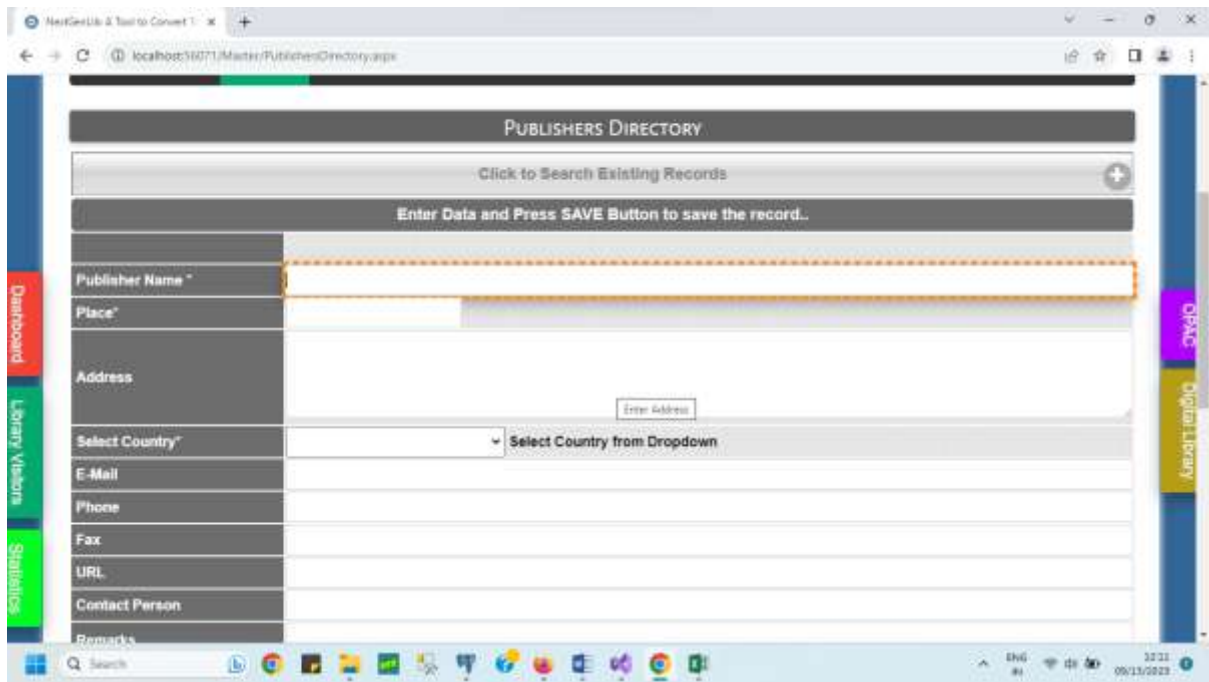
- Search existing records from search pane given on the top of the form
- Select record and press EDIT button - member record will be filled in the form
- Change details
- Press UPDATE button to save the changes

## 5.3: Publishers Directory

This form is NOT used to create the publisher records. Publisher records are create automatically while catalog record is created where publisher name is entered as a mandatory field in NEW TITLE and RETROCONVERSION Form

This form is used to edit the publisher records if required or to generate various reports including Publisher wise bibliography.

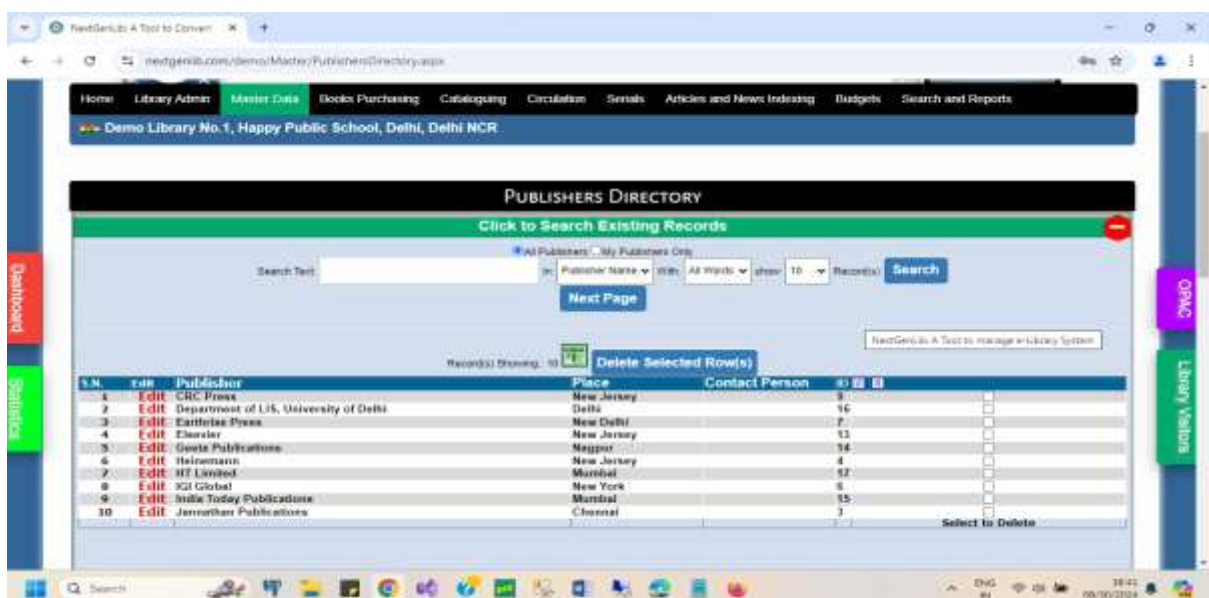
**NOTE:** Publishers records are common for all libraries participating in the same database



### Edit Publisher Record

- Search publisher record from search pane given on the top of the form.
- Publisher can be search either whose books are in your library collection (My Publisher) or all publishers (may be entered by other libraries participating in the same instance)
- Press Edit button - record will be filled in form
- Change details
- Press UPDATE button to save the changes

**NOTE:** Publisher record can not be deleted if its reference is saved in any catalog record.





## 5.4: Vendors Directory

This form is used to manage the Vendor records. Vendor records may be created by any library participating in the same instance of the software and thus are commonly used.

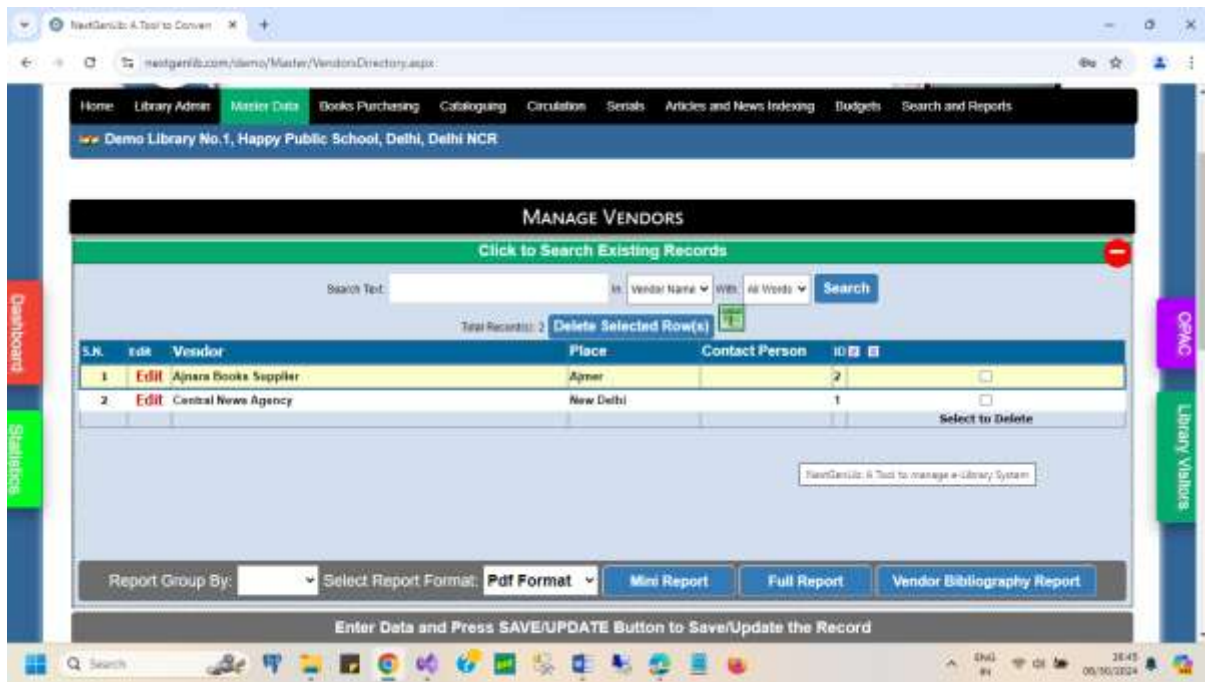
The screenshot shows a web browser window displaying the 'MANAGE VENDORS' form. The form is titled 'MANAGE VENDORS' and includes a search bar at the top. Below the search bar, there is a section for entering data, with the instruction 'Enter Data and Press SAVE/UPDATE Button to Save/Update the Record'. The form fields are: Vendor Name\* (Ajara Books Supplier), Place\* (Ajmer), Address\* (JH-09, Ajmer (Raj)), Select Country\* (India), Email, Phone, Fax, and URL. The form is displayed in a web browser window with a navigation menu at the top and a sidebar on the left.

### Add New Vendor

- Enter Vendor Name in the form
- Enter other details
- Select Country from drop-down
- Press SAVE Button to save the record

### Edit Vendor Record

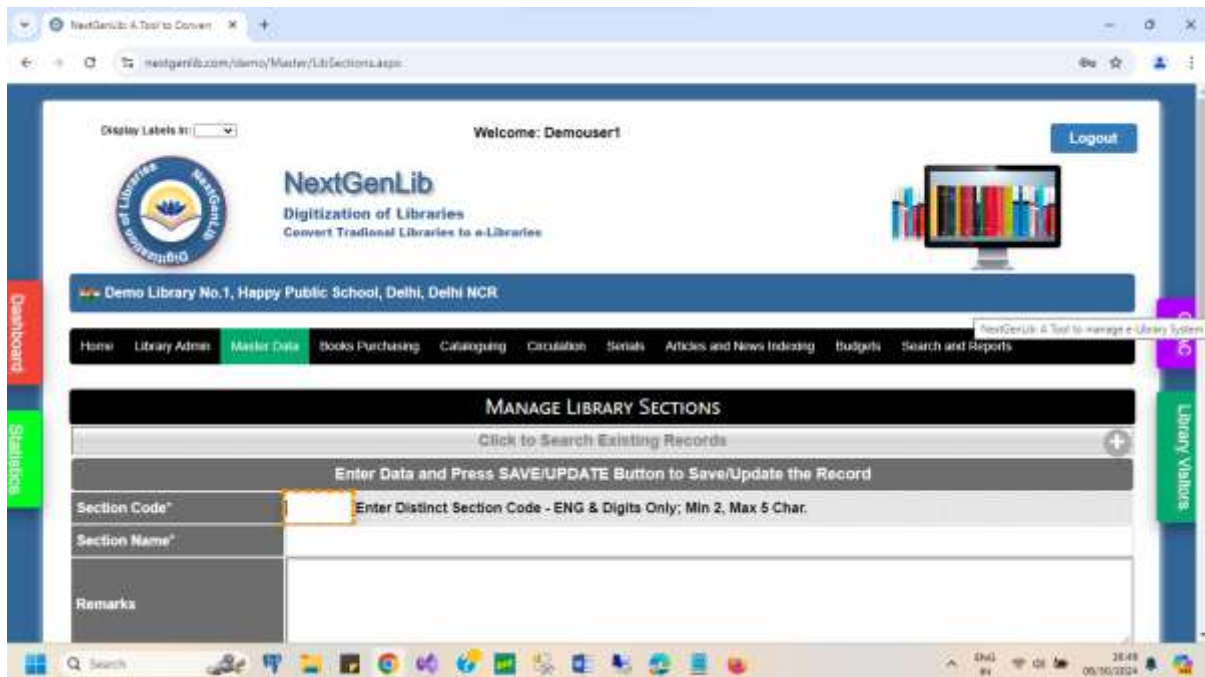
- Search Vendor from search pane given on the top of the form
- Select record and press EDIT button - details will be filled in the form
- Change details
- Press UPDATE Button to save the changes



**NOTE:** Vendor record can not be deleted if it has been used with any purchasing record or other tables

## 5.5: Create / Manage Library Sections

This form is used to create Library Sections. These sections are created and used by particular library only and records are not shared among libraries participating in the same instance of the software.



## Add New Section

- Add a unique Section Code (it can not be changed later)
- Write Section name and other details
- Press SAVE button to save the record

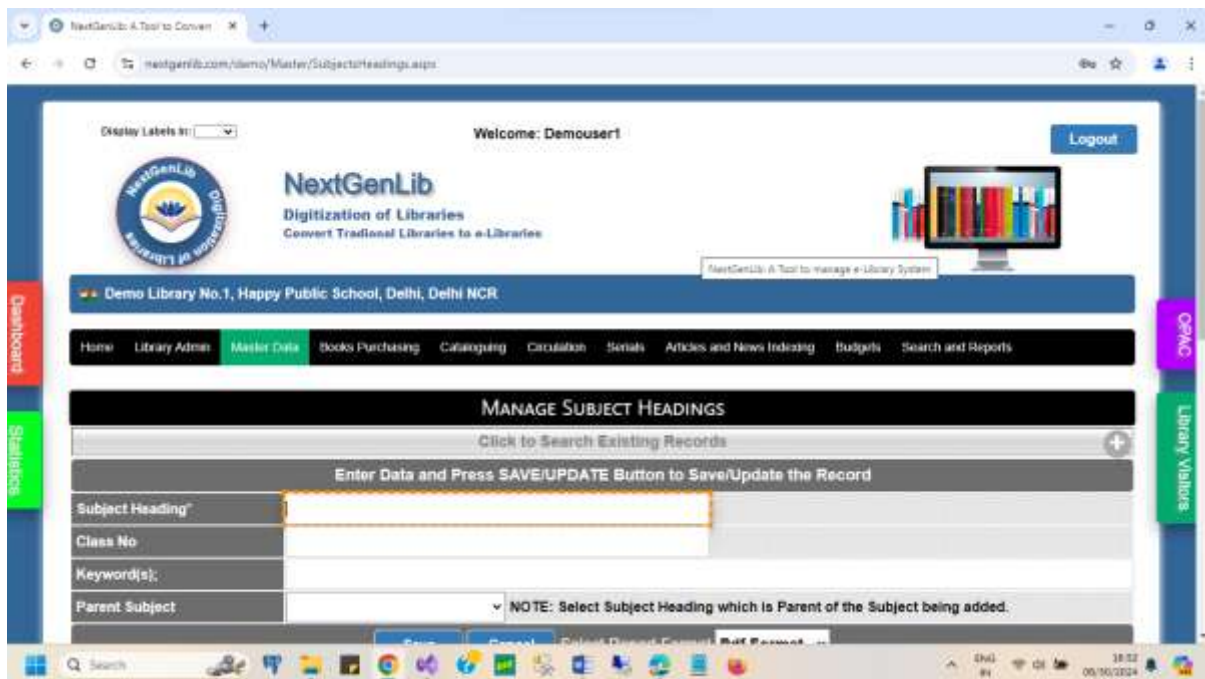
## Edit Section Record

- Search section record from search pane given on the top of the form
- Press EDIT button to display the record in the form
- Change details
- Press UPDATE Button to save the changes

**NOTE:** Section Record can not be deleted if it has been used/saved with any other table

## 5.6: Subjects Directory

This form is used to create Subject directory to be used by any library in the same instance of the software. The records are commonly used by all libraries.



## Add New Subject

- Enter Subject Heading
- Enter broader class number as specific class no will be assigned at the time entry of each copy
- Enter related Keywords which will be saved with catalog records. Keywords can be separated by semicolon
- Press SAVE button to save the record.

## Edit Subject Record

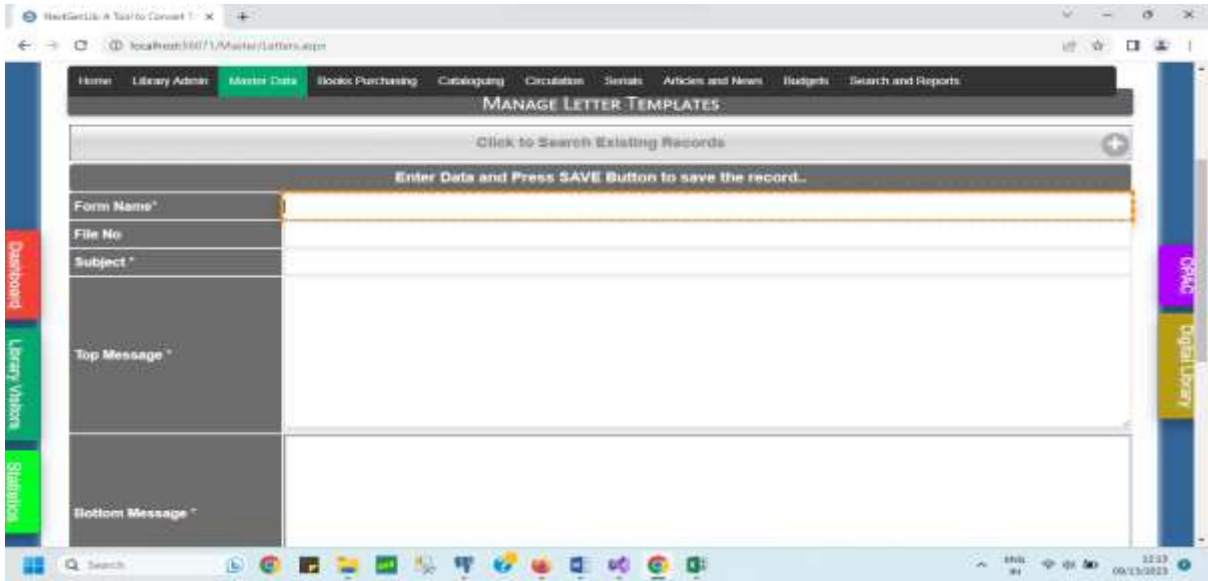
- Search Subject with various parameters given under Search Pane on the top of the form.
- Select desired record from Grid and click edit button - record will be displayed in the form
- Change the details
- Press UPDATE button to save the changes

**NOTE:** In case subject heading has been used in any of the Catalog record then this subject can not be deleted.

## 5.7: Create /Manage Letter Templates for various communications

There are various communications made by library such as approval form is generated, order form, reminder to members and reminder to publishers, etc. All these communications are generated with some standard format.

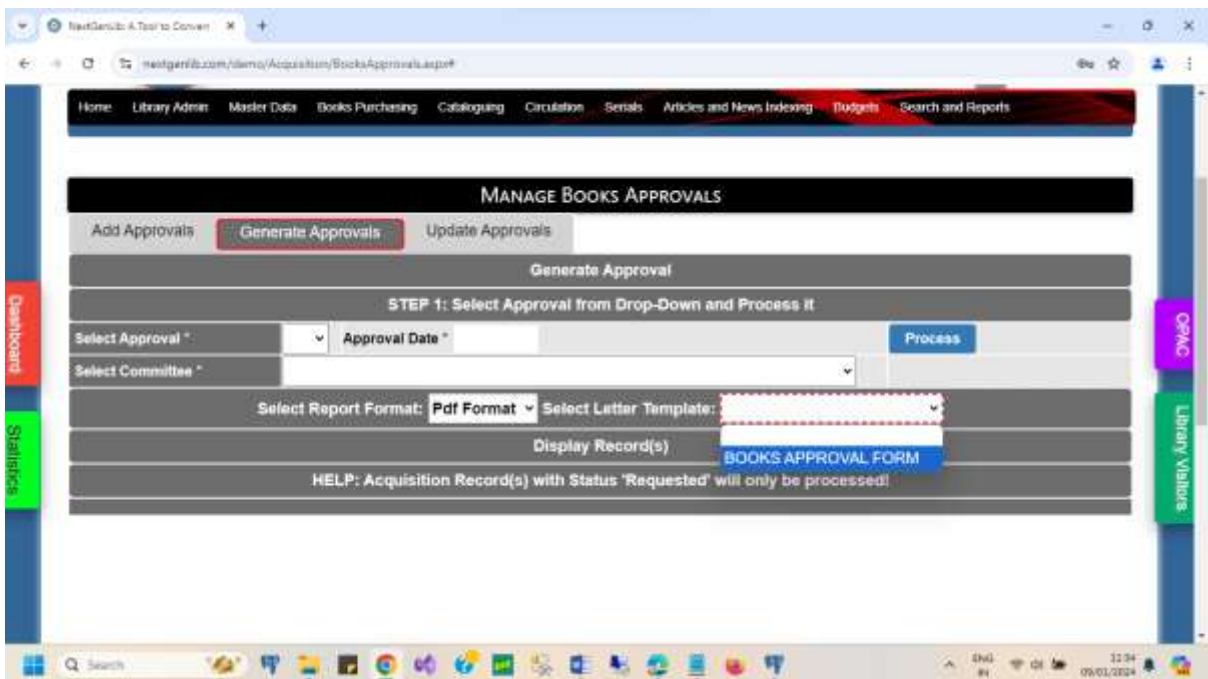
This form is used to create the communication format for above mentioned letters.



## How to Create a Format

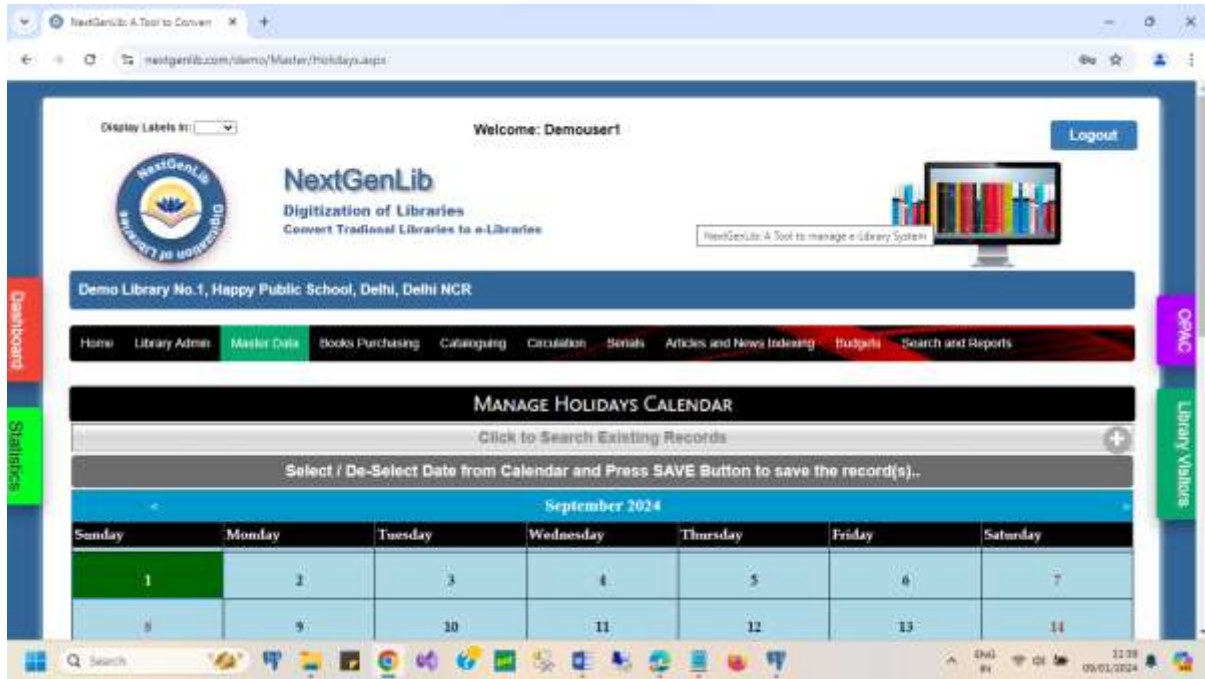
- Enter details of the format in the form
- Write Form Name for identification, e.g. Reminder to the Member
- Write Top message with a paragraph
- Write Bottom message
- Press SAVE button to save the record

**NOTE:** These all communication formats are used in other forms, for example when you wish to generate books approval in purchase module then you need to select the format from drop-down to generate report in the selected format.



## 5.8: Holidays Calendar

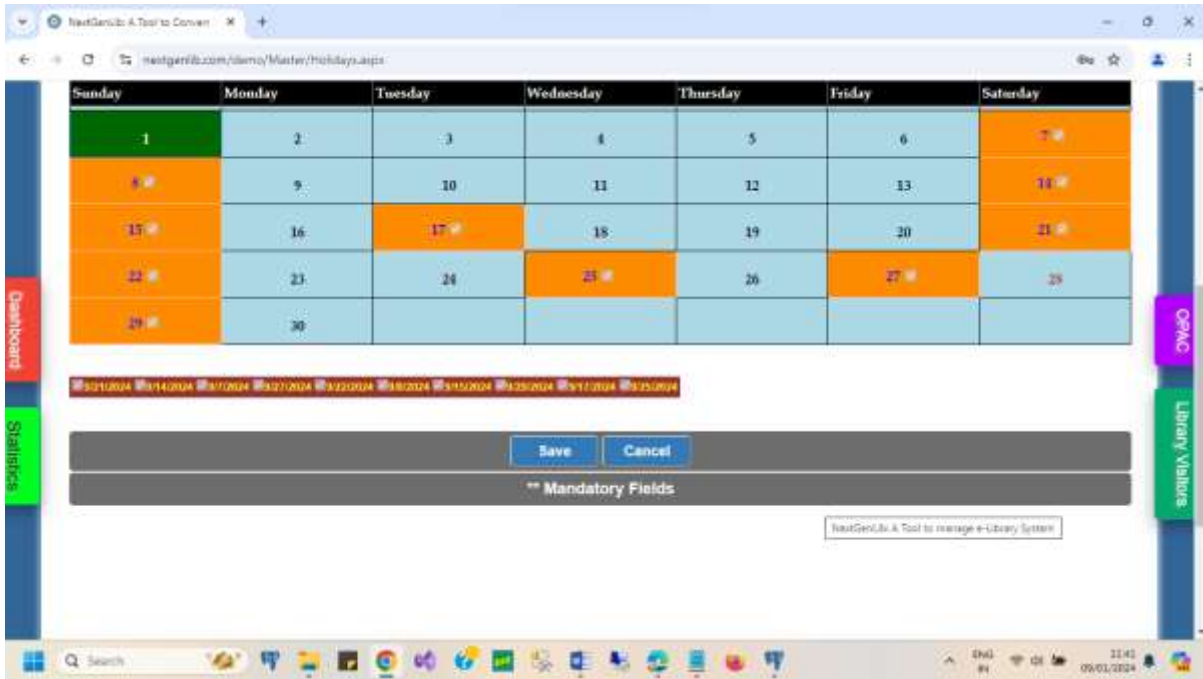
This form is used to create Holiday Calendar, once in a year where you need to tag all the holidays and closing days in your organization including SAT and SUN (for 5 days week). These all holidays are marked so that when system calculates the fine (in case you library takes fine for overdue books) for over due books.



**Example:** Suppose a book due date is on SUNDAY, Sunday is closed. Then it is assumed that member may return book on Monday - in this way when book is returned on Monday then system should not calculate fine of Sunday. But in case, book is returned on the day next to due date i.e. on TUESDAY - then system will calculate fine on Sunday also.

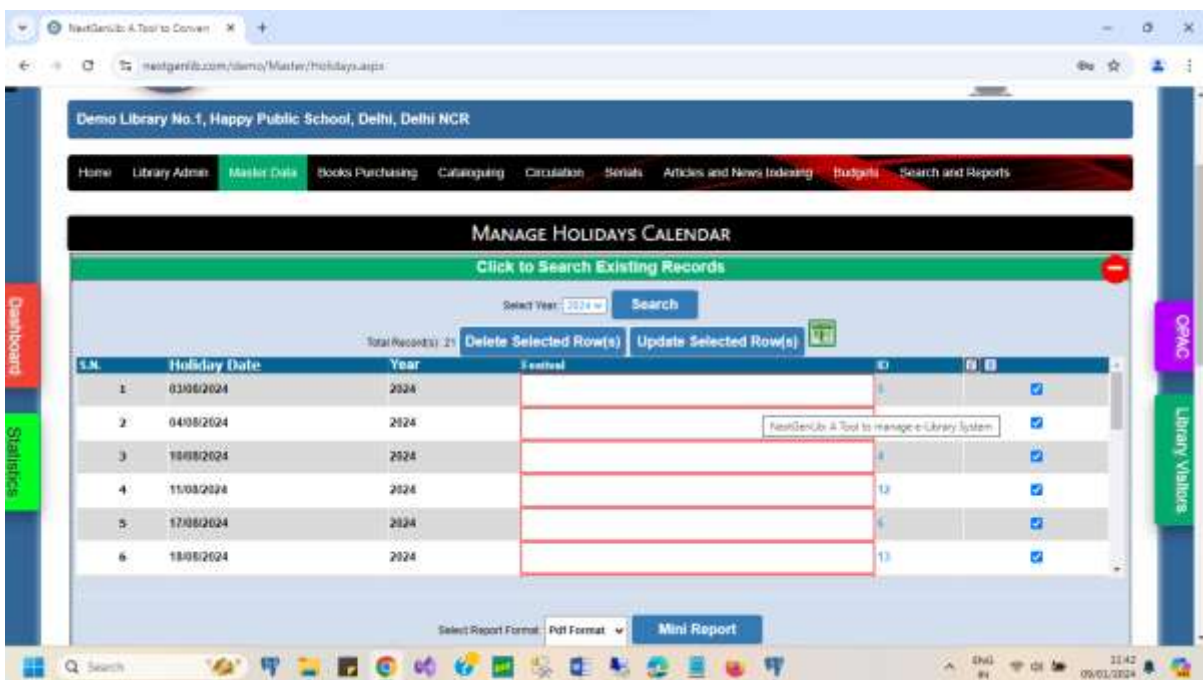
### How to Tag dates for Holiday

- Click the desired date or dates on the calendar.
- You can scroll left or right for more months
- Press SAVE button the save the record



### Edit / Delete tagged dates

- These dates tagged for holidays can be edited by selecting from search pane on the top of the form
- Select entries from right side
- Add festival name or other details of the day
- Press UPDATE Button to save changes
- In case wish to delete tagged tags, click delete button.



## 5.9: Academic Levels

This form is used to create entries for classes, standards, courses being run in the parent institute. For example, in a school, various classes must be registered in this form e.g. CLASS V, CLASS VI...and so on.

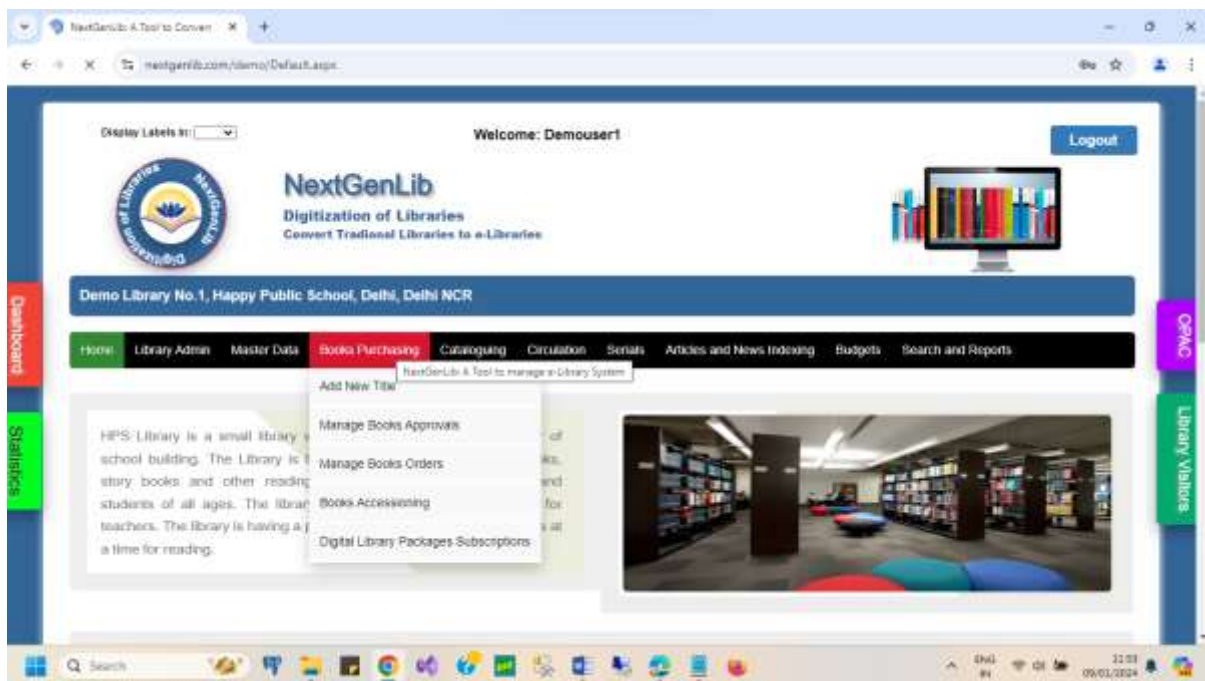
The screenshot displays the 'MANAGE ACADEMIC LEVELS/COURSE MASTER' form in a web browser. The form includes a search bar, a prompt to enter data, and fields for Course Name (Class XI), Description (Class eleven), and Remarks. It also features buttons for Update, Cancel, Select Report Format (Pdf Format), and Report. A note at the bottom indicates that certain fields are mandatory.

**NOTE:** These classes registered here are used while books and other materials entries are made. For example when a book catalog is created then a class needs to be selected from drop-down for which this book belongs to. Similarly, while members are registered then appropriate class should be selected. These classes, later, are used to access the books to the members on OPAC and Mobile App.



## Chapter 6: Books Purchasing Module

This module is used to purchase the books in a library. This module is optional, means books may be purchased manually and then in one go all details of each title can be entered using “Direct Data Entry Form” given under CATALOGING Module. However, it will be a kind of shortcut for making data entry in “Direct Date Entry” form and thus, many of the fields are not there due to technical limitation which required during book purchasing process. It is therefore recommended to use this module for entry of complete data as per work-flow.



### Activities performed on this form

- Add New Title of Books
- Manage Approvals
- Manage Orders
- Books Accessioning
- Subscription of Digital Library Package

**NOTE:** Before working on this module, it is necessary to complete data entry in master data because such data are required in this module.

### 6.1. Add New Title Record

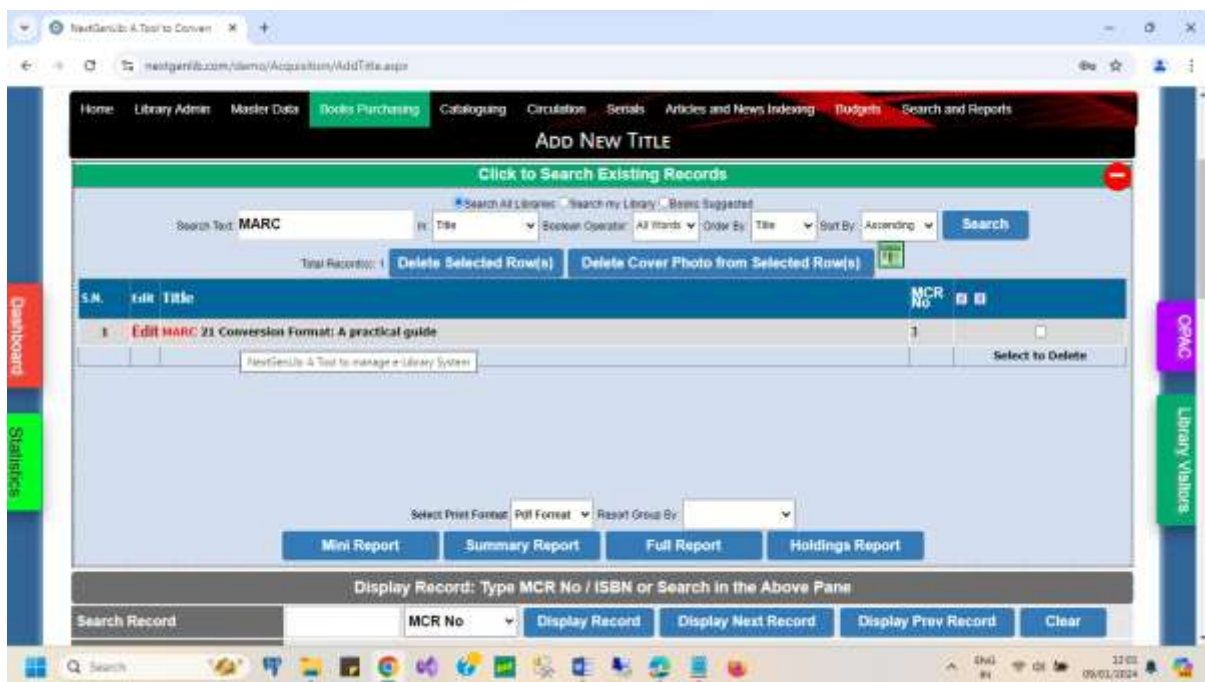
This form is used to add records or update existing record of the Books and other type of materials except SERIALS AND MAGAZINES. During creating new entry of book, it is necessary to keep the book with you or you must have all details. The

fields which are marked with \* are mandatory. Books entry must be as per Cataloguing standard. e.g. Surname, Fore Name. Before making entry of title, better to check duplicate if any.

## How to Check Duplicate Titles

Before making data entry of new books, sometimes you may need to check whether title already saved or not. As NextGenLib software is unique where many libraries can participate in the same instance of the software with centralized database, therefore, catalogue entries are made by various libraries but are saved in the same Table. It means if a library has create a master catalog record entry of a book then other libraries in the same instance can use this entry of title and no need to re-create it again for the same book. Software does not accept duplicate titles.

Therefore, before making entry of any book, first make sure that entry already not exist. You can search by ISBN No or Title or other parameters given under search pane.



**NOTE:** In case Title already exist then display it and check in full as sometime title may be same but book may different.

Another solution is that you don't worry for duplicate, start typing title of the book and software will automatically match the title from existing database.

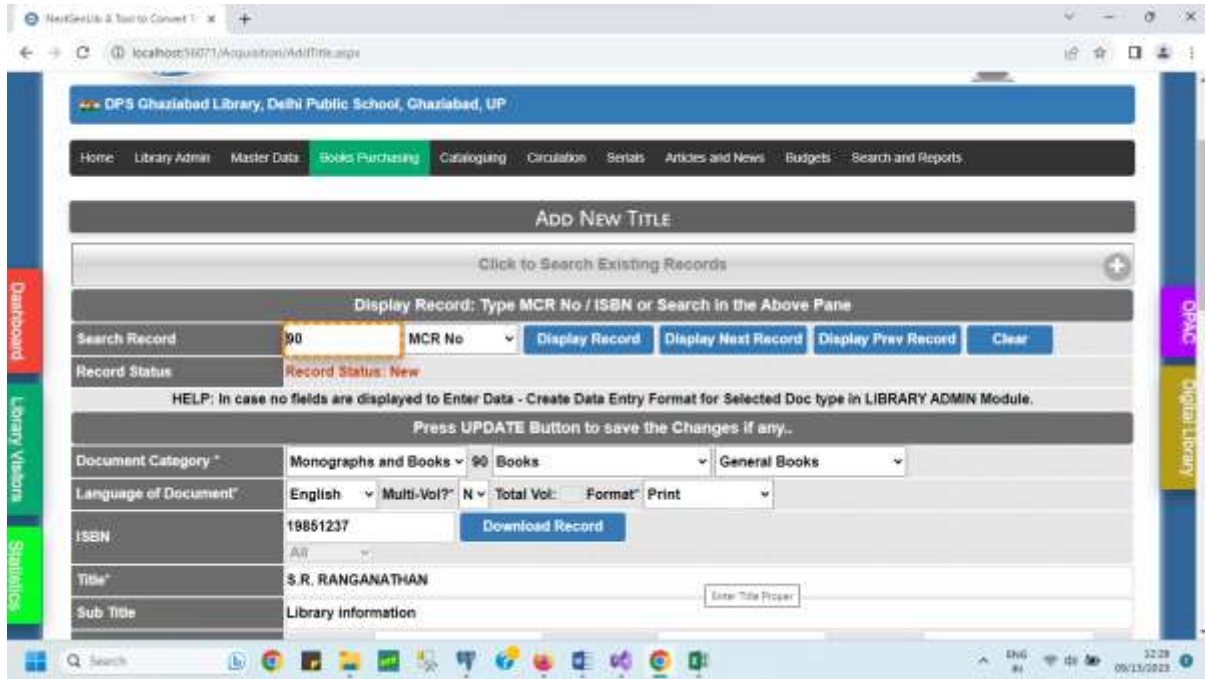
In above screen when M is typed in the title field - then it matches all titles and if you find that title already existing then select the title and press DISPLAY button to display the record details. Make sure book is same. Then in this case, no need to re-enter the book, just remember its master catalog record no. which required to display record in approval form.

Following tasks are performed under the module with no skip of any previous steps:-

### Data Entry of New Title

This form is used to enter details of the new book to be purchased by library. Cataloging data may be downloaded from internet, if available. Before making data entry, user must check for duplicacy if titles record already exists. As the software is used by other libraries therefore, there are possibility that books records may exists already in the database.

While starting typing of books title - the software will match it with already exiting record of the same book. If it is so then record should not be created new rather display the existing record and go for next step.



## How to Create a New Title Record

- Enter Title and other details as per catalog standard
- Add Author with Surname first and coma and then one space and then fore name
- Write all Editors in the Editors field, separated by semi-colon
- Enter Edition, if any
- Enter Publisher - when starting typing publisher name and after typing first letter - wait for a second - then all matching publisher will appear - select book publisher from list. In case, new publisher then type it and it will be saved from here.
- Add 4 digits year
- In case Book is multi-volume then select YES from drop-down of multi-volume
- Upload Digital Files with each record
  - You can upload pdf or other digital files on this form. You can upload content file in pdf
  - You can upload Book Cover photo in jpg or gif / png format
  - You can upload full ebook file in pdf or other format.
- Press SAVE button to save the record.
- Once record is saved, a unique MASTER CATALOG RECORD NUMBER will be generated for each entry. This MCR no is used for displaying the record on other forms of the software.

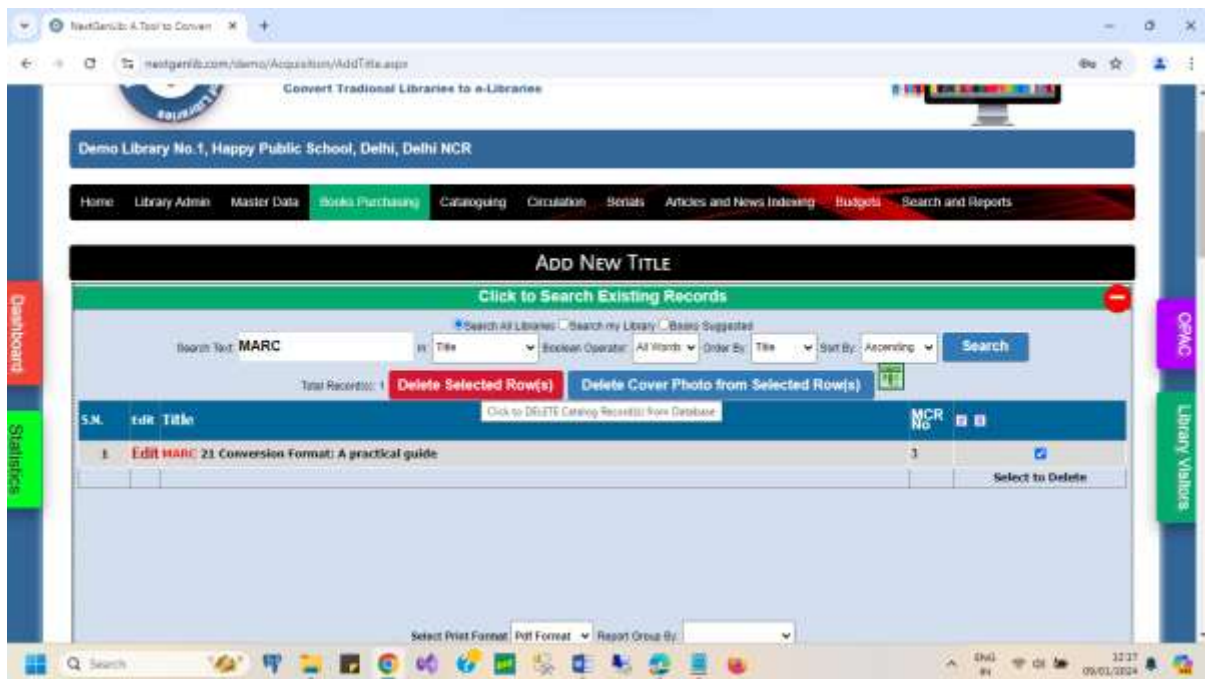
## Edit the Title Record

- Search Books records in search pane with various parameters

- Alternatively, you can type Record no or isbn no in the search text box and press enter to display the existing record
- Matching records will be displayed in the grid.
- Click EDIT button from grid of selected record - record will be displayed in the form
- Make changes of details
- Press UPDATE button to save the changes

## Delete Title Records

- Search catalog records from search pane
- Select the desired record from right side
- Press DELETE Button to delete the record

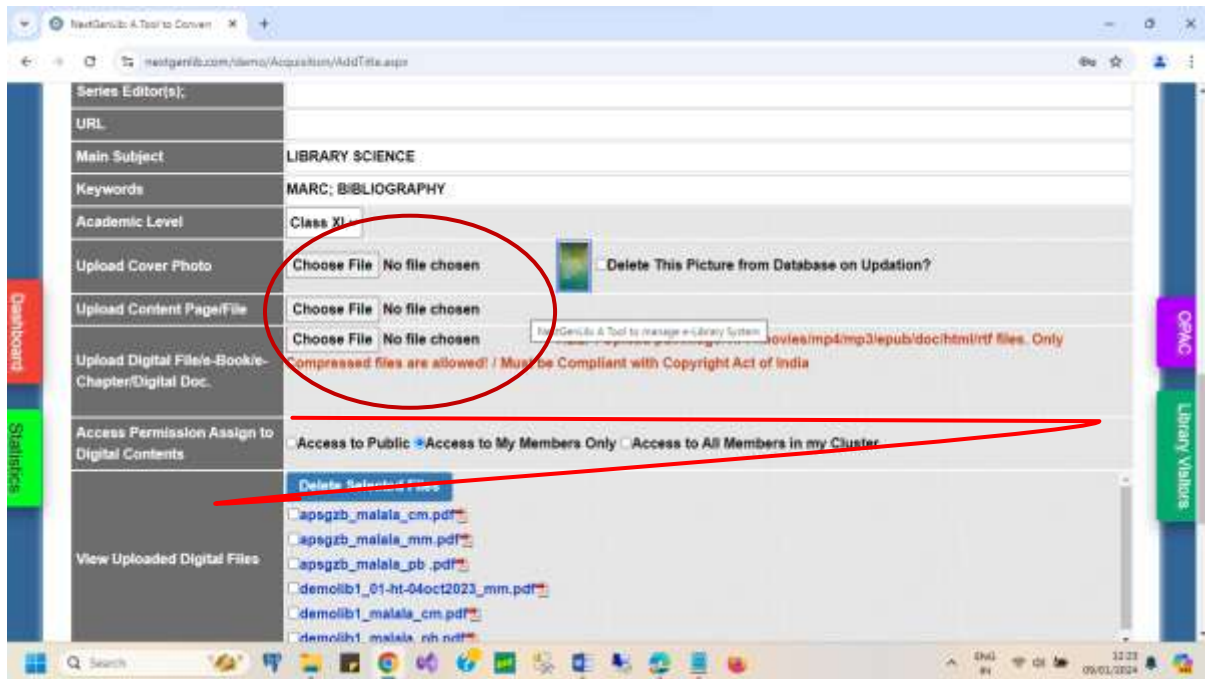


**NOTE:** In case copies have been added under title or title is used for adding the approval then you can not delete the titles. For deletion, title should not have any child record either in your library or other libraries in the same instance of the software.

## How to Upload e-Books

- While creating a new Title record or later editing a title record, you can upload three files - cover photo file in image format, content file in pdf format and e-Book file in pdf or any other format.
- While uploading any digital file - you need to select the one option out of three to give permission to read the file.
  - Permission to read books to public anybody
  - To your Members only

- To members of other libraries in the same instance of the software
- On SAVE or UPDATE - file will be copied on the server.
- Uploaded files can only be downloaded by registered members on OPAC or Mobile App after Login only as per permission set during uploading.



**NOTE:** Multiple digital files can be uploaded under one title, one by one only. File should be compressed so that it takes less space on server and can be downloaded quickly. Big files can take much time during download.

## 6.2. Manage Books Approval

Once titles are entered or already exists, then new purchasing records are need to be created on this form, in three steps:

**Step 1:** Add Approval details for each title to be purchased. In case book is multi-volumes then approval form is to be created for each volume with cost details etc.

- Press Search button to see last 100 titles or enter Catalog record number or ISBN to search the exiting record.
- Select title from drop-down - on selection details will be displayed on the form
- Enter Unique Approval No. Single Approval No can be used to add multiple titles in the same approval. In case approval no already processed then this approval no. can not be used to add more records
- Enter No. of Copies to be purchased with cost etc.
- Press SAVE button to save the Approval record

Home: Library Admin Master Data Books Purchasing Cataloging Circulation Serials Articles and News Indexing Budgets Search and Reports

Multi-Vol? N

**STEP 2: Create New Purchasing Record and SAVE it!**

Enter Data and Press SAVE/UPDATE Button to Save/Update the Record

Approval No\* LIB/2024/H2 Approval Date Vol No Copy 2

Select Currency\* Indian Rupees Item Cost\* 2000 Acq Mode: Purchase (for Books)

Recommended By Status Recommended Date

Remarks

Enter Remarks, if any.

Mandatory Fields

Save Cancel Delete Selected Record(s) Select Report Format: Pdf Format Report

Total Purchasing Record(s): 1

S.N.	Edit Approval No	Approval Date	Vol No	Status	Copy Proposed	Currency/Item Cost
1				Direct Accessioned	1	INR 2000.00

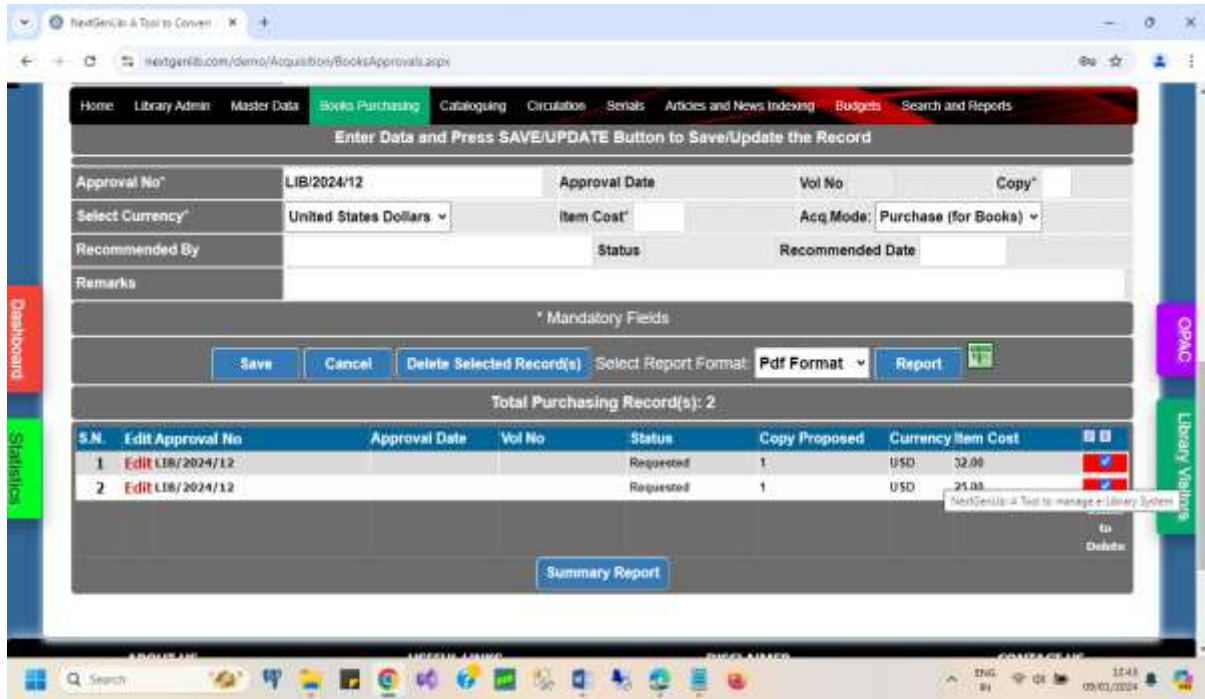
Summary Report

Then you can search another title and add new record with same Approval No to include this title in the previous approval.

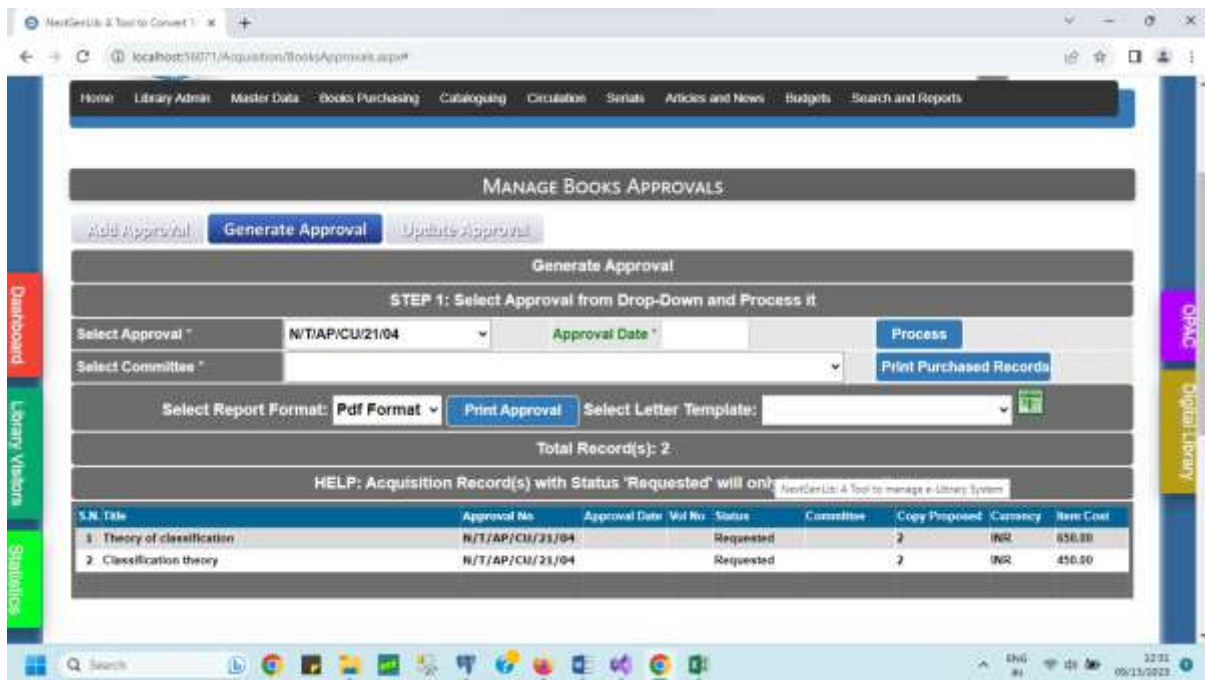
**NOTE:** You can Edit the Approval Record with status - REQUESTED. In case approval has been processed in the next steps then you can not change the approval record.

### Delete Approval Records

- Display the Title where approval records will be displayed at the bottom of the form.
- In case Approval record is with REQUESTED status - u can select it from right side and press DELETE button to delete the record
- In case Approval record has been processed further then you need to come back step-by - step and then delete the record on this form.



**Step 2:** Generate Approval form entered in previous steps and submit to Library Committee for approval. On this Tab - all approval records you created in the previous step can be processed further and Approval will be generated in print.



## How to Generate Approval Form

- Go to Tab - Generate Approval in the Form
- Select Approval No from drop-down



- Select Committee name from drop-down. In case Committee name does not appear in drop-down then create a committee in Library Committee Form in MASTER DATA Module
- Press PROCESS button to process the record.
- Once processed then you can take print and can submit the approval to the committee for approval
- Once Processed then select LETTER TEMPLATE from drop-down to generate the approval in one format. In case, there is no entry in Letter Template the create a Letter Template under MASTER DATA module.
- Select Print format from drop-down (pdf or word)

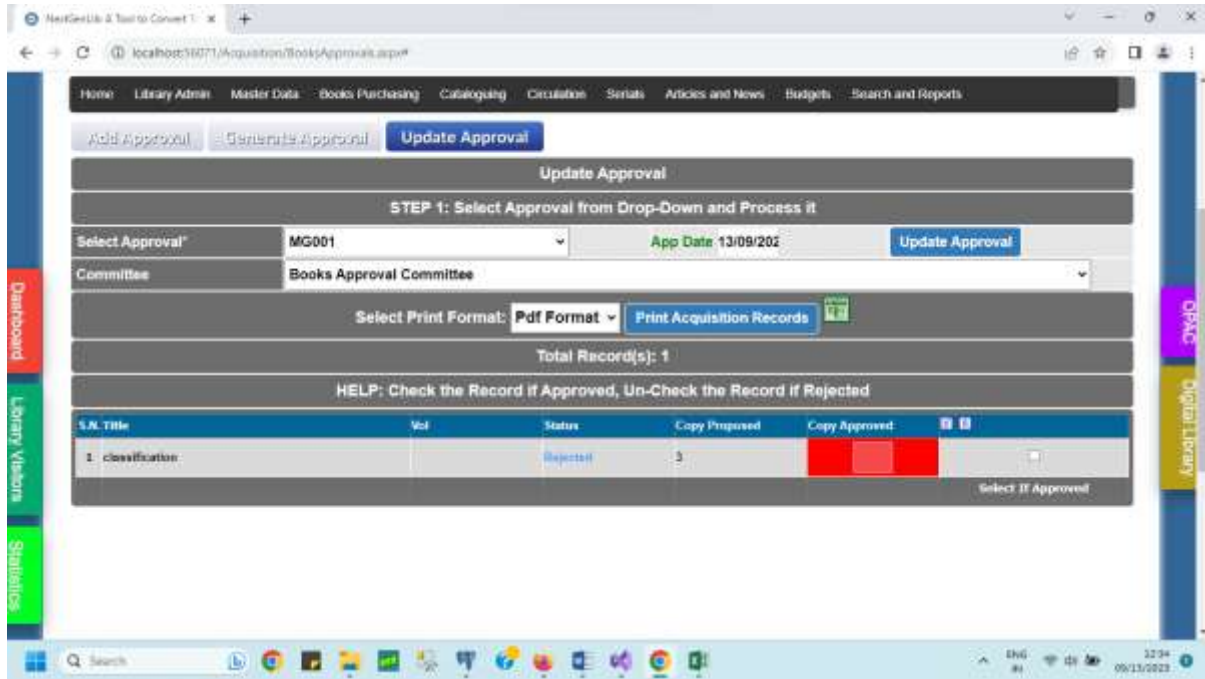
S.N	Title	Approval No	Approval Date	Vol No	Status	Committee	Copy Proposed	Currency	Item Cost
1	Producing Open Source Software	LIB/2024/12			Requested		1	USD	32.00
2	Producing Open Source Software	LIB/2024/12			Requested		1	USD	25.00
3	भारत की स्वतंत्रता	LIB/2024/12			Requested		2	INR	2000.00

NOTE: Once Approval is sent to Committee then committee will take the decision and may approve or reject the case. Accordingly then you need to UPDATE APPROVALS in the next tab on the same form.

## How to UPDATE Approvals

Update Approval Form received back from Library Committee. In this step, check the titles approved by the committee and un-check the titles not approved by the committee and process the form.

- Go to UPDATE APPROVAL Tab on the Books Approval form
- Select Approval Number from drop-down
- Select Title records from right side if approved. Do not select the Title from right if it is rejected - on updation it will be tagged as Rejected Title
- Change of Copies approved from each title as some times less copies may be approved than you proposed.
- Press UPDATE APPROVAL to save changes



NOTE: Now you can go to next MANAGE ORDER Form to process the orders for approved books

### 6.3. Manage Books Orders

On this form, following tasks are performed in work-flow without skip of any step:-

- Add Order details in approved titles
- Generate Orders
- Receive Documents from vendor

#### How to Add Order details

- Go to ADD OREDER Tab in the form - MANAGE BOOKS ORDERS under Books Purchase Module
- Select Approval No from drop-down
- Add Unique ORDER No in the text box. In case you wish to add same order for many titles then copy order no and add in desired number of titles.
- Order No already processed can not be re-used again
- Select Titles from grid by selecting from right side
- Press ADD OREDR IN SELECTED RECORDS

Home: Library Admin Master Data Books Purchasing Cataloging Circulation Serials Articles and News Indexing Budgets Search and Reports

Add Orders: Generate Orders Receive Documents

**Add Order**

STEP 1: Select Approval No from Drop-Down and Add Order Info in the Selected Acquisition Record(s) in the Grid

Select Approval\* LIB/2024/12 Approval Date: 01/09/2024 Committee: LIBCOM1

STEP2: Enter Order No and Press ADD ORDER Button to save the data in selected Record(s)

Order No\* LIB/2024/12/ORD Report Pdf Format

Add Order In Selected Record(s) Cancel Delete Order From Selected Record(s)

STEP3: Select Record(s) For Adding Order No.

Total Record(s): 2

S.N.	Title	Vol	Status	Order No	Copy Proposed	Copy Appd	Copy Ordered	
1	Producing Open Source Software		Approved		1	1	1	
2	भारत की क्रांति		Approved		2	2	2	

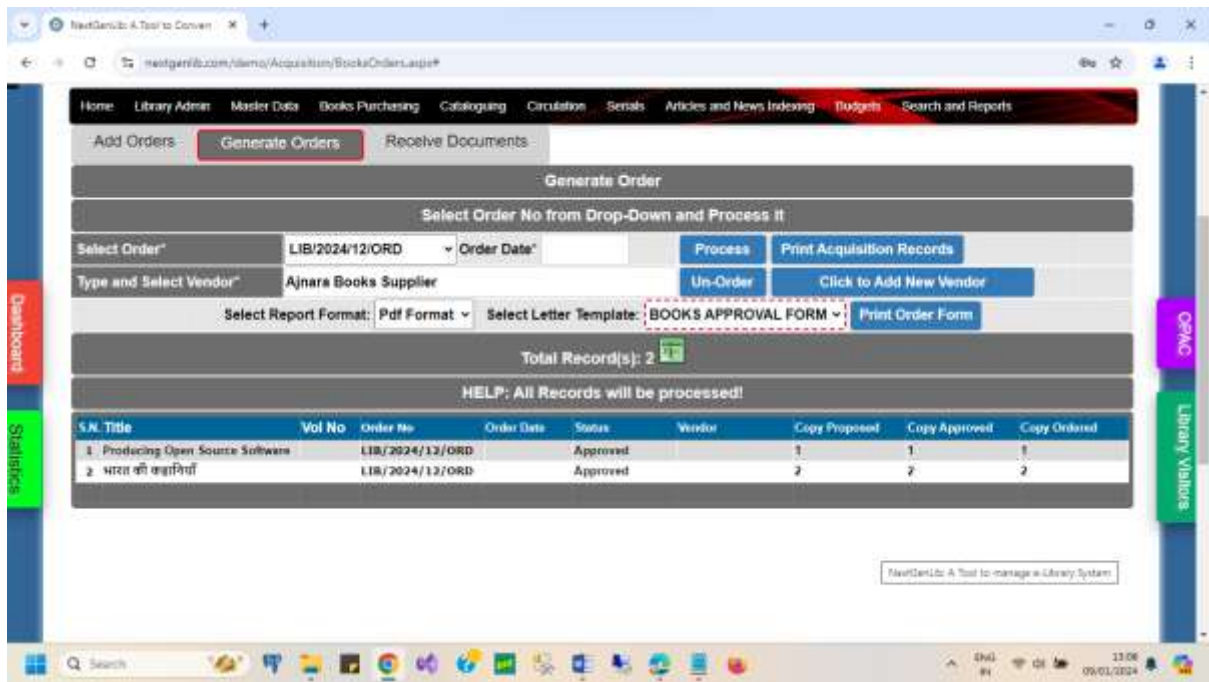
NOTE: In case you wish the delete Order no already assigned the select the titles from right side in the grid and press DELETE ORDER NUMBER FROM SELECTED TITLES. Then you can go to previous step to re-assign the new order.

Once Order number is added in desired titles then you can go to the next step - GENERATE ORDER

## Generate Order form

Here ORDER Form can be generated in print format and can be mailed to the vendor for supply of books. For this purpose, you must created vendor records in the MASTER DATA Module and also ORDER FORM TEMPLATE in the same module.

- Go to Generate Order Tab on MANAGE ORDER FORM under BOOKS PURCHASING MODULE
- Select ORDER Number from drop-down
- Select Vendor from drop-down
- In case Vendor not added then can add here by pressing the button ADD NEW VENDOR on the same Tab
- Press PROCESS button to save the record
- To generate Order form - select ORDER Form Letter Template from drop-down and select print format (pdf or doc) from drop-down. In case no Letter template created then first create it in Master Data module.

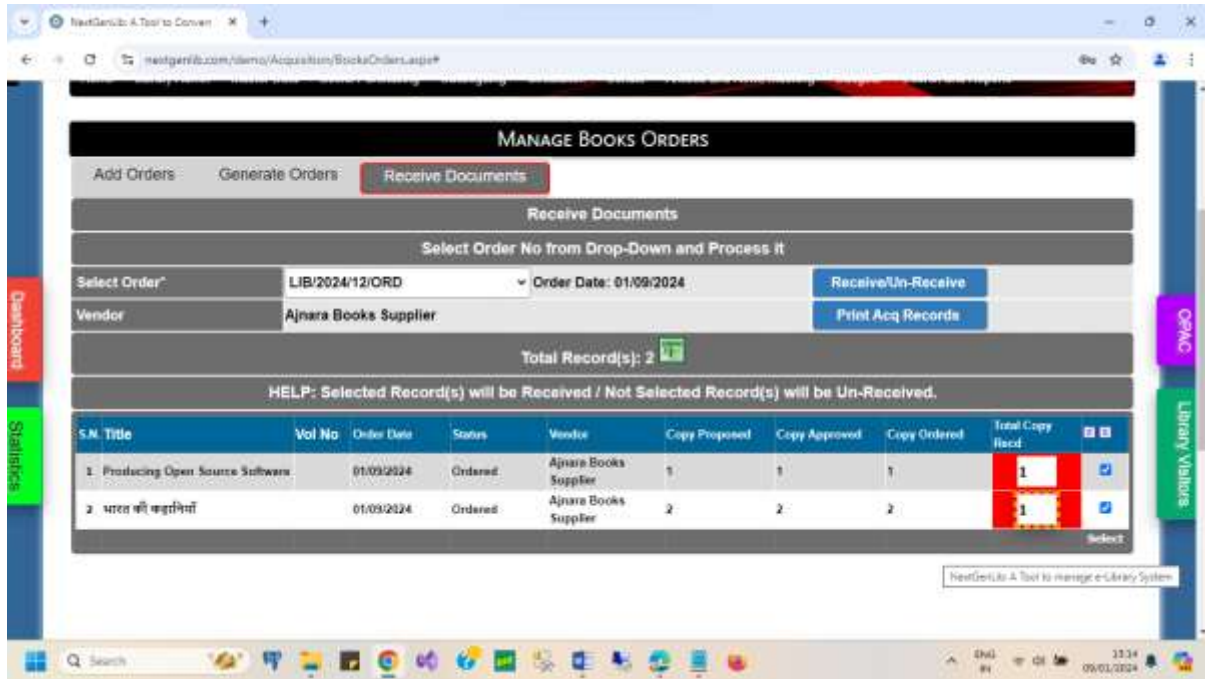


Once Order is printed then send it to Vendor. Then vendor will supply the books along with Bills in triplicate. Following step is then required to RECEIVED the supplied documents.

## Receive books from Vendors

This tab is used to receive the copies of the books ordered in the previous step. There may be possibility that vendor is not supplied all copies/total copies and thus you need to received no. of copies supplied. Orders with shot copies will be tagged as PENDING ORDERS and can not be billed until all copies are supplied.

- Select Order from drop-down
- Select Titles supplied from grid
- Enter No. of Copies being supplied, it may be short than quantity ordered.
- Press RECEIVE Button

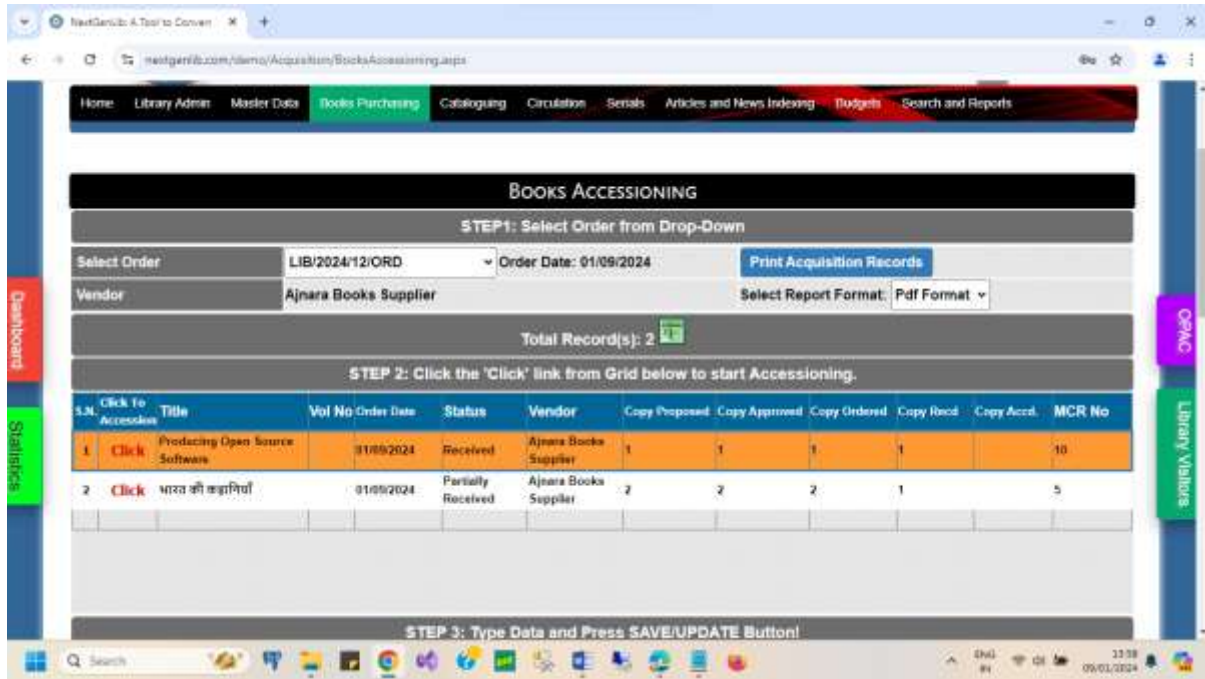


**NOTE:** Same Tab can be used to un-receive the copies already received by un-checking the Titles from the Grid and press RECEIVE/UN-RECEIVE Button. Such titles status will be roll back as ORDERED and you can manage these titles again in previous step.

**NOTE:** Once Copies are received then you can go to the next step - Accessioning of the received copies

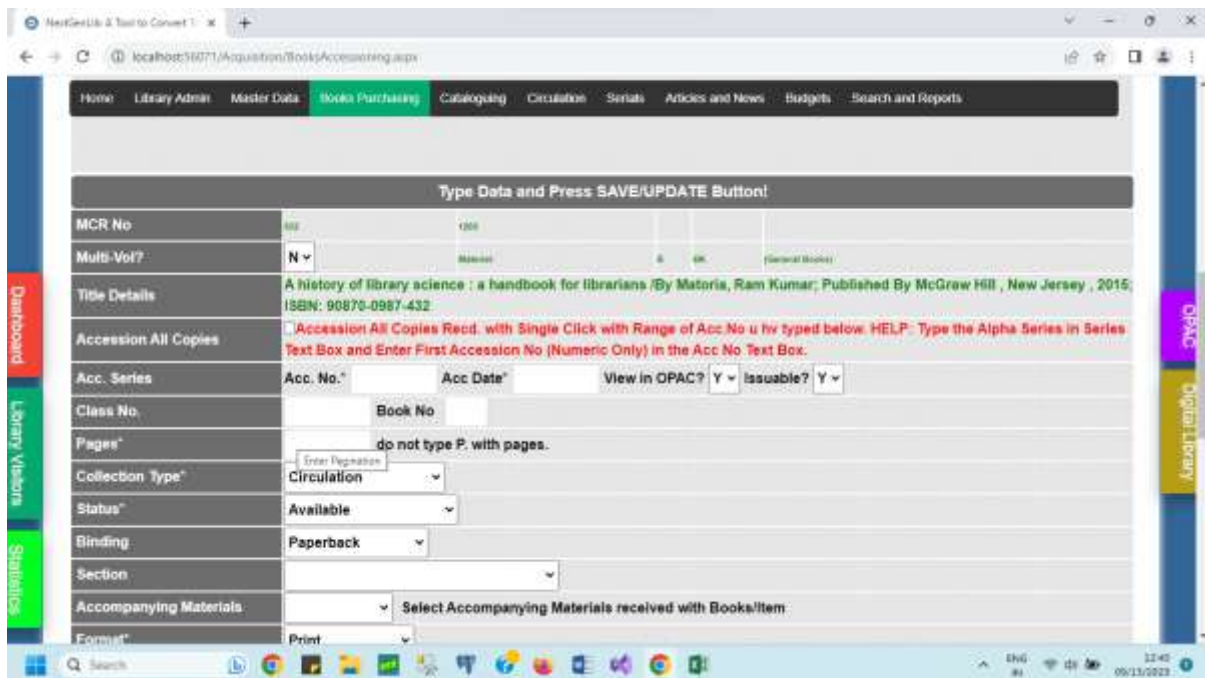
## 6.4. Books Accessioning Form

This form is used to accession the copies received from vendors under the module. The book titles ordered and received in the previous step will be available here on this form for further processing. You can accession here as many copies as you have received in the previous step.



## How to Accession Received Copies

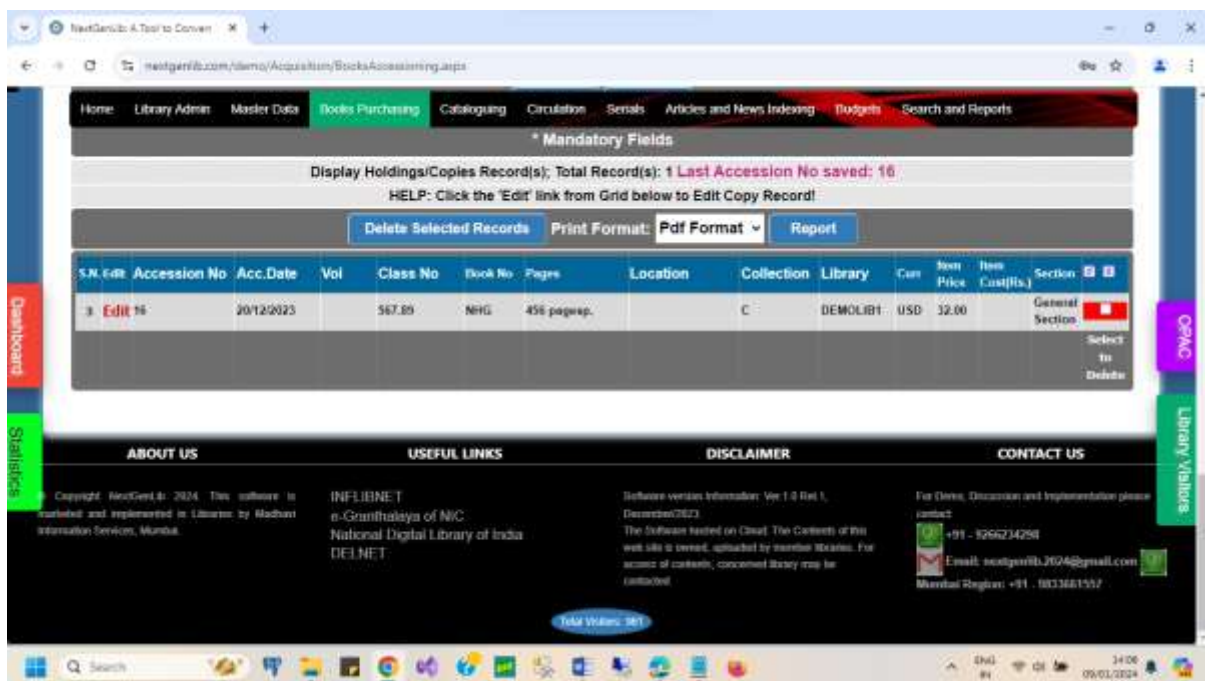
- Select Order number from drop-down
- Order details will be displayed in the grid below
- Click Title for accessioning
- Form will be visible below
- Enter Accession no and other details
- Enter all mandatory fields marked with \*
- Press SAVE Button to save the record



NOTE: Copies can be accessioned, either one by one, or can be accessioned in bulk as given below.

### Accessioned Copies in Bulk (Accession multi copies with single click)

- Select Accession All copies check box
- Write Alpha Letter (Accession Series) in text Box against acc. Series, if any
- Write start accession No. (Numeric only) in the Acc.No. text box
- Enter all other details
- Select applicable values from drop-downs
- Press SAVE Button



**NOTE:** NOW YOU CAN GO TO BUDGETS MODULE TO COMPLETE BILLING AND PAYMENT DETAILS

## Chapter 7: Cataloguing Module

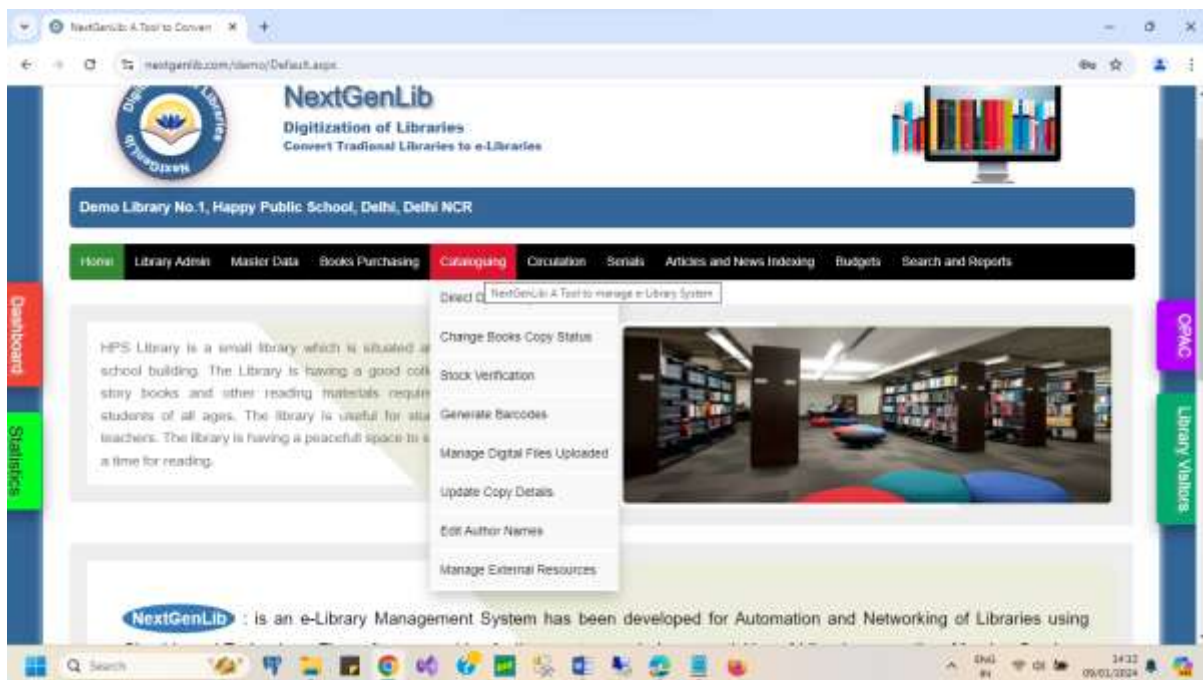
This module is used to do cataloguing of the books either:-

1. Recently purchased using Books Purchasing Module or
2. Books already exist in library (Retroconversion)

This is a direct entry of books form where complete details should be feed. Library administrator can create Data entry format for each document type using “Data Entry Format” form given under LIBRARY ADMIN Module. In data entry format, desired fields must be selected which will be visible during data entry of books in this form.

NOTE: Before creating new record for books, it must be checked for duplicacy as title records may already exist entered by any library participating in the same group/instance of the software.

NOTE: Once start typing the title in the text box - software will match with already existing titles saved earlier, if it is matching then display the records and make sure it should not be duplicate. User need to add their copies under the same record already created by other libraries.



### 7.1: Direct data entry of Books (Retroconversion)

This form is used to add new books records along with purchasing details and copies - all three things on the same form. Libraries can use BOOKS PURCHASING MODULE to procure the books in library in work-flow manner. In such case, this form is not used for data entry.



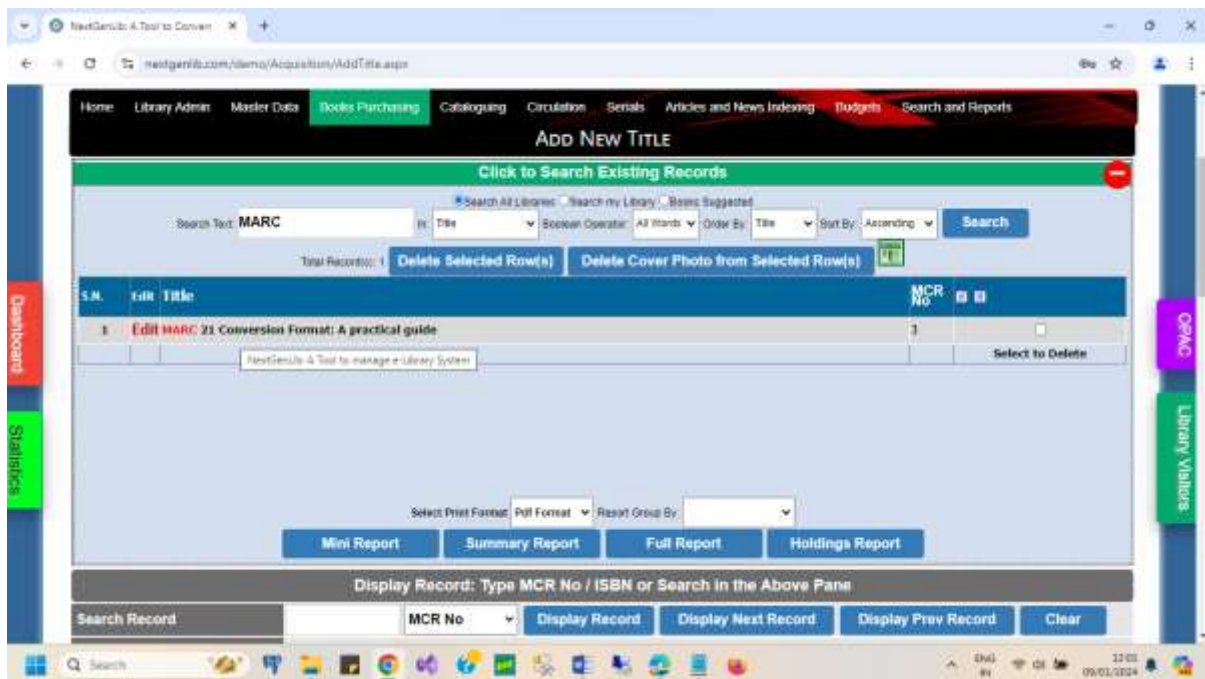
However, in case library opted not to use BOOKS PURCHASING Module and decide to make entry using this form or books already exist in library - this form is used to create new catalogue entries of the books and other type of materials except SERIALS AND MAGAZINES.

During creating new entry of book, it is necessary to keep the book with you or you must have all details. The fields which are marked with \* are mandatory. Books entry must be as per Cataloguing standard. e.g. Surname, Fore Name. Before making entry of title, better to check duplicate if any.

## How to Check Duplicate Titles

Before making data entry of new books, sometimes you may need to check whether title already saved or not. As NextGenLib software is unique where many libraries can participate in the same instance of the software with centralized database, therefore, catalogue entries are made by various libraries but are saved in the same Table. It means if a library has create a master catalog record entry of a book then other libraries in the same instance can use this entry of title and no need to re-create it again for the same book. Software does not accept duplicate titles.

Therefore, before making entry of any book, first make sure that entry already not exist. You can search by ISBN No or Title or other parameters given under search pane.



**NOTE:** In case Title already exist then display it and check in full as sometime title may be same but book may different.

Another solution is that you don't worry for duplicate, start typing title of the book and software will automatically match the title from existing database.

The screenshot shows a web browser window with the URL 'nextgenlib.com/demo/Accession/AddTitle.aspx'. The page has a navigation menu with options like Home, Library Admin, Master Data, Books Purchasing, Cataloguing, Circulation, Serials, Articles and News Indexing, Budgets, and Search and Reports. The main content area is a form for adding a new title. The form is titled 'Enter Data and Press SAVE/UPDATE Button to Save/Update the Record'. It contains several fields: Document Category (Monographs and Books), Language of Document (English), Multi-Vol? (N), Total Vol. (Format), Print, ISBN, Title (M), Sub Title (MARC 21 Conversion Format), Authors (Mother to Daughter), Corporate Author, Statement of Responsibility, Edition (e.g. : 2nd Revised Ed.), Publisher, Publication Place, Country of Publication, and Year (2024). A 'Download Record from Internet' button is located above the Title field. The form is surrounded by a sidebar with 'Dashboard' and 'Statistics' on the left, and 'OPAC' and 'Library Visitors' on the right.

In above screen when M is typed in the title field - then it matches all titles and if you find that title already existing then select the title and press DISPLAY button to display the record details. Make sure book is same. Then in this case, no need to re-enter the book, just remember its master catalog record no. which required to display record in approval form.

**NOTE:** There are three parts on this form:-

1. Top part is for Catalog Details of the Book - it is mandatory to create Master Catalog Record for each book
2. Middle Part is for Purchasing details (cost, vendor etc.) and Optional
3. Third and bottom part is for adding copies of the book - mandatory

## Data Entry of New Title - Create New Master Catalog Record

This top part of the form is used to enter details of the new book to be purchased by library. Cataloging data may be downloaded from internet, if available. Before making data entry, user must check for duplicacy if titles record already exists. As the software is used by other libraries therefore, there are possibility that books records may exists already in the database.

While starting typing of books title - the software will match it with already exiting record of the same book. If it is so then record should not be created new rather display the existing record and go for next step.

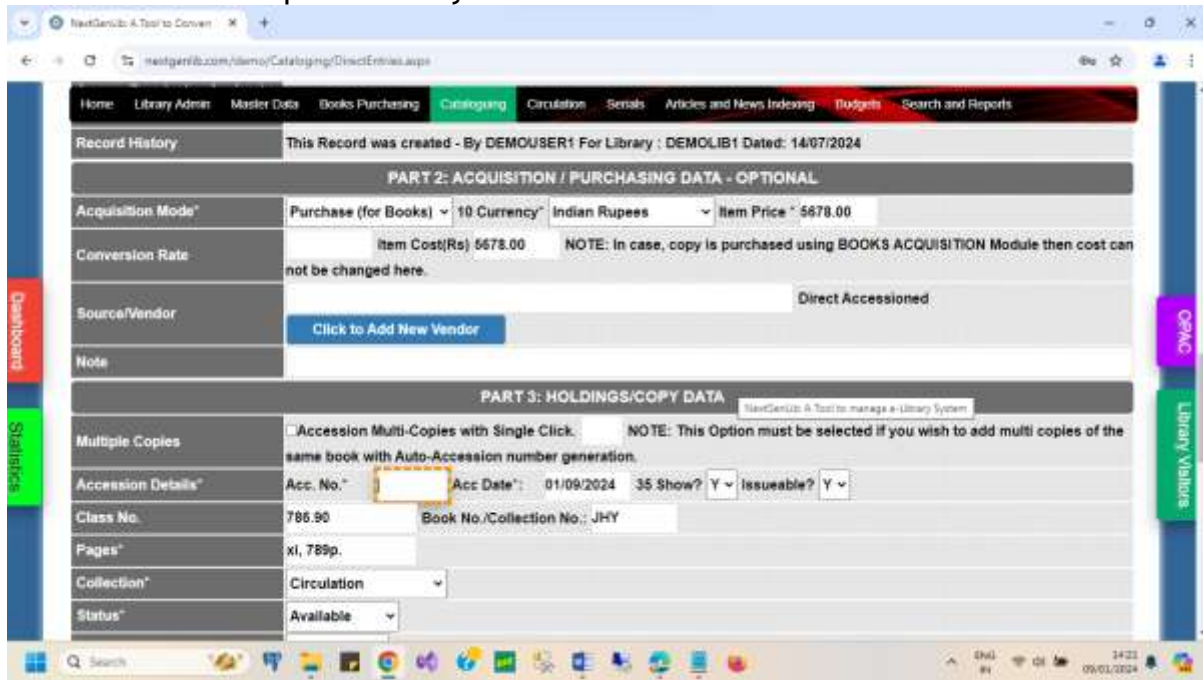
## How to Create a New Title Record

- Enter Title and other details as per catalog standard
- Add Author with Surname first and coma and then one space and then fore name
- Write all Editors in the Editors field, separated by semi-colon
- Enter Edition, if any
- Enter Publisher - when starting typing publisher name and after typing first letter - wait for a second - then all matching publisher will appear - select book publisher from list. In case, new publisher then type it and it will be saved from here.
- Add 4 digits year
- In case Book is multi-volume then select YES from drop-down of multi-volume
- Upload Digital Files with each record
  - You can upload pdf or other digital files on this form. You can upload content file in pdf
  - You can upload Book Cover photo in jpg or gif / png format
  - You can upload full ebook file in pdf or other format.
- Then go to middle part which is for cost of the book

## Add Cost Details

- In the middle part - enter Cost of the book after selecting currency
- Write conversion rates if currency is other than Indian Rupees
- Select Acquisition mode. New Mode can be created in Global Entries under LIB ADMIN Module

- Enter Vendor Name - while typing vendor name - it will pick name automatically by matching already saved in database.
- In case vendor does not exist then add new vendor here by clicking button
- Go to next part where you need to add accession number details



### Add Copies in the Title

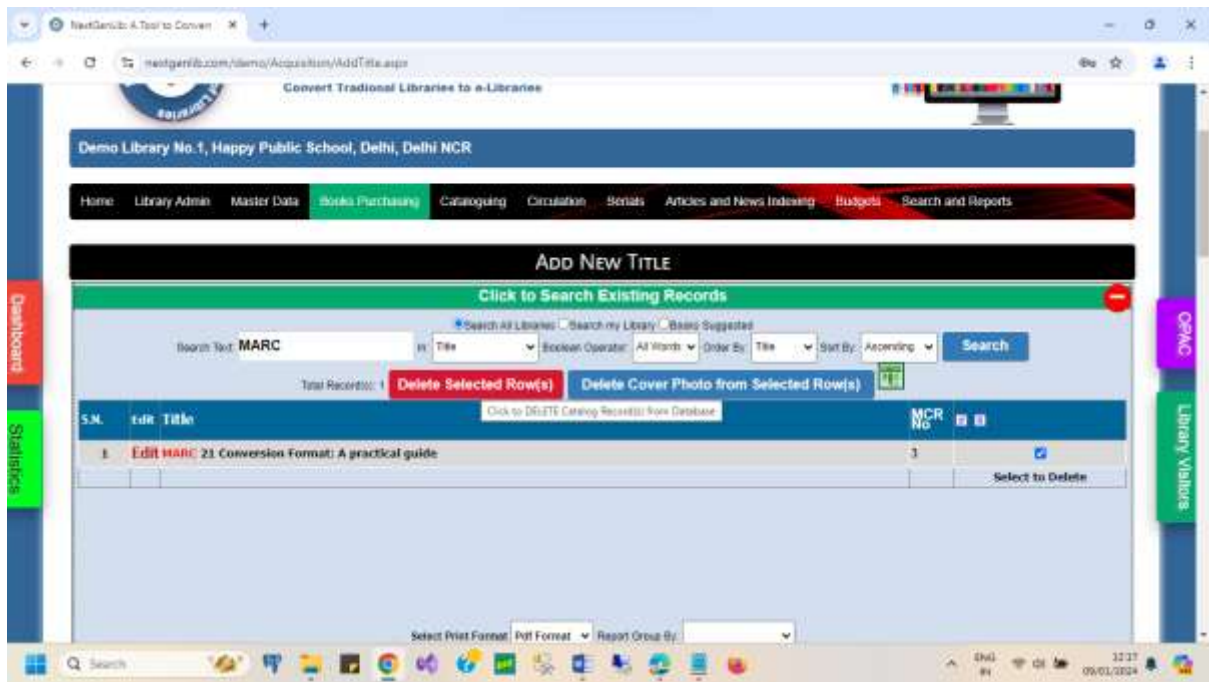
- Add Copy details such as accession no, date etc.
- Software will not accept duplicate accession number.

### Edit the Title Record

- Search Books records in search pane with various parameters
- Alternatively, you can type Record no or isbn no in the search text box and press enter to display the existing record
- Matching records will be displayed in the grid.
- Click EDIT button from grid of selected record - record will be displayed in the form
- Make changes of details
- Press UPDATE button to save the changes

### Delete Title Records

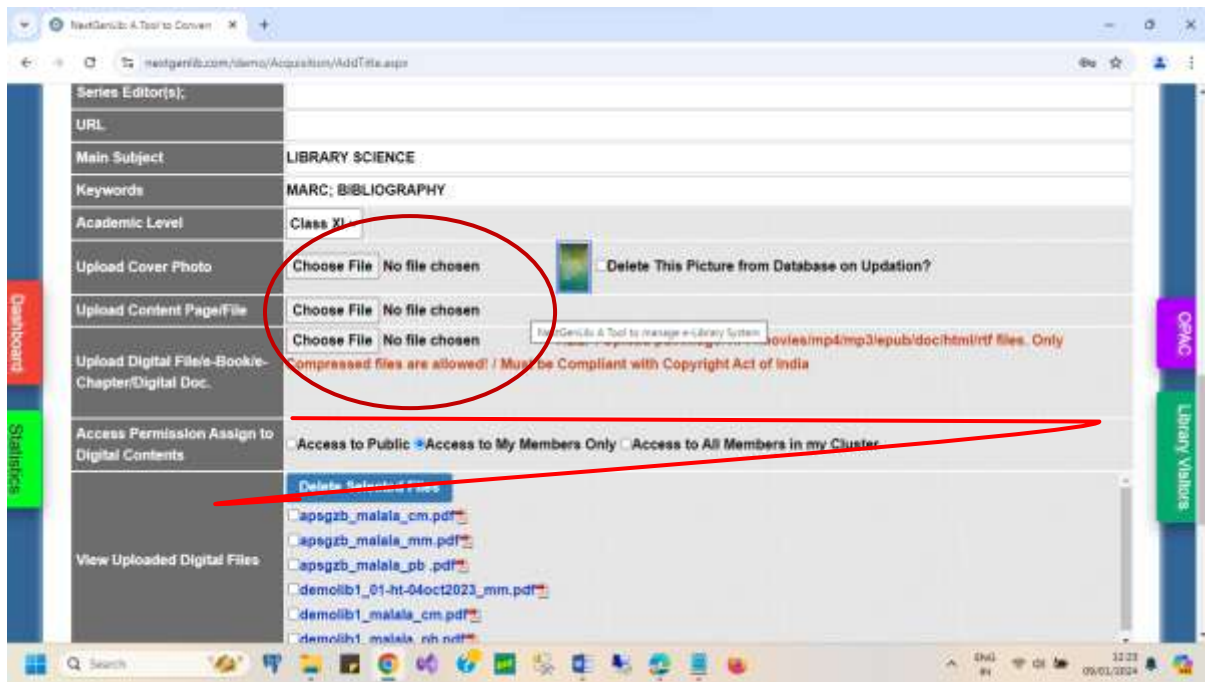
- Search catalog records from search pane
- Select the desired record from right side
- Press DELETE Button to delete the record
- Press SAVE Button to save all the three parts on single click.



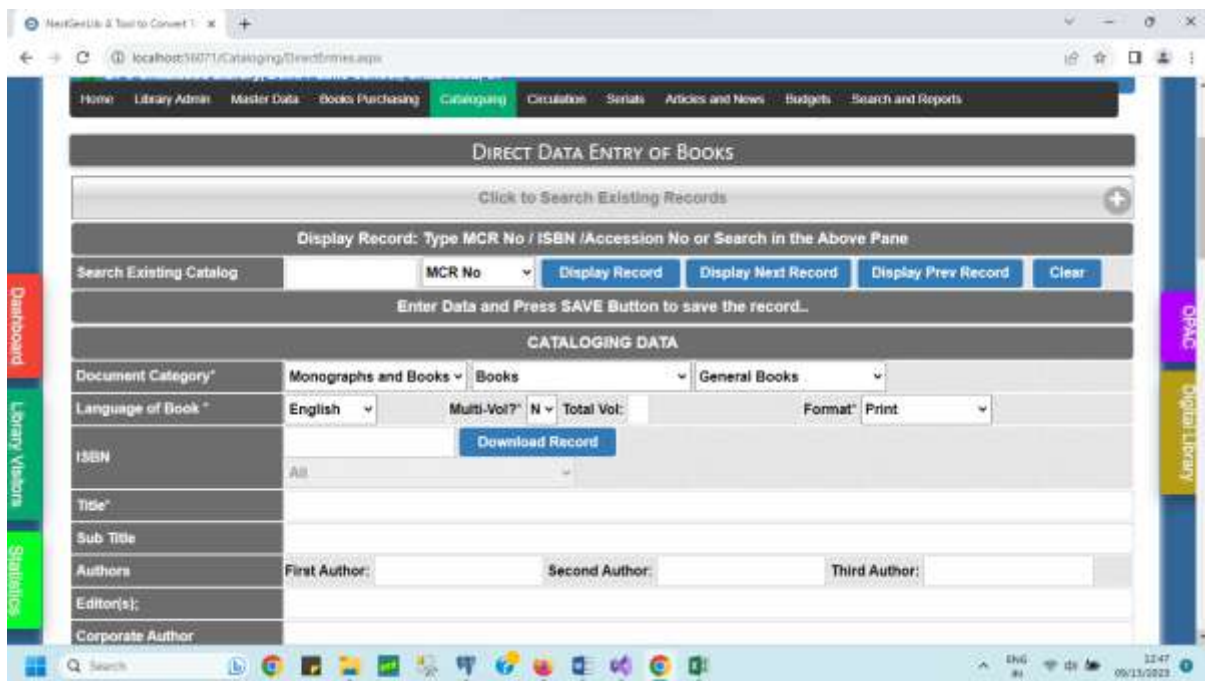
**NOTE:** In case copies have been added under title or title is used for adding the approval then you can not delete the titles. For deletion, title should not have any child record either in your library or other libraries in the same instance of the software.

## How to Upload e-Books

- While creating a new Title record or later editing a title record, you can upload three files - cover photo file in image format, content file in pdf format and e-Book file in pdf or any other format.
- While uploading any digital file - you need to select the one option out of three to give permission to read the file.
  - Permission to read books to public anybody
  - To your Members only
  - To members of other libraries in the same instance of the software
- On SAVE or UPDATE - file will be copied on the server.
- Uploaded files can only be downloaded by registered members on OPAC or Mobile App after Login only as per permission set during uploading.



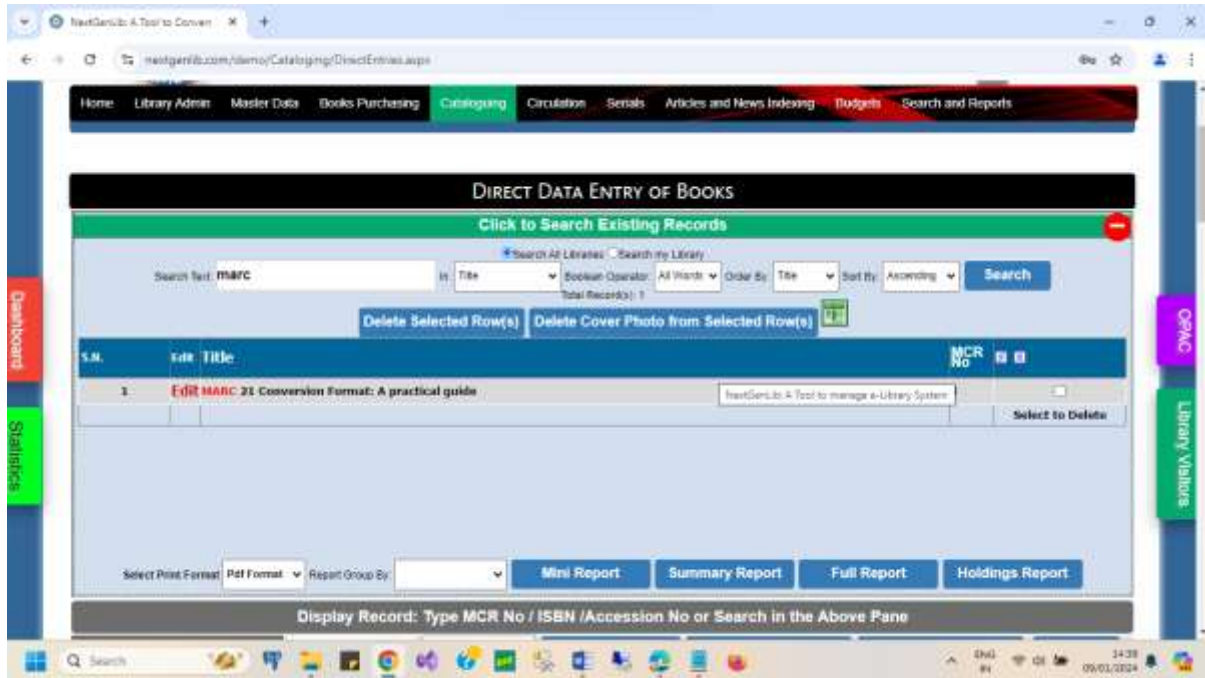
**NOTE:** Multiple digital files can be uploaded under one title, one by one only. File should be compressed so that it takes less space on server and can be downloaded quickly. Big files can take much time during download.



### How to Add more copies

- First copy of the title is always added along with Title record.

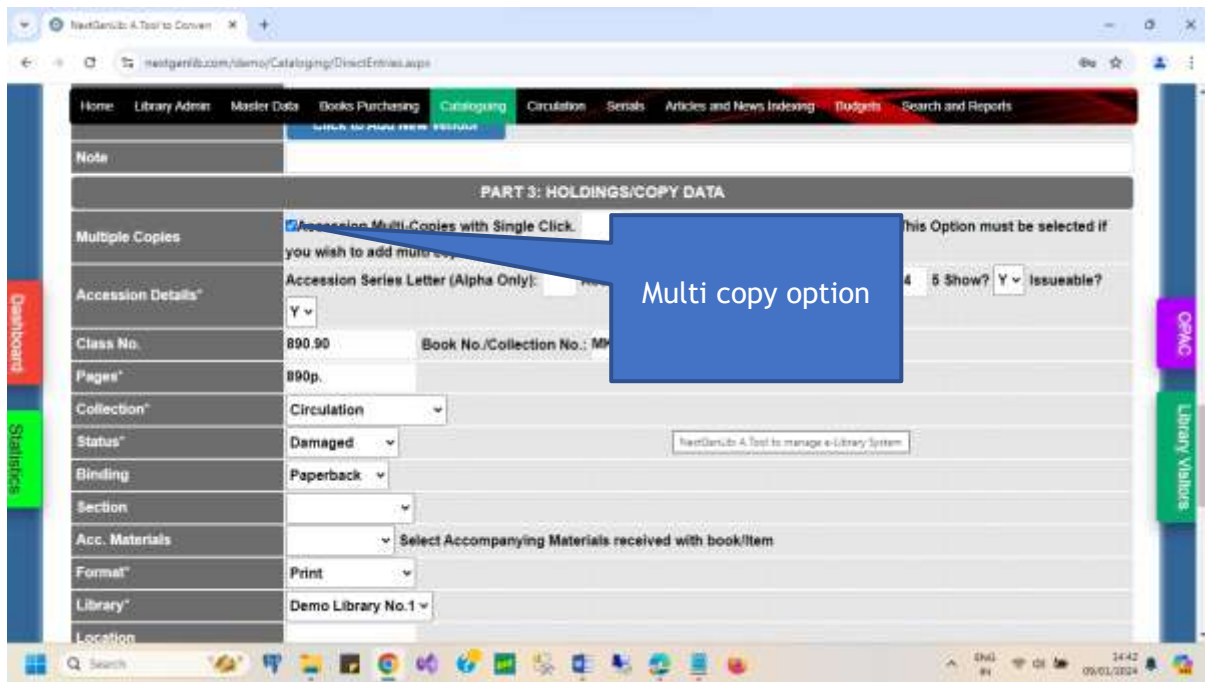
- In case you wish to add more copies of the same book then first display the catalog record of the book in Direct Entry Form - u can display by typing Record no or isbn no and press DISPLAY Button.
- You can also search title under Search pane where you can search titles with more parameters



- Once Record of the book is displayed then press ADD COPY from bottom
- Enter details of the copy along with cost details (optional) if any
- Press SAVE NEW COPY button to save the copy record.
- In this way you can add as many copies under same title as you need

## How to add copies in Bulk

On this form you can add multiple copies of a book by selecting option given on the COPY PART of the form as shown in below screen:



- Display Catalog Record of the book if not already displayed
- Press ADD NEW COPY Button
- Go to COPY PART of the form and check the option - Multiple copies
- Enter Alpha device only in Accession Series Field, if any (Not mandatory)
- Enter No. of copies to be added as quantity
- Enter First accession number in the Acc.no text box - next accession numbers will be added in sequence but in case any acc.no already exist within the range then next blank accession number will be assigned
- Press SAVE NEW COPY Button to save the records

## How to Edit Catalog Records

- Display catalog record either by entering Record No or ISBN No in the text box and press DISPLAYA button.
- Record can also be searched under search pane given on the top of the form where you can search existing titles with various parameters and Boolean operators. Once result appear then click EDIT button of desired record - record will be displayed in the form
- Change the details
- Press UPDATE Button to save the changes

**NOTE:** In case you have added a title record then you can update its all fields. But in case title records was created by any other library in the same database then you can update title except ISBN AND TITLE Fields. In this case, if you wish to modify the ISBN/TITLE of the book (if spellings are wrong etc.) then you can send the mail to library who has create this record by pressing a button display there - SEND MAIL TO CREATOR OF THIS RECORD. This has been done so that record can not be over written by any other library by mistake or advertantly.



**NOTE:** Title Records (Master Catalog Records) are shared among libraries participating in the same instance of the software.

## How to Edit Copy Records

- Display main catalog record by typing record no or isbn and press DISPLAY button
- Record can also be displayed after searching in the search pane
- Once record displayed - you can see all copies in the grid at the bottom of the form

The screenshot displays the 'Delete Selected Copy Records' form in the NextGenLib software. The form includes a table with the following columns: S.N., Accession No., Acc. Date, Vol., Class No., Book No., Pages, Location, Collection, Library, ACQ. ID, Cur, Item Price, and Item Cost. A single record is displayed with an 'Edit Record' link. The interface also shows navigation menus, a sidebar, and a footer with contact information.

S.N.	Accession No.	Acc. Date	Vol.	Class No.	Book No.	Pages	Location	Collection	Library	ACQ. ID	Cur	Item Price	Item Cost	
1	4	20/12/2023	090.50	MKJ	093p.		C	DEMOLIB1				MR	2000.00	2000.00

- Select the copy record from right of the grid
- Press Delete copy record (s) button
- All selected copies will be deleted along with their purchasing details

**NOTE:** In case copies have been issued then can not be deleted. In such case first delete all circulation transactions of the copy in circulation module and then delete copy.

**NOTE:** In case you wish to delete TITLE Record - then first delete children records of the title, its copies circulation transactions, copies and purchasing records then you will be able to delete catalog record of the title. But in case title is used by other library in the same instance then you can not delete the title record.

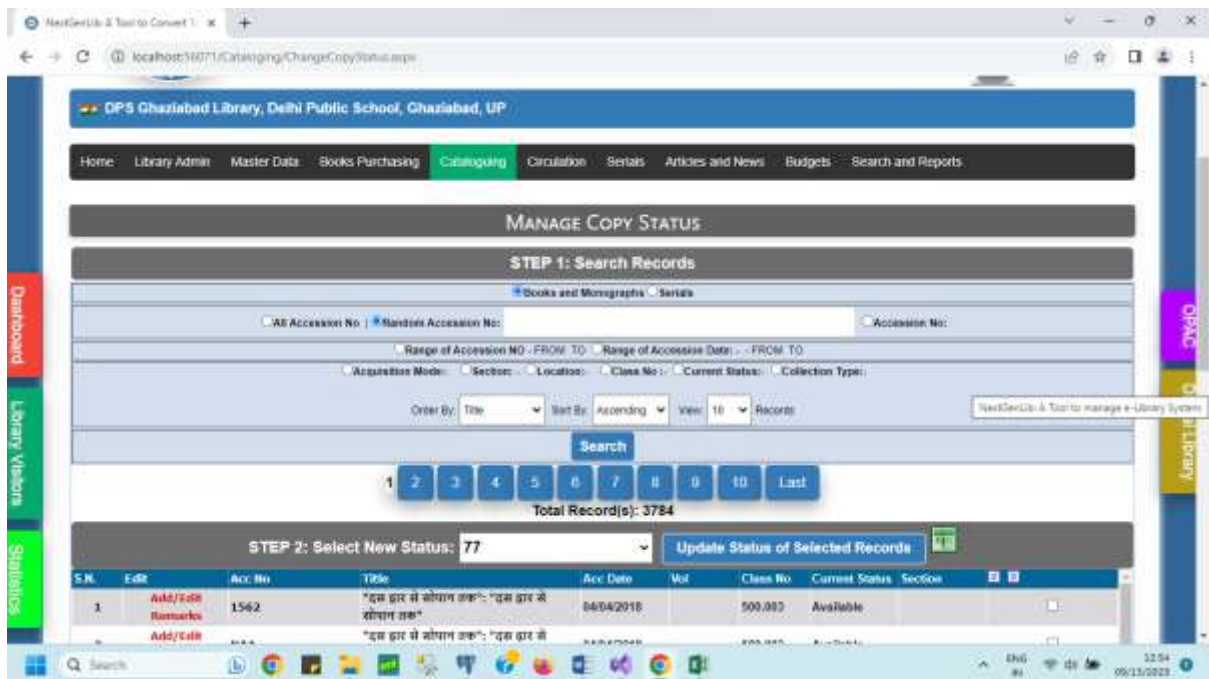
## 7.2: Change Copy Status

This form is used to change the status of the copies of the books entered because sometimes copies may be lost or damaged, etc. The master data of copy status are managed under Master Data module where new status can be entered.

**NOTE:** Status of Issue / Return is done automatically under circulation module and library staff can not alter status of copies issued.

## How to Change Copy Status

- First of all you can add new status in the Global Data Form under LIB ADMIN module if required.
- Search copy records by various parameters
- Select copy or copies from right side of the grid
- Select New Status from drop-down
- Press Update Status button to save the new status in selected copies records



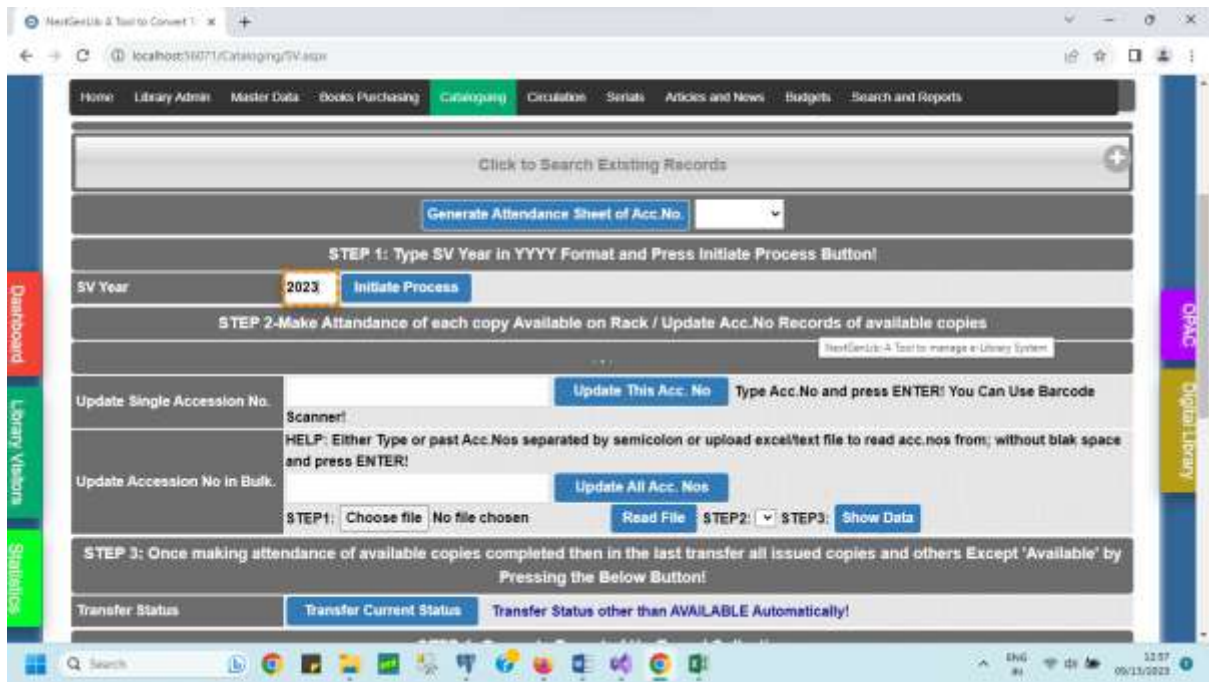
## Add Remarks in Copy Record

- In case book copy is lost and member has paid the amount then you need to change the status of copy - Lost and Paid
- Then add remarks of this copy with payment details made by member against loss or damage. For this click Add/Edit Remarks button from above screen and enter details
- Press Update button to save the remarks

## 7.3: Stock Verification

This form is used for completing the process of Stock verification where attendance of each and every copy is marked in the software on this form. Once attendance is marked for each copy then reports can be generated for list of copies not marked and found mis-placed.

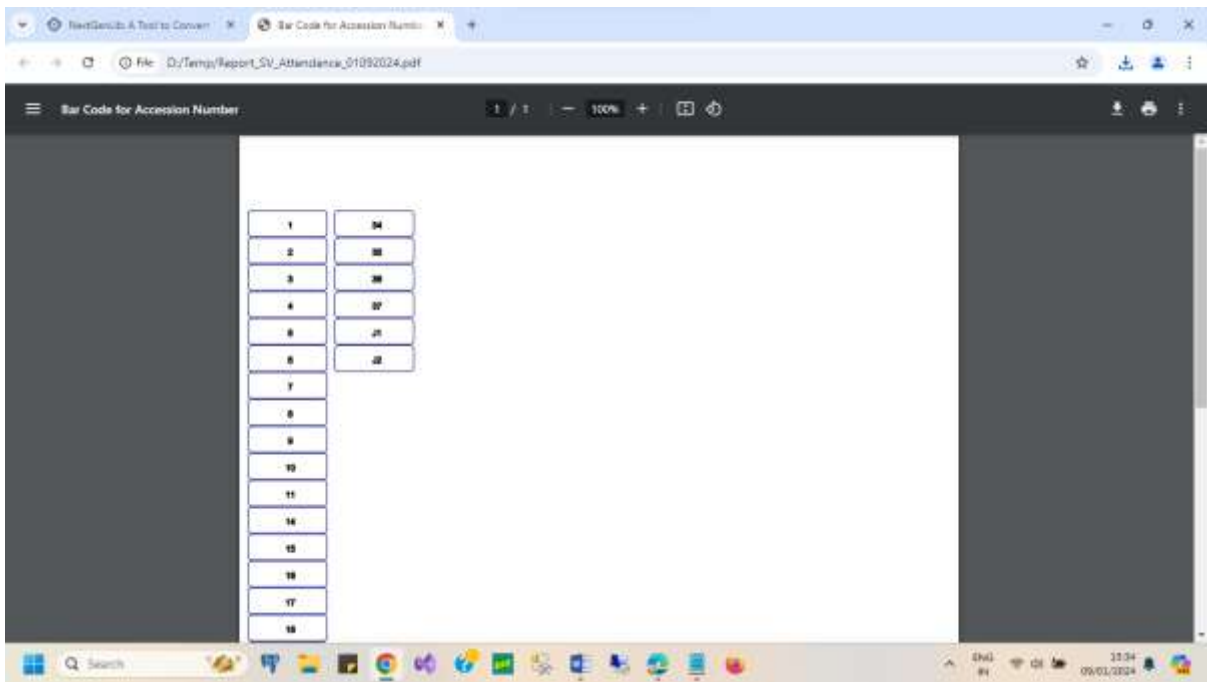
**NOTE:** Provision is given for making attendance in bulk using processing of files with list of accession numbers in excel or CSV format.



## Steps for Stock verification

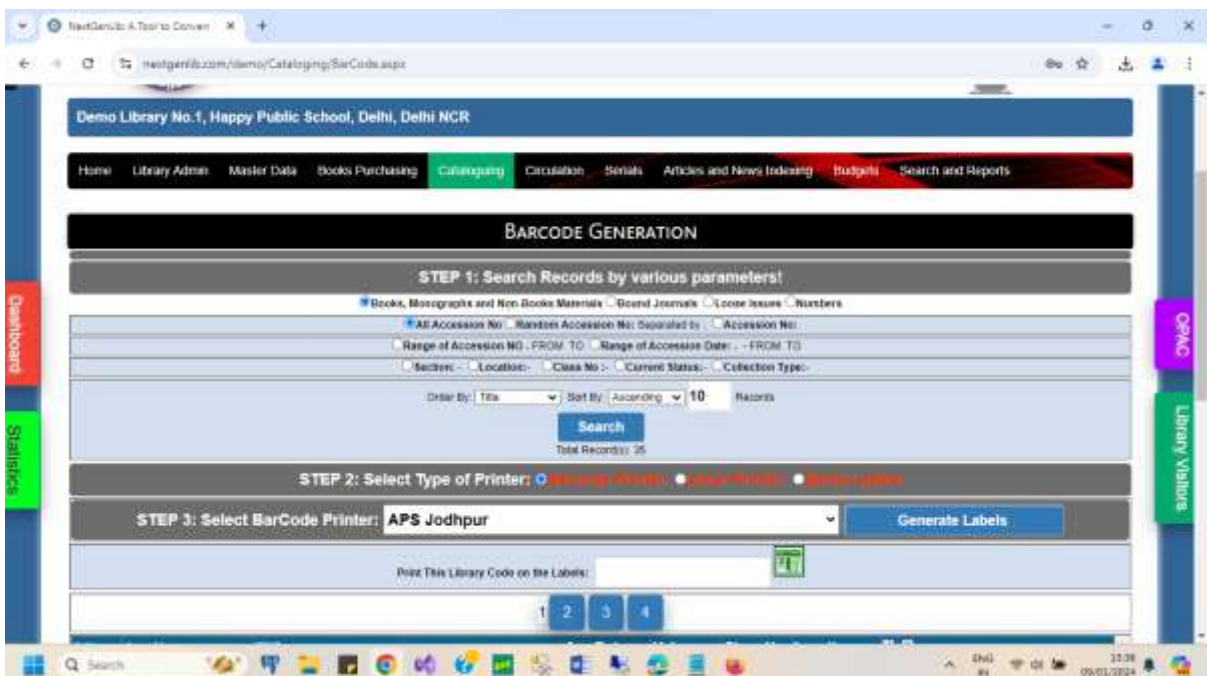
- Open the Stock verification form under CATALOGUING Module
- Enter four digit year and press INITIATE Button
- Then enter Accession no, one by one and press enter - attendance will be marked and message will be displayed every time.
- In case any accession no coming again - message will be displayed that this accession no already processed - in this case you need to check whether same copy pick again or there is duplicate accession no.
- Accession nos. in bulk can also be processed where you type the accession nos separated by semicolon. E.g. 12;15;82;83;90...
- A file of csv or excel sheet with single column without header can be created where acc.nos can be saved. This file can be processed on this form.
- In case, library has barcoded and then barcode reader can also be used to process each accession no, one by one.
- After making attendance report can be generated for un-traced books which can be submitted to authority for approval.

**NOTE:** There is a facility on this form to generate print of the accession nos in bulk for manually marking accession nos.on paper sheet and then making attendance in the software. This can be printed by clicking button - GENERATE ATTENDANCE SHEET



## 7.4: Barcode Generation

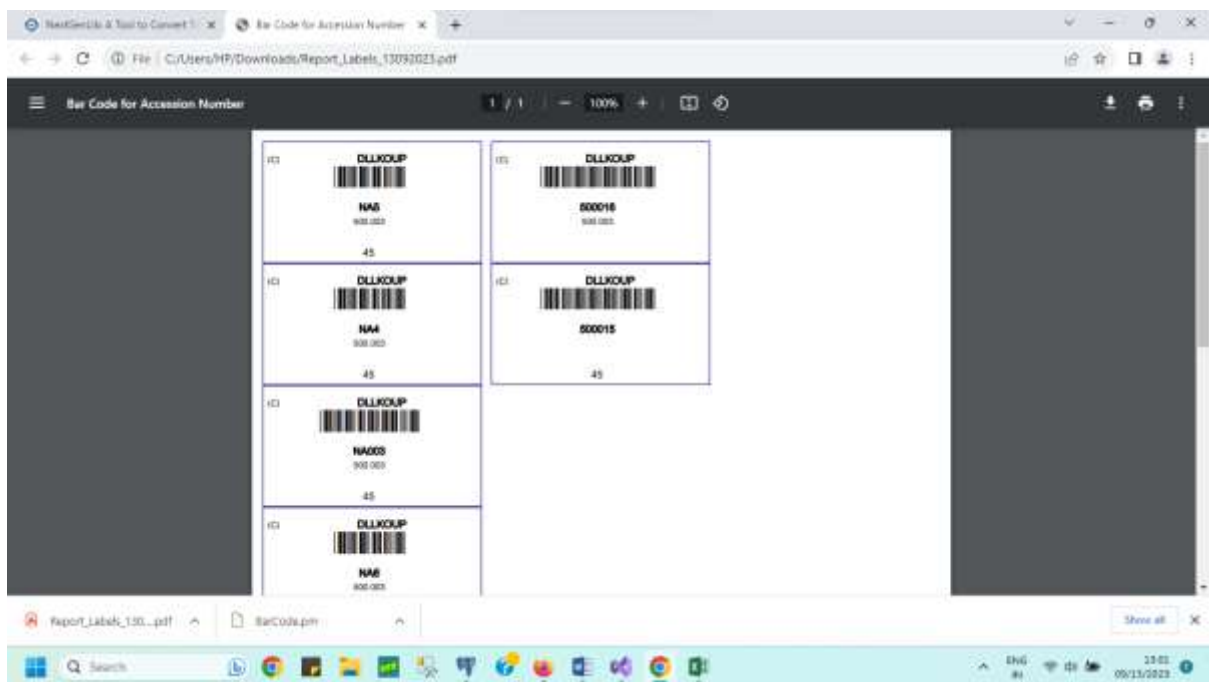
This form is used to generate the barcode of each accession number to be pasted on the books at three places. Spine labels can also be generated on this form. The barcode can be printed either on Laser printer or using barcode printer.



Barcode can be generated on Laser Printer as well as Barcode printer if later is integrated with the software. For integration, please contact software provider.

### How to generate Barcode Label on Laser Printer

- Search copies with various parameters given on the form
- Once result appear in the grid - select desired records from right side
- Select Option - Laser Printer, Barcode Printer or Spine Label
- IF Laser printer is selected then select Paper size from the drop-down
- You may adjust label margin (Left and Top only) by entering some number of pixels and test print out.
- Press Generate Labels
- Labels will be generated as pdf document which you need to send on the printer each time

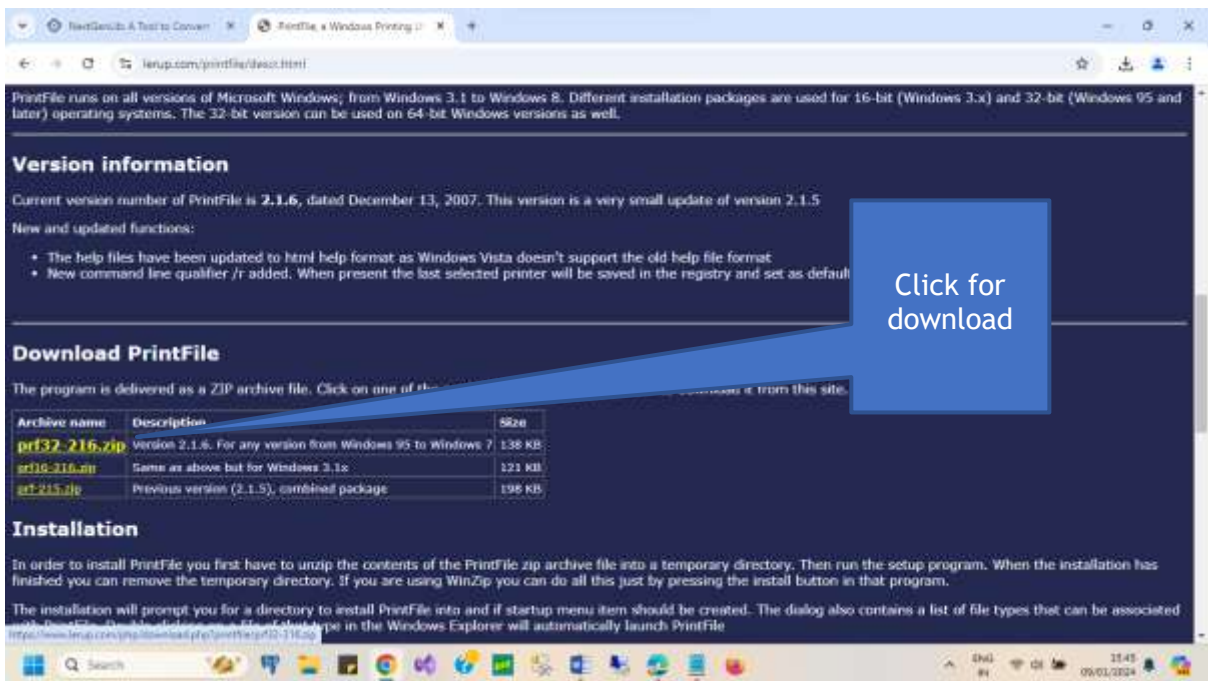
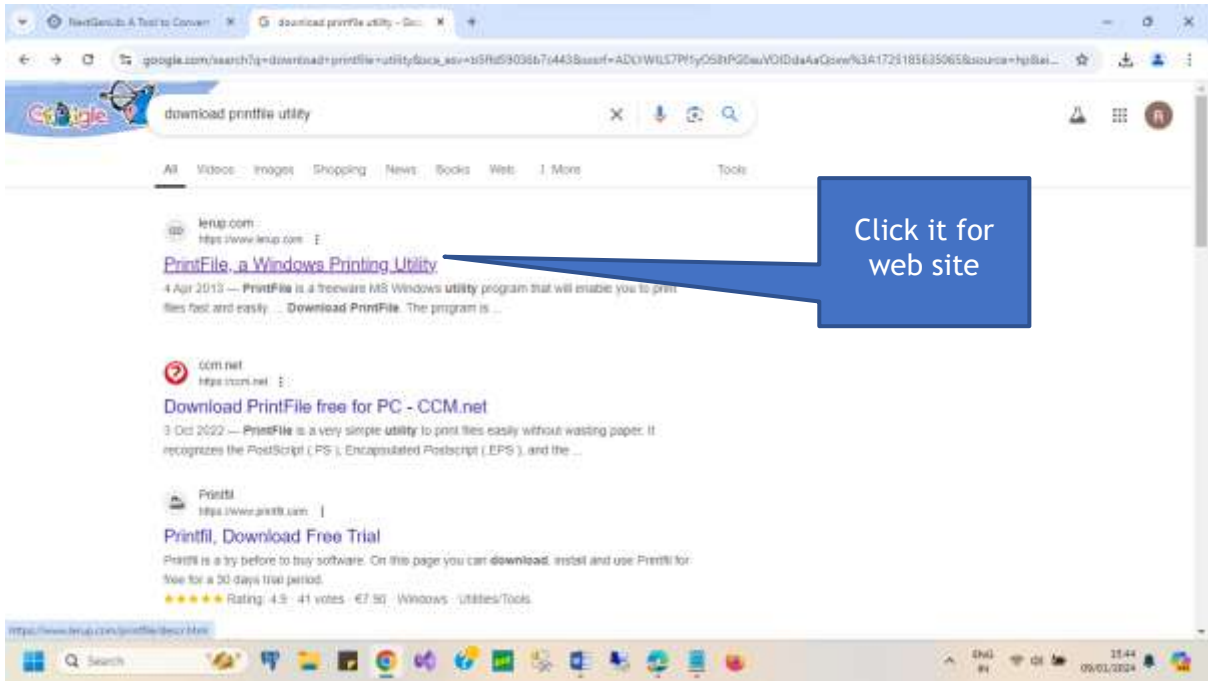


## How to generate Barcode Label on Barcode Printer

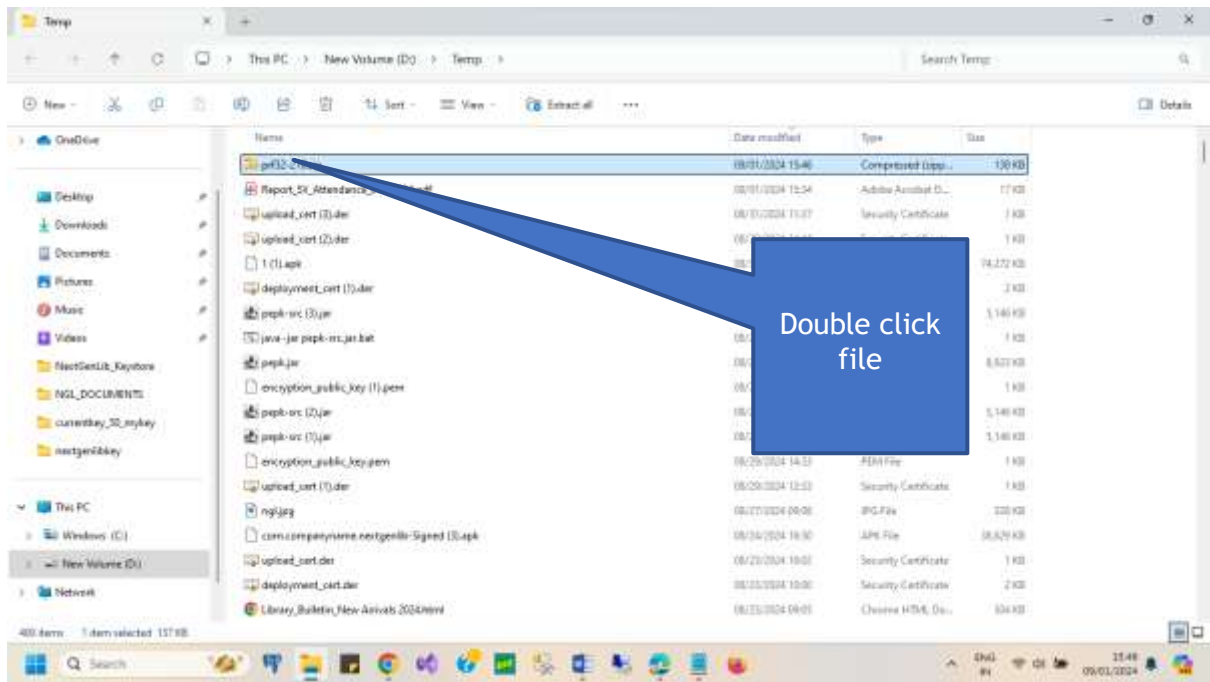
In case, labels are printed on Barcode Printer then library needs to provide PRN format of their label required to integrate barcode printer with the software. PRN file needs to be taken from printer seller agency.

## Download and install “PrintFile” utility from Internet

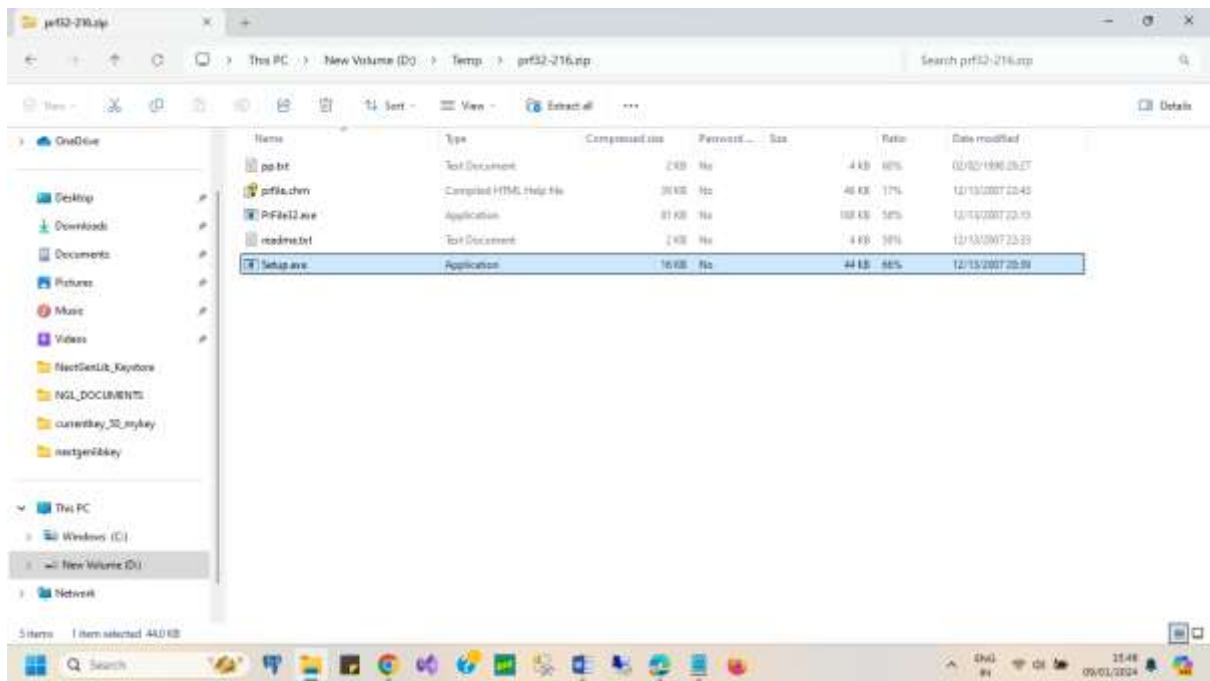
- Before using Barcode printer - you need to download and install “PrintFile” utility from Internet and run its setup to install it in your desktop
- Search Google with the keyword “Download Print File” utility - following link will appear
- Click below link to download



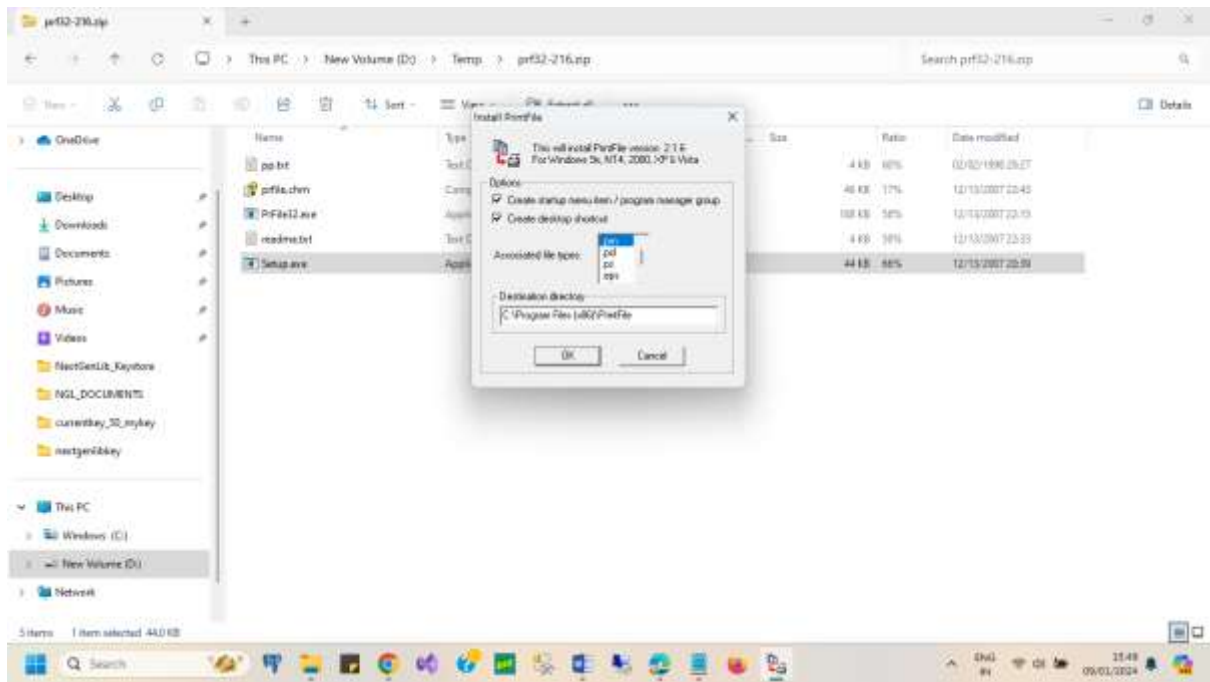
- Double click the downloaded file for installation



- Run SETUP file as shown in below screen



- Press Ok and Finish the installation

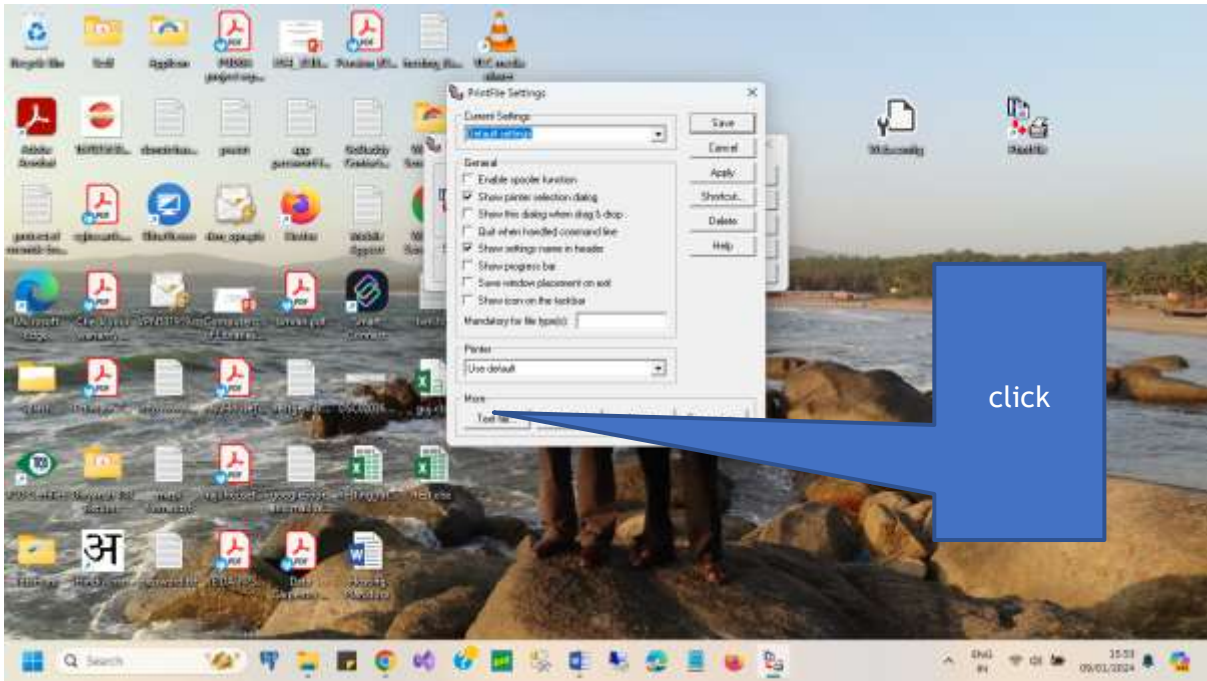


- After installation, a shortcut will be visible on the desktop of your pc
- Double click the short cut (PrintFile) - a new window will be opened

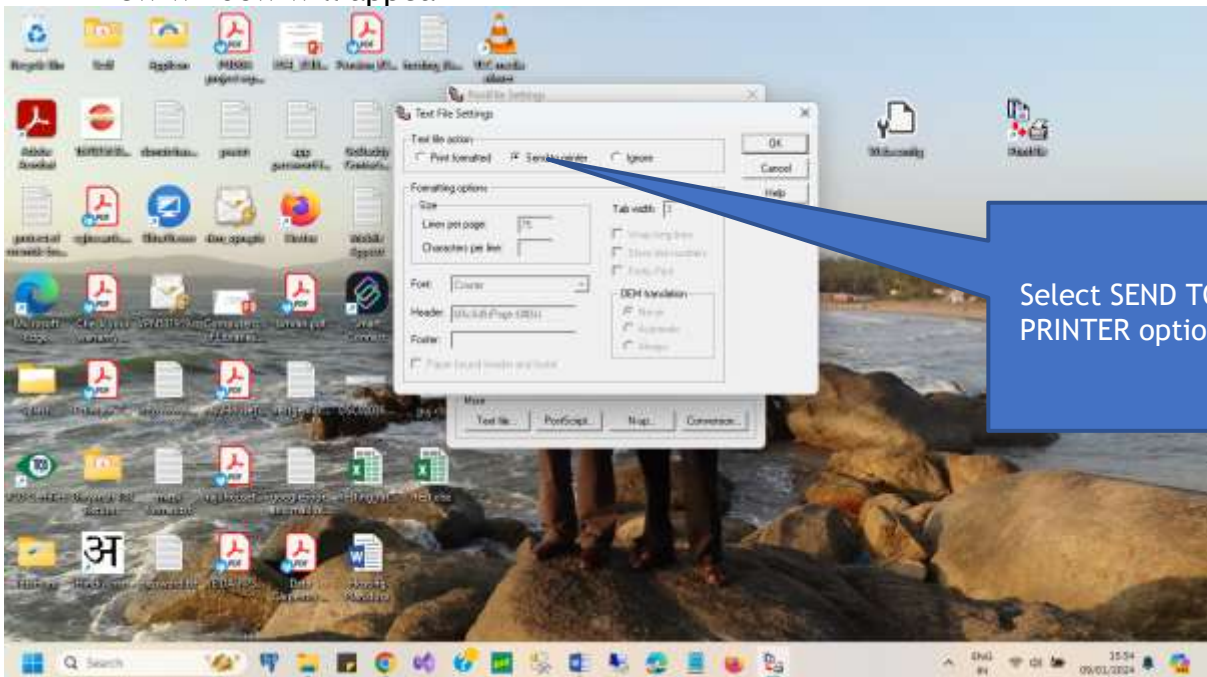


- Click SETTING from above screen - a new window will be appear



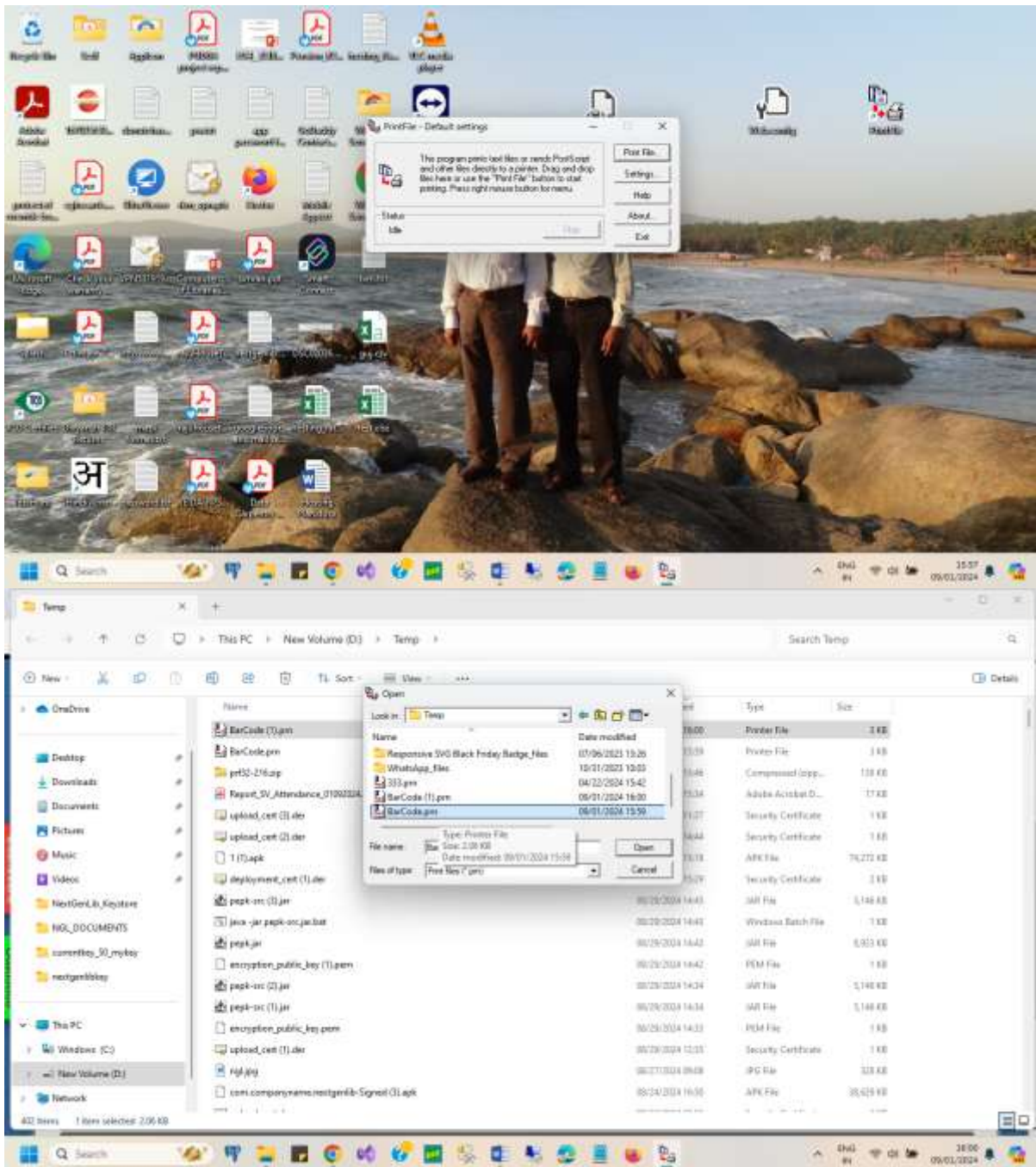


- Select TEXT FILE button from bottom of screen mentioned above - click it a new window will appear



- There are three options on the top of above screen - select middle option (Send to Printer)
- Then press SAVE BUTTON to save the setting
- This setting will be done once only
- Then whenever you click GENERATE LABELS for barcode printer - every time a notepad file will be created and saved on your hard disk - open the file in printfile utility and select your printer and press PRINT button to send it on barcode printer.

- Every time notepad file so generated need to send to printer using this utility by browsing file. File generally are saved in download folder - you may check it carefully where files are saved.



NOTE: For any modification in label design - you need to get changes by printer agency and pass the new modified PRN to software agency.

## 7.5: Managing Digital Files uploaded

This form is used to manage / delete /edit digital files (e-Books) uploaded into the software during data entry of books and serials, etc. by your library.

**Note:** On this form, permission may be granted to each efile for giving or not giving access to members of other libraries or public, if not already given.

Step 12: type search string in text box and Press Enter to Search digital files from nextgenlib.

Search Catalog:  In: Cat Number | All Words | Order By: Title | Sort By: Ascending

View: 10 | Records | Search

Viewing : 10 / out of Total Record(s) : 110

S.N.	Edit	Resource Title	File Name	File Type	Addition Date	Type of Resource	Added By	Medium	Read Access	File Labels
1	Edit	10 steps to mastering brass	DLLKROUP_MICRO_39_MM.pdf	pdf	19/05/2022	Micro	CLADMINTR	pdf	My Members Only	chapter
2	Edit	A Bear Called Paddington	DLLKROUP_approval_list_02092022_MM.pdf	pdf	02/09/2022	e-Document	DLLKROUP	pdf	My Members Only	
3	Edit	A Bear called Paddington	DLLKROUP_newmicrosoftpowerpointpresentation_MM.pptx	pptx	13/09/2022	e-Document	DLLKROUP	ppt	My Members Only	

Display Resource Record

Record No: 827.92

Resource Title: A Bear Called Paddington

File Name: DLLKROUP\_approval\_list\_02092022\_MM.pdf

This form is used to EDIT and DELETE the digital Files already uploaded. Files may be uploaded during following activities:-

- Files uploaded with Books
- Files uploaded with Journals
- Files uploaded with Article Indexing
- Files uploaded with News Items
- Files uploaded with loose issues of journals
- Files uploaded with external resources

## How to Edit Files

- Search the file with various options given on the form
- Press EDIT button from results appear in grid - file details will be displayed
- Enter File Label of flag, File description with abstract and File access modes
- Press UPDATE button to save the changes



## How to Delete File

- Search file with various options given
- Click EDIT button to display file details
- Press DELETE Button to delete the selected file

## 7.6: Edit Copy details

This form is used to edit the details of copy/accession no. already added under library collection. Simply display the copy with typing accession no and alter details and update.

The screenshot shows a web browser window with the URL `localhost:3071/Cataloging/EditHolding.aspx`. The application interface includes a navigation menu with options like Home, Library Admin, Master Data, Books Purchasing, Cataloging (highlighted), Circulation, Serials, Articles and News, Budgets, and Search and Reports. The main content area is titled "STEP 2: Edit Copy Details and Press UPDATE".

At the top of the form, there is a search bar with "44" entered and a "Display Record" button. Below this, the form displays the following details:

- Title Details:** Netaji /Dy Valimbe v s. 1 st ed. , THANE, Komal, 2020, 280p.
- Coat Details:** Vendor: Abhishek Publication; Currency: INR; Cost: 200.00; Coat in Rs.: 200.00
- Acc. Number:** 44 | **Acc Date:** 23/07/2020 | **View in OPAC?** Y | **issuable?** Y
- Class No:** 920 | **Book No:** [empty]
- Pages:** 280p.
- Collection Type:** Circulation
- Status:** Available
- Binding:** Paperback
- Section:** [empty]
- Accompanying Materials:** [empty] | Select Accompanying Materials received with books
- Format:** Print
- Library:** DPS Ghaziabad Library

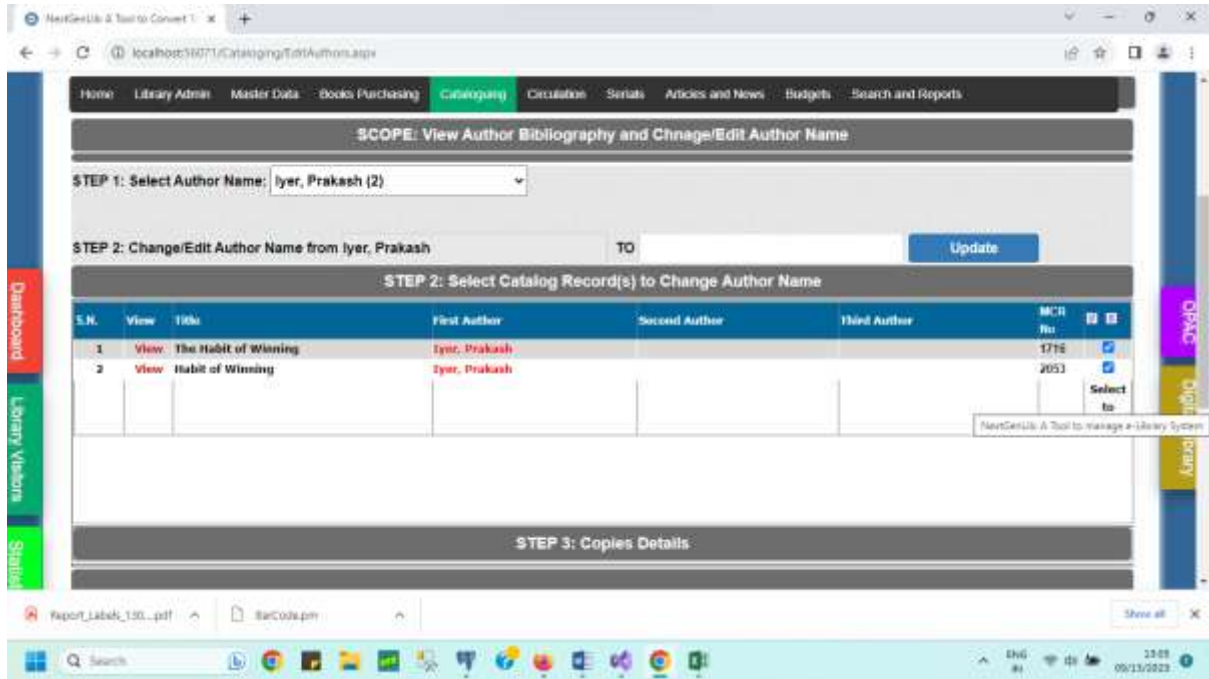
The bottom of the browser window shows a Windows taskbar with the date and time 13:04 on 09/13/2023.

## How to Edit Copy Details

- Type Accession no in the text box and press enter - copy details will be displayed
- Or Search copies from search pane given on the top of the form, using various parameters. Press edit button from desired record to display the details in the form
- Change the details
- Press UPDATE button to save the changes

## 7.7: Edit Authors Names

This form is used to edit/rectify authors name, as authors are common and with single record entered by any participating library. Sometimes, spellings may be wrongly entered by other library staff then such corrections are done here.



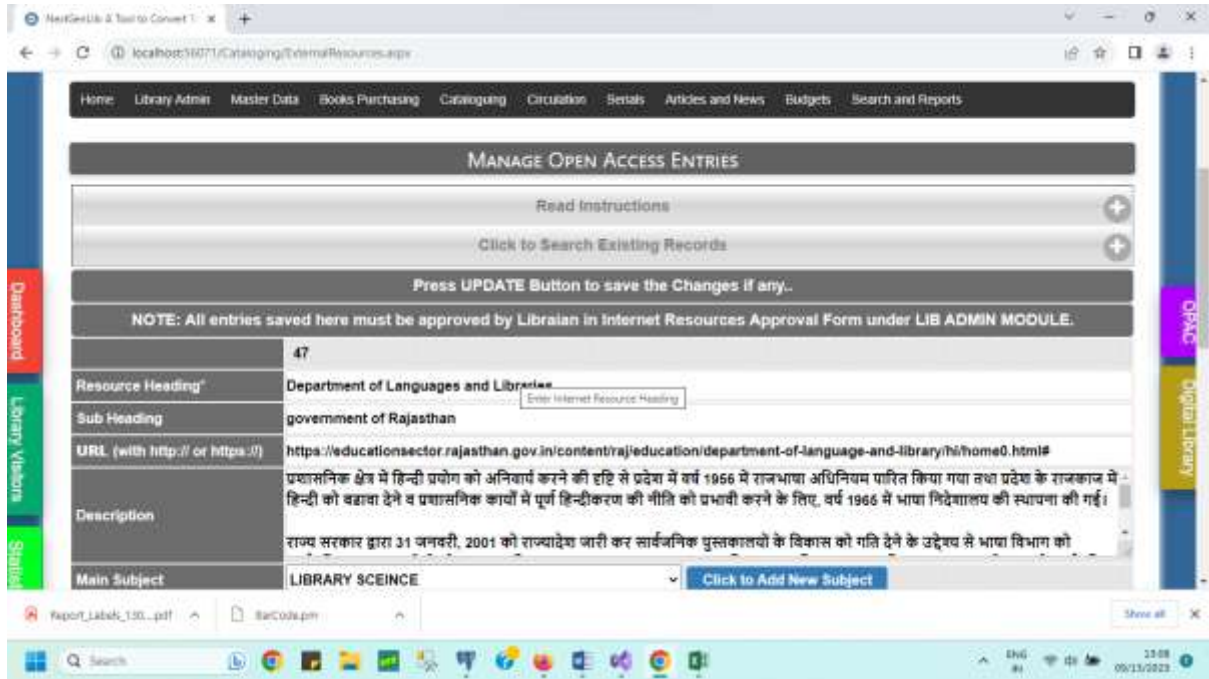
## How to Change Author Name

- Select Author Name from drop-down
- On selection - his/her details will be displayed along with titles exist in the database will also be listed below
- Type Correct Name (As per AACR2) in the text box
- Select Title(s) from below grid to make changes in the selected records
- Press UPDATE Button to save new name of author in selected records

## 7.8: External Resources Entries

This form is used for entry of external resources / open access resources / Internet resources either available free or paid. These resources are hyper linked as external collection and list is accessible by library member using OPAC.

**NOTE:** Then entries made on this form should be approved by librarian under LIBRARY ADMIN Module.



## How To Add New Record

- Identify the External Resources (which may be open access, free or paid, and useful links) from Internet
- Download logo of selected Resource
- Download any pdf file if wish to upload same in your library
- Enter details of the Resource in the text boxes, Mandatory fields are marked with \*
- Upload Resource Logo of appropriate size
- Enter Resource URL
- Upload file if any belong to this resource
- Select desired Access Type to give access of this resource
- Press SAVE Button to save the record

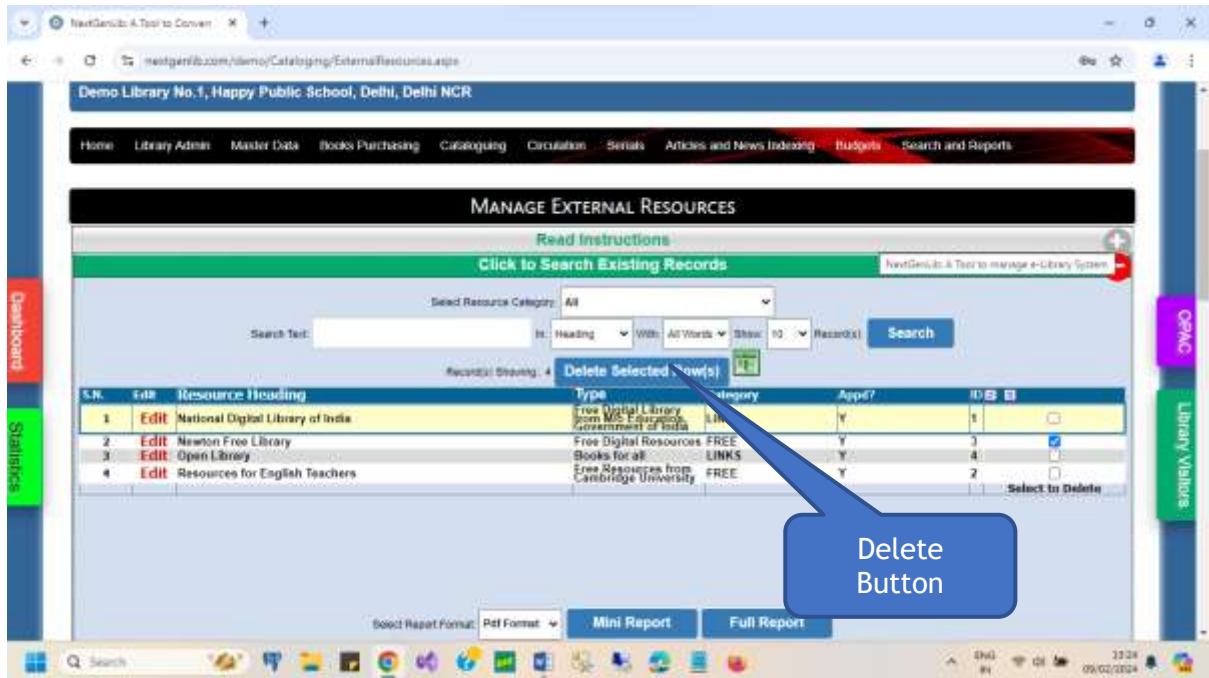
**NOTE:** Once saved the record - it needs to be approved by librarian in LIB ADMIN Module

## How to Edit Record

- Search Saved resources in search Pane using various parameters given there
- Press EDIT button from selected Record to display it in the form
- Change the details
- Select desired Access Type to give access of this resource
- Upload file if any belong to this resource
- Press UPDATE Button to save changes

## How to Delete Records

- Search Records from Search Pane using various parameters
- Select desired records from right side in the grid
- Pres DELETE button to delete the records





## Chapter 8: Circulation Module

This module is used to manage the following:-

- Member Registration
- Issue / Reserve / Return / Renewal
- Transactions Search
- Reminders
- No Due Certification



### 8.1. Form No.1 - Manage Members

This form is having following three Activities:-

- Create Member Categories
- Create Member Sub-Categories and define due days, entitlement and fine rates / day
- Members Registration - Generation of Member Card, Barcode, Reports etc.

#### 8.1.1. Manage Member Categories

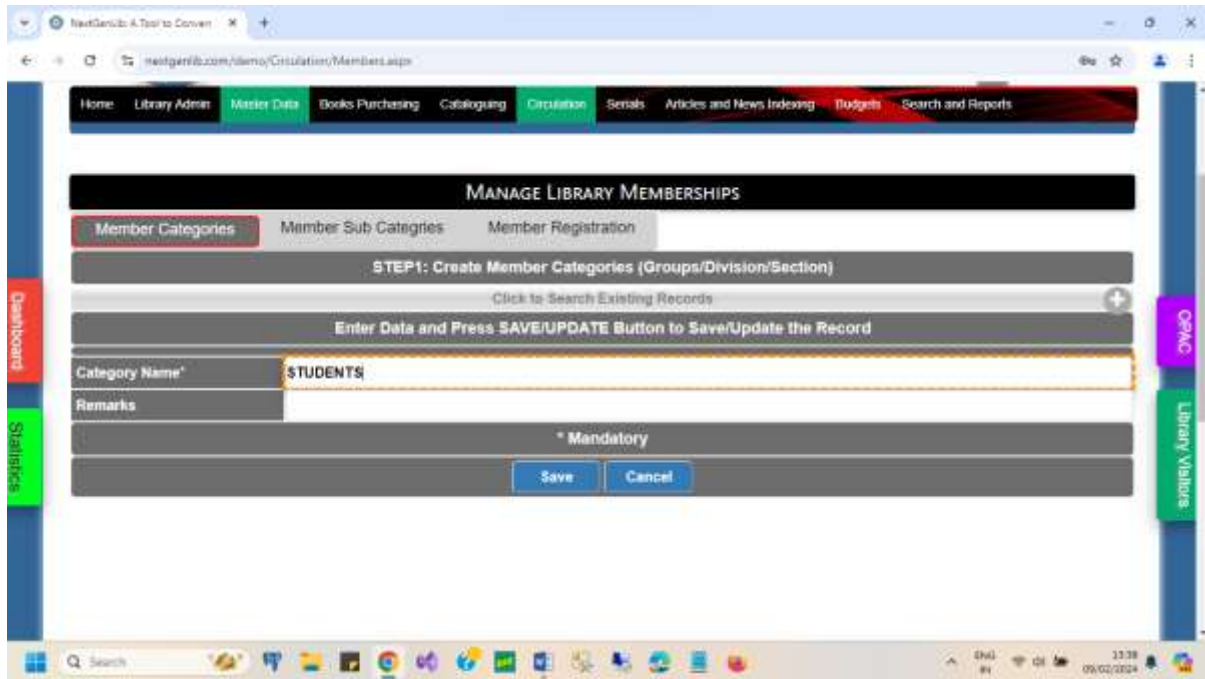
In this tab - member categories are created with just name of the category. Category may be as per parent organization. For example in a school - following member categories can be created:-

STUDENTS  
TEACHERS

ADMIN  
GUESTS

## How to Add Member Categories

- Go to Member Category Tab of the form
- Enter Name of the Category
- Press SAVE button to save record



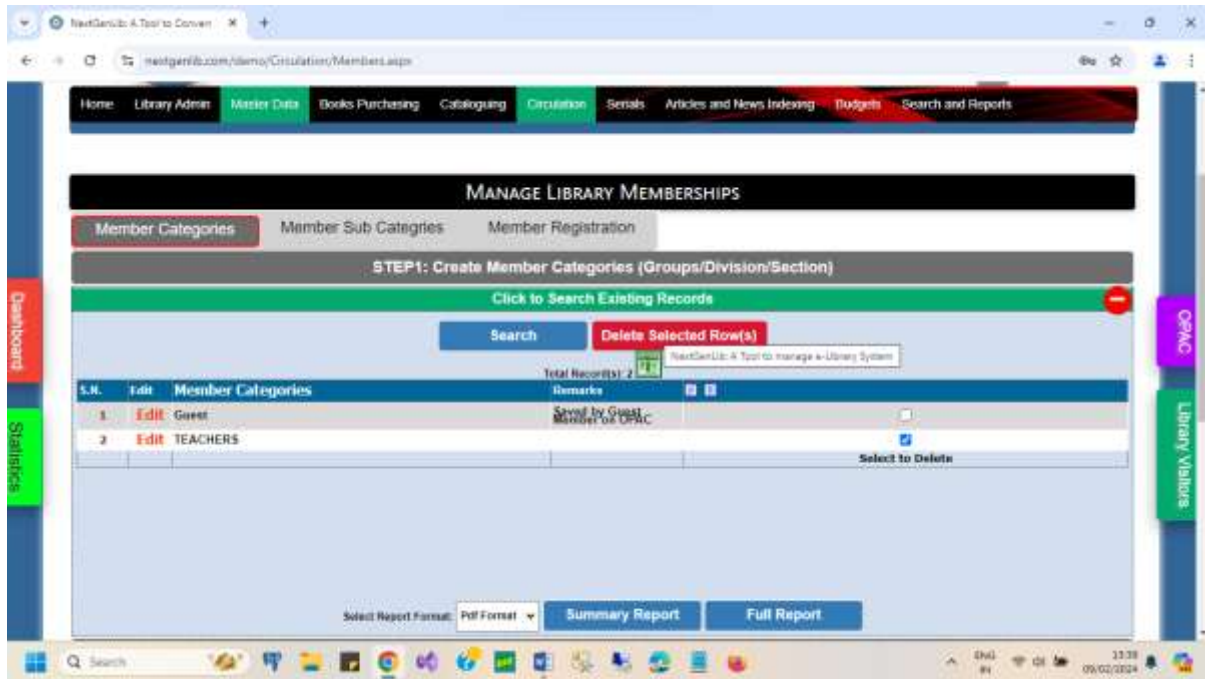
## How to Edit Member Category

- Go to Member Category Tab on the form
- Go to search pane
- Press SEARCH button
- Click EDIT button from desired record in the grid - category details will be displayed on the form
- Make desire change
- Press UPDATE Button to save changes

## How to Delete Member Categories

- Go to Member Category Tab on the form
- Go to search pane
- Press SEARCH button
- Select desired records from right side
- Press DELETE Records

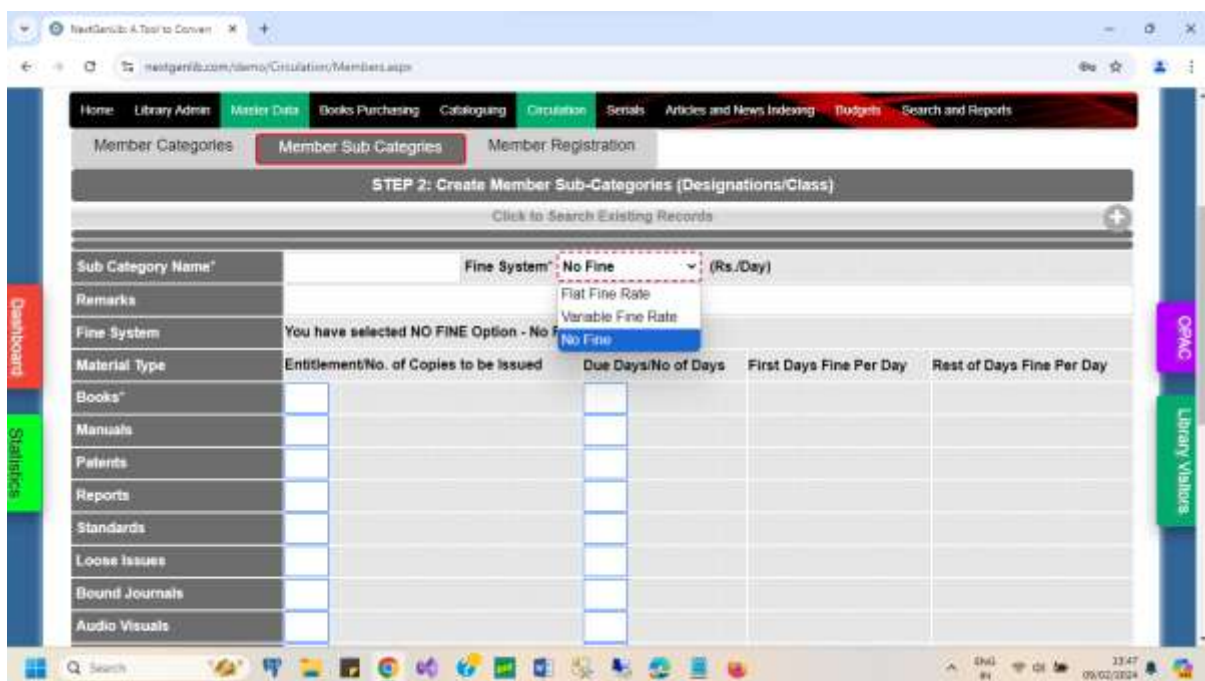
**NOTE:** Categories in which member has been added can not be delete. First remove all members from said category and then delete category.



### 8.1.2. Manage Member Sub-Categories

This Tab is used to manage the Member Sub-Categories. Following sub-categories may be created in a School, however, member sub-categories should be created as per Parent organization nature wise:-

CLASS I to CLASS XII



**ENTITLEMENTS** - It means the number or quantity of books can be issued to members of this sub-category

**FINE SYSTEM TYPE** - There are following three kinds of fine systems in a library:-

1. NO Fine
2. FIXED FINE - Means fixed rates of fine per day for all overdue days
3. VARIABLE FINES - Means First 5 days Rs.2.00 per day and rest of days Rs.8.00 per day (For example)

NOTE: There may be different entitlements, fines etc. for different type of documents listed on the form

### How to Add Sub-Category

- Enter Sub-Category name e.g. CLASS XII
- Select Fine Type from drop-down
- In case VARIABLE Fine System selected then Enter number of first FEW days in the text Box
- Define Entitlement - Enter Number of copies can be issued maximum for desired type of document type listed
- Enter Number of Days book can be kept (DUE DAYS)
- Enter Fine Rate per day in Rupees
- Press SAVE Button to save the record

Material Type	Entitlement/No. of Copies to be Issued	Due Days/No of Days	First 7 Days Fine Per Day	Rest of Days Fine Per Day
Books*	5	15	5.00	8.00
Manuals				
Patents				
Reports				
Standards				
Loose Issues	2	7	5.00	8.00
Bound Journals	2	7	5.00	8.00
Audio Visuals				
Cartographic				
Manuscripts				

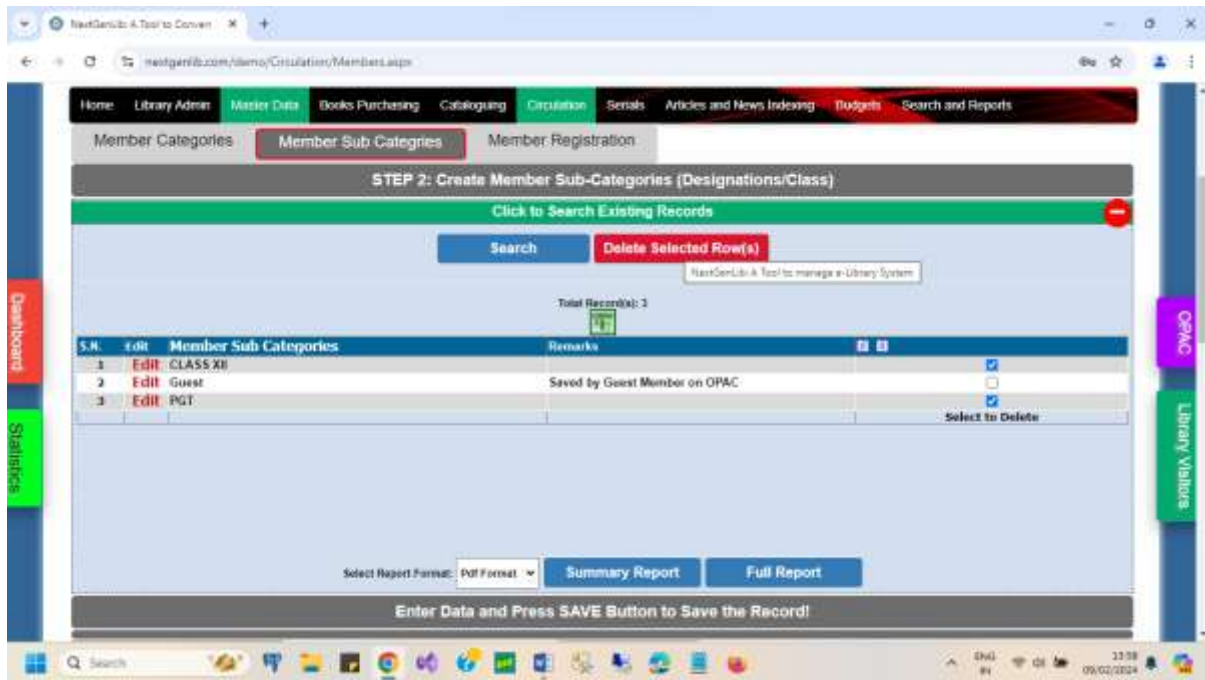
### How to Edit Record

- Go to Sub-category Tab on the form
- Go to Search Pane and press SEARCH button
- Click EDIT button from result grid of desired record - details will be filled in the text box

- Change the details, if any
- Press UPDATE button to save the changes

## How to Delete Records

- Go to sub-category tab on Member Management form
- Go to search pane and press SEARCH Button
- Select the desired records from right
- Press DELETE button to delete selected records



**NOTE:** In case sub-category has been assigned to any member then sub-category can not be deleted. First remove sub-category from members and then delete.

### 8.1.3. Manage Members Registration

This Tab is used to Register members with all details required.

NextGenLib & Test to Convert 1

localhost:38071/Circulation/Members.asp

Home Library Admin Master Data Books Purchasing Cataloguing Circulation Serials Articles and News Budgets Search and Reports

Press UPDATE Button to save the Changes if any..

Member type \* Organizational Members Plz Select Member type: Our Member / ILL Member / Guest

Member No \* 3 Display Member Record Type Member No and Submit to Display Member Record.

Name \* SUKHADA JOSHI

Gender Male

Res. Address

Off. Add:

Email jayashreedevi@yahoo.com Phone No: Mobile No.:

Category \* 2nd yr che student Over-R Enter Phone Number

Sub Category \* SECTION OFFICER

Admission Date \* 11/03/2019 Closing Date \* 02/02/2022 Wish to send Alert in MAIL? Yes Maximum Reserve? \*

Subject (Start typing and stop for 1 second)

Keywords

Remarks

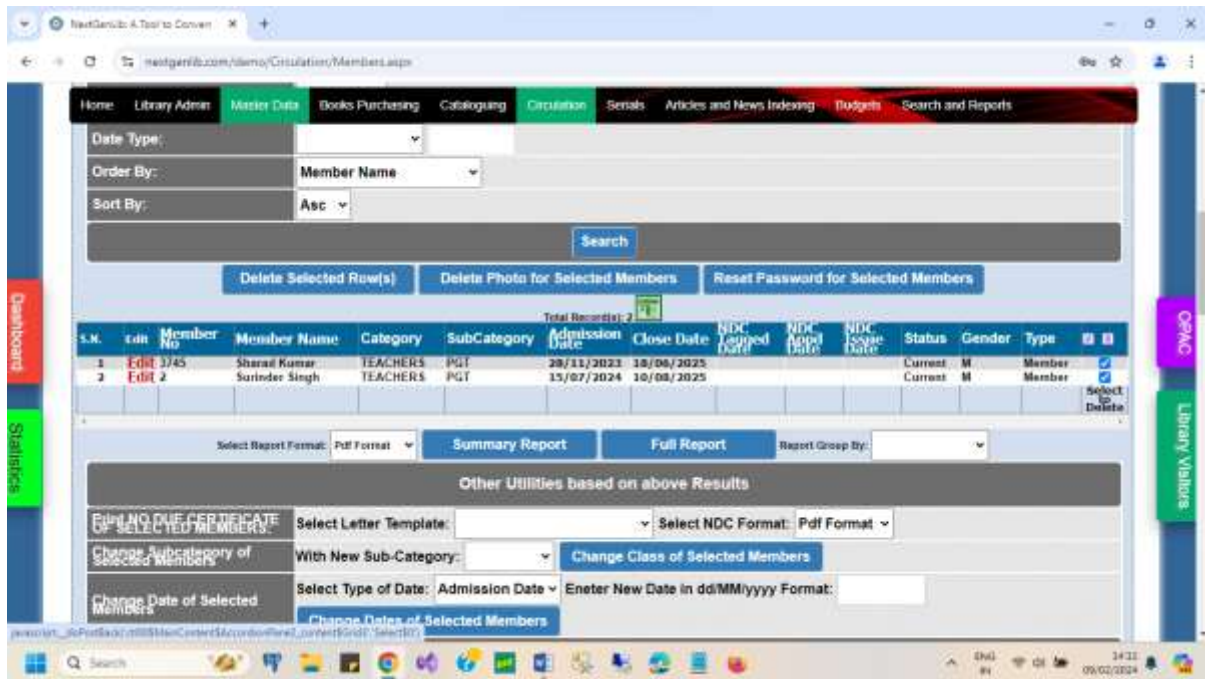
## How to Register New Member

- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Enter Member Name with other details
- Select Member Category from drop-down. In case category not exists then first add categories under Member Category Tab
- Select Member sub-category from drop-down-. In case sub-category not exists then first add sub-categories under Member Sub-Category Tab
- Select ACADEMIC LEVELS (Class of standard in which student is student) from drop-down
- Enter Admission date as dd/MM/yyyy format
- Enter Closing Date as dd/MM/yyyy format - Mandatory where any future date can be assigned and later can be extended
- Enter Mail and Mobile number where few online services are received.
- STATUS should be CURRENT for new member. If status is CLOSED then no book can be issued to the member
- Upload Member Photo of smaller size
- Press SAVE button to save the record

## How to Edit Member Record

- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Go to Search Pane to search the member with various options
- Press SEARCH Button to search the records
- Click EDIT button from desired member list - details will be displayed on the form
- Change the details

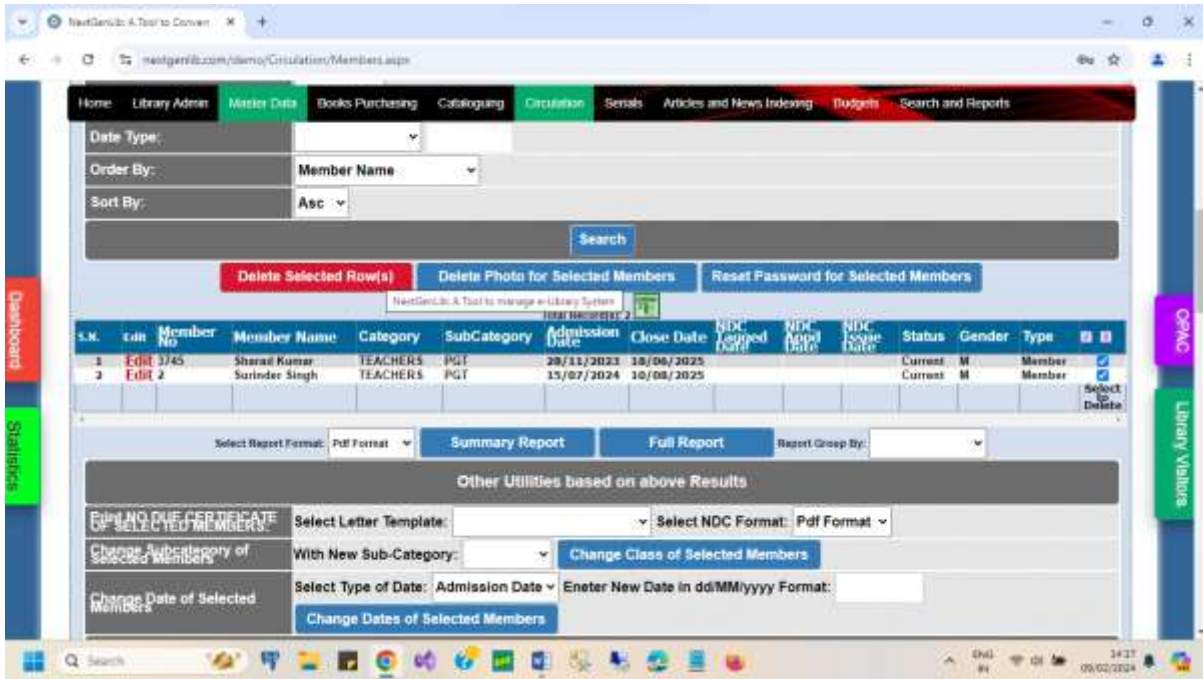
- Press UPDATE Button to save the changes



## How to Delete Member Record

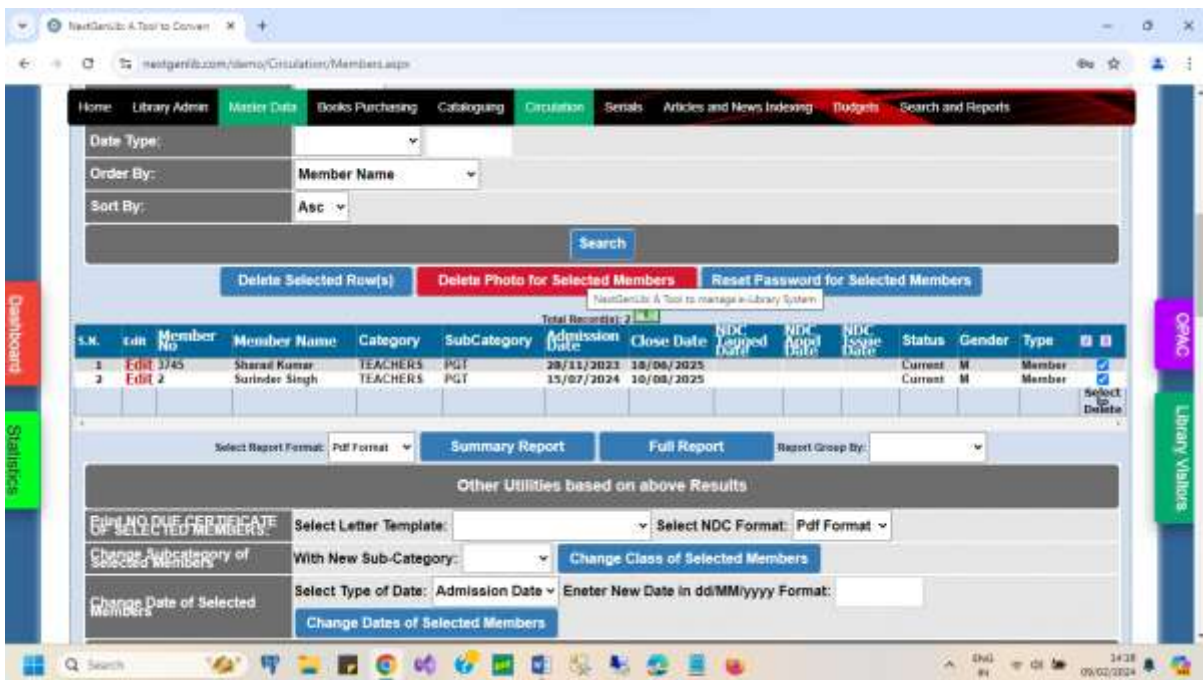
- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Go to Search Pane to search the member with various options
- Press SEARCH Button to search the records
- Select desired member records from right
- Press DELETE Button

**NOTE:** Before deletion of member - all his/her transactions should be deleted, all reference in any table should be deleted first.



## How to Delete Photo of Selected Members

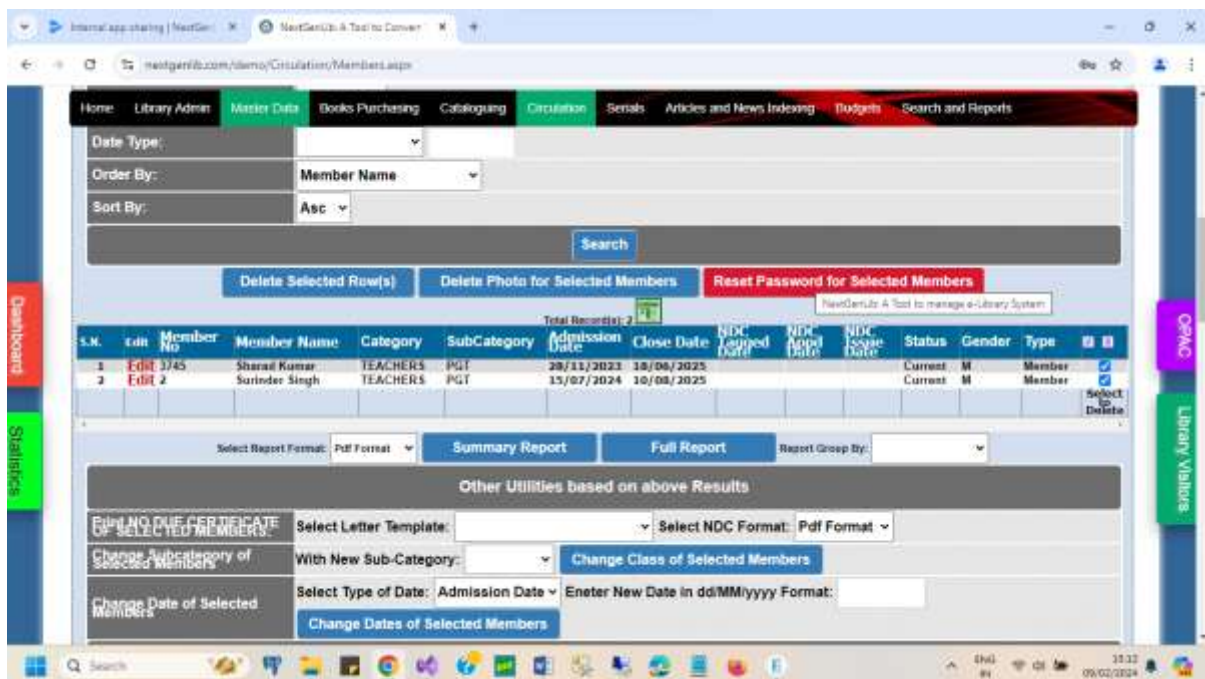
- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Go to Search Pane to search the member with various options
- Press SEARCH Button to search the records
- Select desired member records from right
- Press DELETE PHOTO OF SELECTED MEMBERS to delete the photos uploaded. It will save the space on the server.





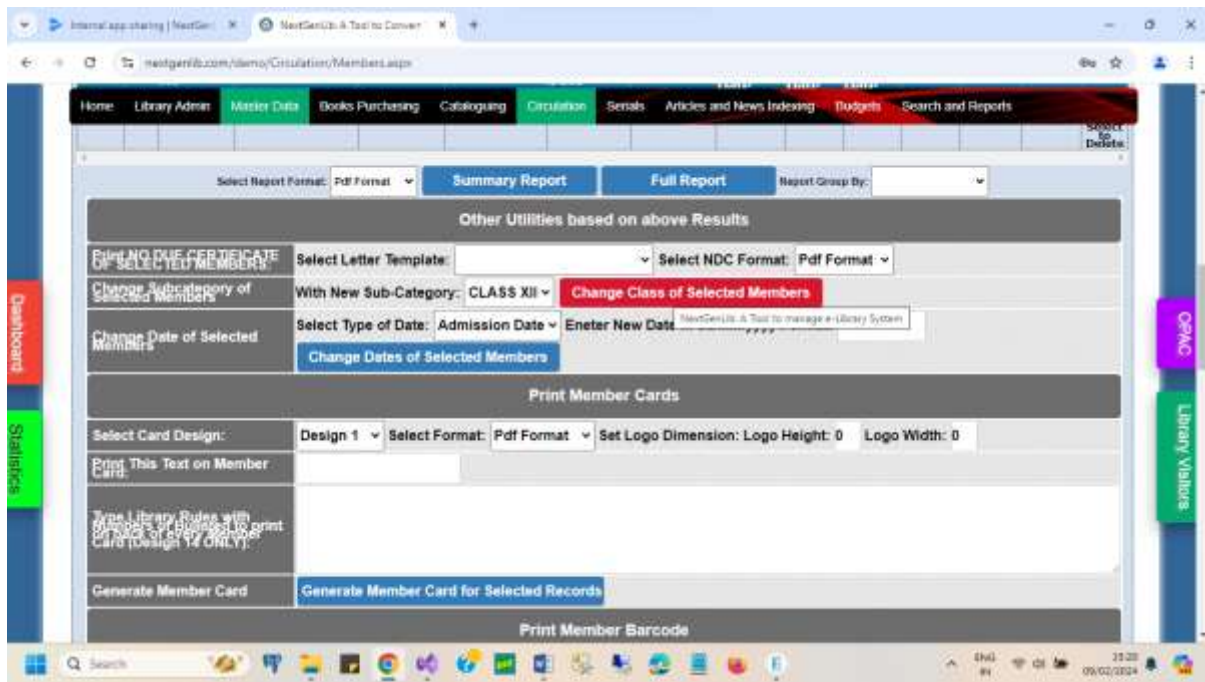
## How to Reset Password of Selected Members

- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Go to Search Pane to search the member with various options
- Press SEARCH Button to search the records
- Select desired member records from right
- Press RESET PASSWORD Button
- New password will be delivered in the mail of selected members. In case no mail saved in member record then password will not be notified.



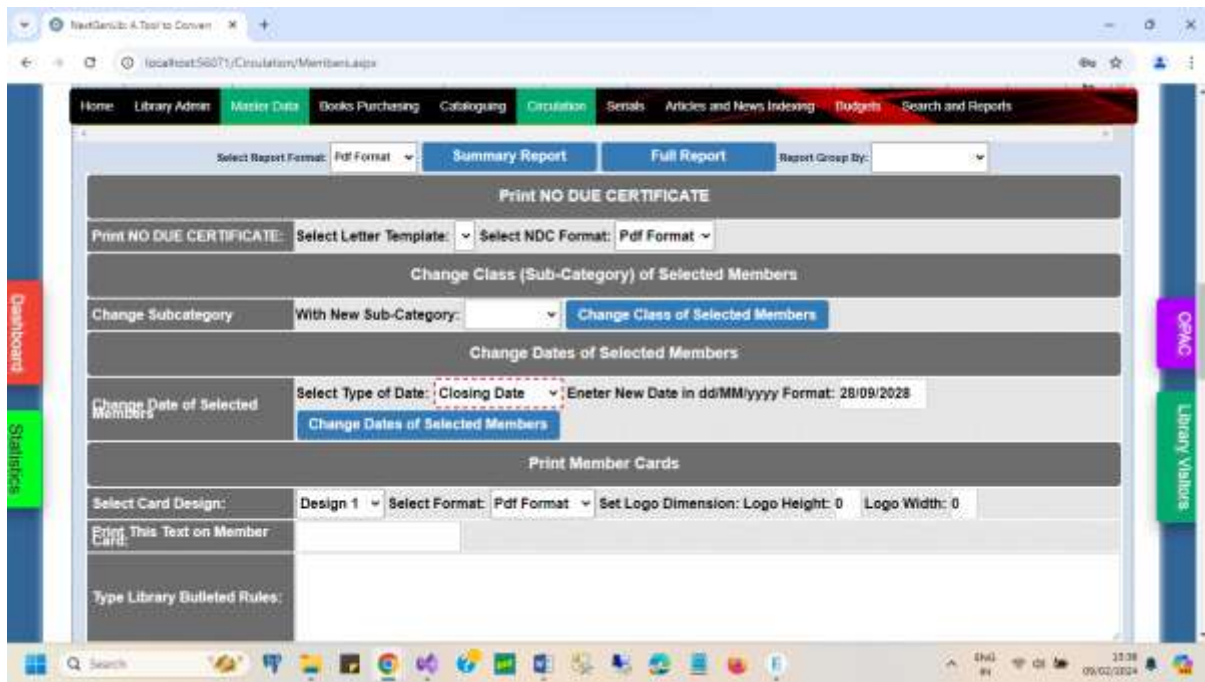
## Change Class(Sub-Category) of Selected Members

- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Go to Search Pane to search the member with various options
- In an academic library, say in school library, after students passed and promoted to next class - accordingly their records need to be migrated from existing class (sub-category) to new class (sub-category)
- This can be achieved with some tricks
- Either delete all members of 12<sup>th</sup> class and then shift 11<sup>th</sup> class students to 12<sup>th</sup> class. OR Create a Temp class (sub-category) and shift 12 class students in Temp class.
- Search 11<sup>th</sup> class sub-category by selecting class from sub-category and select desired member records from right side in result grid
- Then select new class from another drop-down of sub-category
- Press CHANGE CLASS OF SELECTED MEMBERS - all records will be moved to new selected sub-category



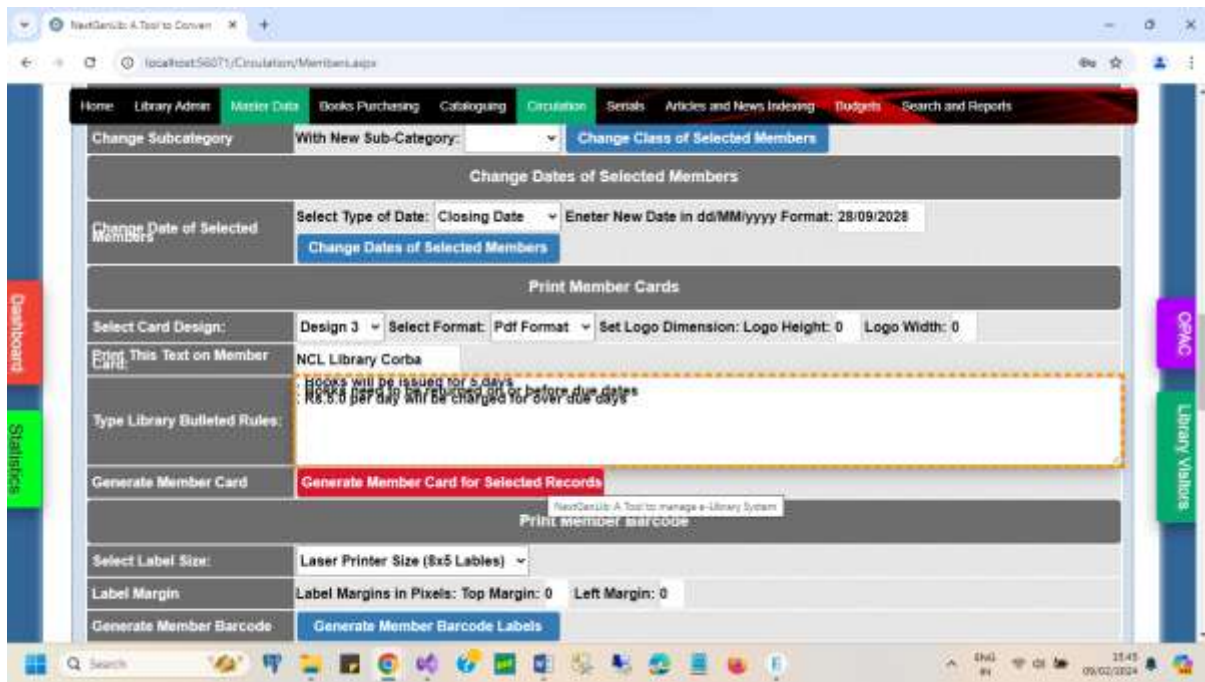
## How to Change Dates of Selected Members

- Admission Date and Closing dates are mandatory in NextGenLib at the time of registration of members
- Admission date may be current date but sometimes Closing date not fixed and thus can be given any future date.
- Sometimes, in academic libraries, members are registered class-wise and Closing date is assigned for one year session. On passing the existing class the students are promoted to next class. In this case, Closing date is required to be changed in bulk for selected members.
- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Go to Search Pane to search the member with various options
- Search based on sub-category e.g. Class XI students and press search button. All class XI students will be appear in result.
- Select all these students from right side
- Enter a new date of future or one session in the New Date text box in dd/MM/yyyy format
- Press CHANGE DATE OF SELECTED Members



## How to Print Member Cards

- Member cards can be printed of selected members after search.
- Member cards can only be printed either on Laser Printer
- Go to Member Registration Tab on the Member Management Form under Circulation Module of the software
- Go to Search Pane to search the member with various options
- One result appear then select the option :- Laser Printer or Barcode Printer
- In case Laser Printer is selected - then select the Design Number as there are about 12 designs. Designs are added as per requirement of the library.
- Optionally you can enter desired text in the Text Box namely - ENTER TEXT TO BE PRINTED ON EVERY MEMBER CARD
- Few of designs print cards on both side, back side may have rules. Library rules to be printed on back of the card should be enter here in the text box given. Rules must be entered in bullet fashion
- Press GENERATE MEMBER CARD of Selected Members button



## How to Print Member Barcodes

- Member Barcards can only be printed either on Laser Printer or Barcode Printer
- For barcode printer - library needs to provide PRN file from printer vendor to software agency required for integration of barcode printer with NextGenLib Software.
- Go to Search Pane to search the member with various options
- Select the desired member records from result grid
- In case, Laser printer is selected then select the size of the label from drop-down
- Optionally type some text to be printed on every barcode label
- Press GENERATE BARCODE LABELS

**NOTE:** Left And Top margin of the print may be adjusted with two text boxes given in the same place where you need to enter some numbers as pixel and make test for some printouts.

## 8.2. Form No. 2 - Issue / Return / Renewal / Reserve

This form is used for issue and return activity where Member No. is typed and accession no. is submitted for issue of the books. During issue, system checks entitlement, due days etc. defined under sub-category of members.

### 8.2.1. How to Issue and Reserve Copies

- This Tab is used to Issue and Reserve the copy
- Enter Member Number in the text box and press enter - details of member will be filled in
- Enter Accession number of the copy being issued
- Copy details will be filled in
- Press ISSUE or RESERVE Button

NOTE: Books can only be reserved if it is already issued to any other member

NOTE: On issue, message will go in email of member and librarian with due date and other details.

NOTE: A copy will be issued after following four conditions are found true:-

1. Member account should not be expired.
2. Entitlement of member should not be full / quantity of books already issued should not be equal to quantity of books to be issued less
3. Copy status should be available only

The screenshot displays the 'CIRCULATION PROCESS FORM' in a web browser. The 'Issue & Reserve' tab is selected. The form is divided into two steps:

**STEP 1: Display Member Record:**

Member No*	2	HELP: Type Member Number and press Tab or Scan from barcode, 2	
Member Name *	SURINDER SINGH		
Member Category	TEACHERS	Status	Current
Member Sub Category	PGT		
Entitlement	5	Due Days	30
		Already Issued	1
		Over-Ride? N	Mobile No
Email	xyz@gmail.com	Admission Date	15/07/2024
		Closing Date	10/08/2025
No. of Copies already overdue	1 No more Issue if any copy is Overdue (Library Setting): N		

**STEP 2: Select Category of Documents & Display Doc Record:**

Accession Number *	5	Bibliographic Level	Monographs and Books
--------------------	---	---------------------	----------------------

### 8.2.2. How to Return / Renew Copies

- Go to Return Tab on the Issue/Return Form under Circulation module
- Enter Accession number of copy to be returned
- Check the details and Fine calculated if any
- Press RETURN Button to return copy
- On Return - mail will be delivered to Member as well as to Librarian
- In case Fine is implemented in your library and you have entered fine mode and Rates of fine per day in MEMBER SUB-CATEGORIES in Manage Members form - then fine will be calculated on return time.
- In case you wish to RENEW Copy if already issued to the same member - then after displaying copy details - press RENEW button - on renewal due date will be extended as per DUE DAYS saved in Member sub-category starting from current date.

NextGenLib: A Tool to Conver

nextgenlib.com/demo/Circulation/IssueReturn.aspx#

STEP 1: Select Category of Documents & Display Doc Record:  Stocks and Bonds Journal  Books/Issues

Accession No\* 8 Bib Level Monographs and Books - 9

Material Books - Document Category General Books - ISBN: 9781605660616 No GST applied :

Title Details Software Applications: Concepts, Methodologies, Tools, and Applications: Concepts, Methodologies, Tools, and Applications :By Tiako, Pierre F, New York, IGI Global, 2009, 678p.

Collection Circulation - Current Status Issued - Language: ENG

STEP 2: Circulation Data

Issue Date 22/07/2024 Issue Time 14:07:27 Due Date 21/08/2024 Return Date 03/09/2024 Return Time 10:44:01 AM

Renew Date 03/09/2024 Fine Due (Rs) 66.00 Fine To be Collected (Rs) 66.00 Exempt Total Fine?  Exempt Fine? 2

Exempt No. of Due Days HELP: Type here No. of Due Days to be deducted from Total Due days Over due Days: 13

Send Mail/SMS  Send Mail  Send SMS?

Remarks

STEP 3: Member Record:

Member No 2 Member Name Surinder Singh 2

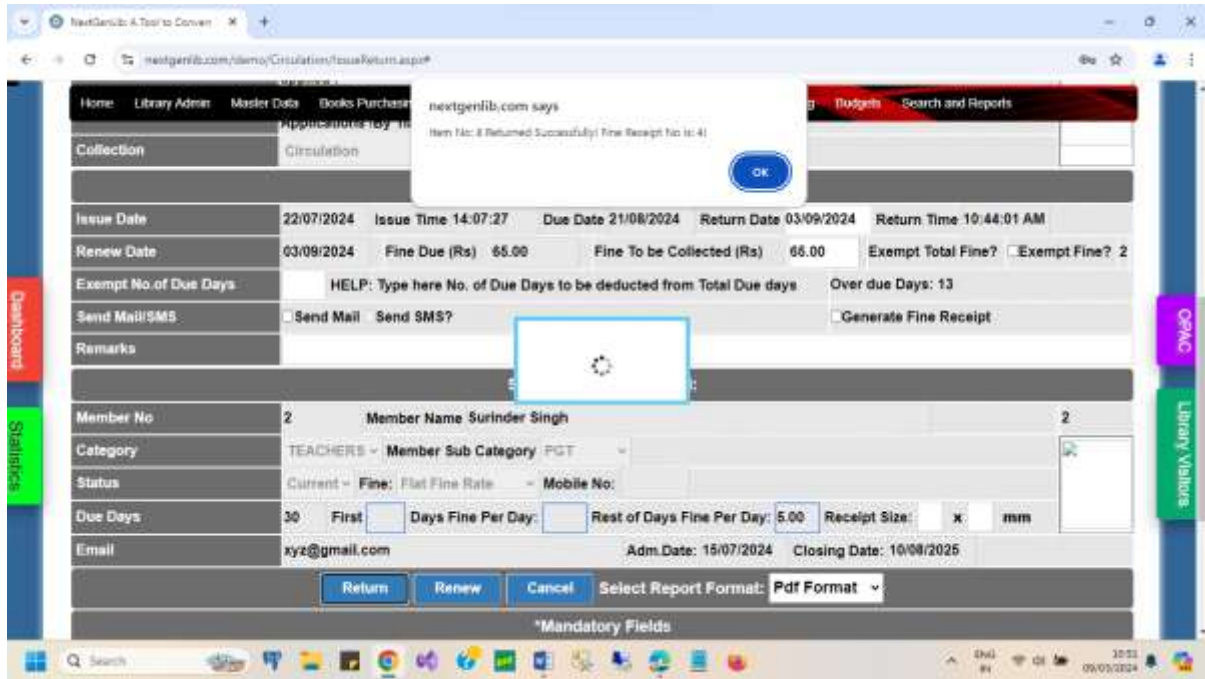
Category TEACHERS - Member Sub Category PGT -

Status Current - Fine: Flat Fine Rate - Mobile No:

10:44 09/03/2024

## How to manage Fine for Overdue

- Fine is calculated based on settings entered in member sub-categories
- Fine is calculated at the time of Return only
- There are two text boxes on Return form - Fine Due and Fine Taken. For example, sometime fine due is Rs.68 but member not having money - or member having Rs.10/= only. So in this case, Fine Taken should be entered Rs.10.00 only.
- On Pressing of Return Button - if overdue fine exists - then a payment receipt number is generated. When fine is taken short of due fine - then receipt status will be set to PENDING.
- Fines taken - all records with pmt receipt no. can be managed in RECEIPT MANAGER Form under LIB ADMIN Module
- There is another facility - on RETURN Form - there is a check box with the option - "Waive off Fine" by librarian. This will be recorded in the circulation transaction record that fine was due but waive off by librarian. Librarian should have standing approval for this power.
- Fine receipts can also be downloaded by member using OPAC or Mobile App after login.

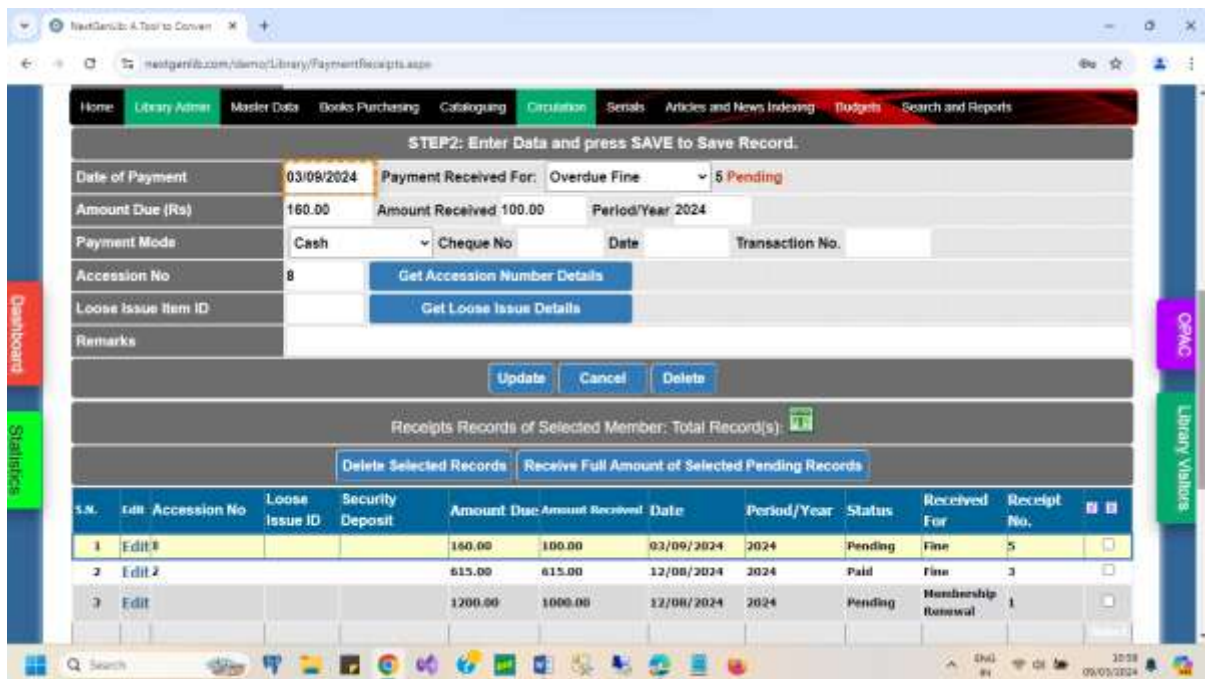


**NOTE:** In case copy is reserved by any member and when same copy is returned at circulation counter and if it is reserved by one member or more than one member then at the time of return - message will be popup that this copy is reserved first by this member and then by this member..so on.

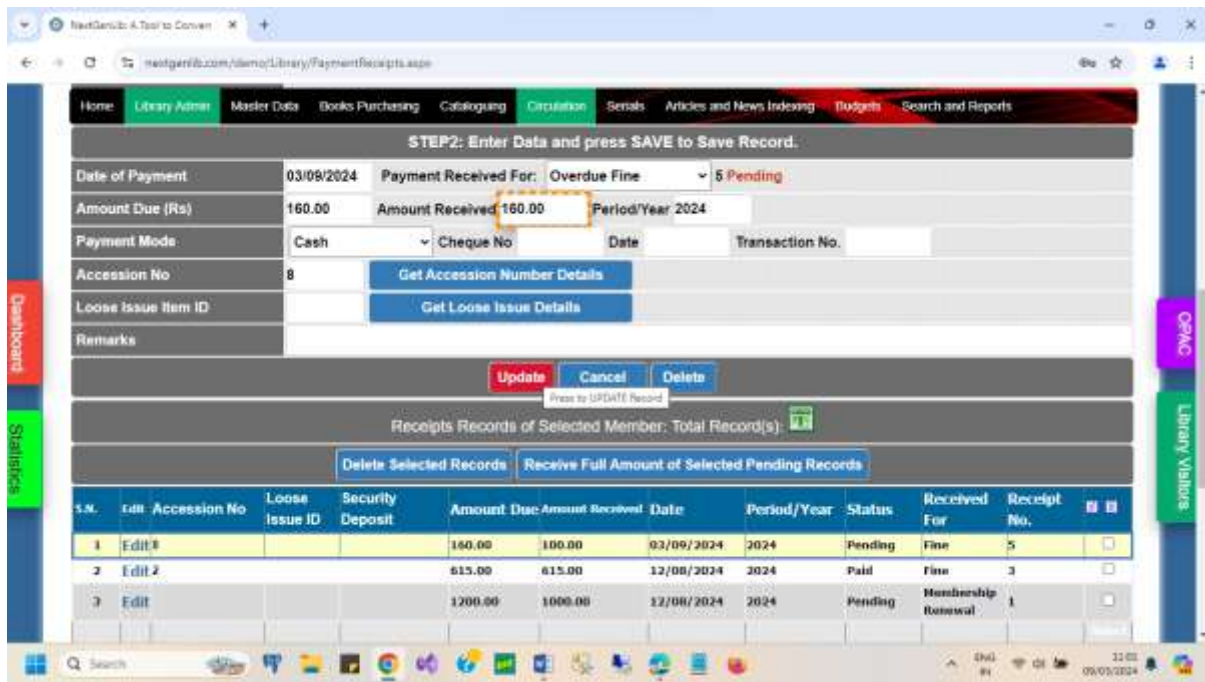
### How to Manage Payment Receipts for Overdue Fine

- Once Copy is Return with Fine, if any, then a Record of payment/Fine is created automatically in the name of the member with unique Receipt ID which is displayed as a popup message during return.
- In case Fine is taken short of what DUE, then rest of the fine can be taken later (before issuing NDC) and this PENDING Record status of Payment needs to be updated in Receipt Manager Form under LIB ADMIN Module
- So Go to Receipt Manager and search Pending Status records or search all payment records for a particular member by selecting his/her name from drop-down



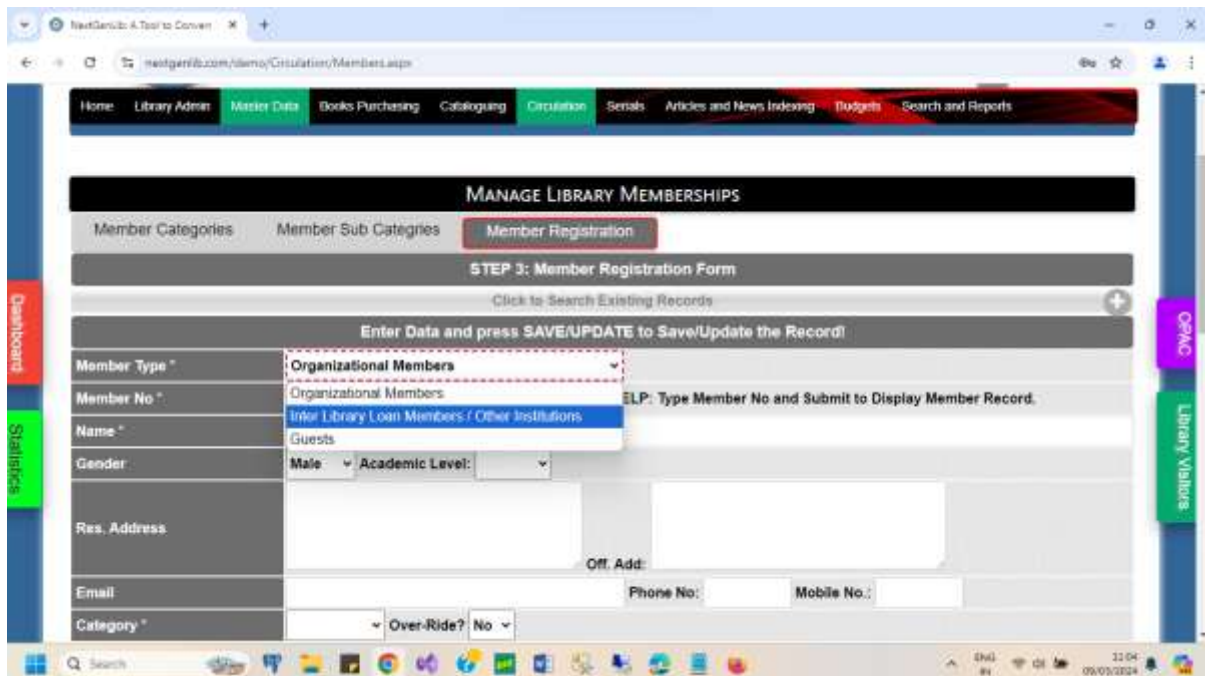


- View the Records at the Bottom of the form after selecting Member name from drop-down
- Click EDIT button of pending Record - details will be filled in the form
- Fill Amount taken/received in full with other details
- Press UPDATE Button to save the changes - now amount due and amount received are same and record status becomes PAID.



### 8.2.3. Inter Library Loan Requests

This Tab is used to issue and return of documents on Inter Library Loan. The book is issued to another institutional Member - thus member or Institution should be registered first in Member Registration form with Member Type as INTERLIBRARY LOAN



**NOTE:** Books can also be issued to Guest Members who has been registered with the approval of Librarian in Manage Guest Member Form under LIB ADMIN Module. In this case, member should be registered as Guest in above form.

## 8.3. Form No. 3 - Circulation Transactions

This form is used to search transactions based on various parameters as given in the form. The form also provides options for generation of various reports.

- Load form “Circulation Transactions” given under CIRCULATION MODULES
- Select Parameters based on search is performed.
- Transactions can be searched separately for Books and Bound Volumes of Journals as well as for Loose Issues
- One result appear then various reports are taken:-
  - Summary Report
  - Details Report
  - Workload Report - to show statistics of the work done at circulation counter
  - Most Issued Books - Number of books issued in descending order
  - Top Borrowers - List of Borrowers based on number of books issued in descending order.

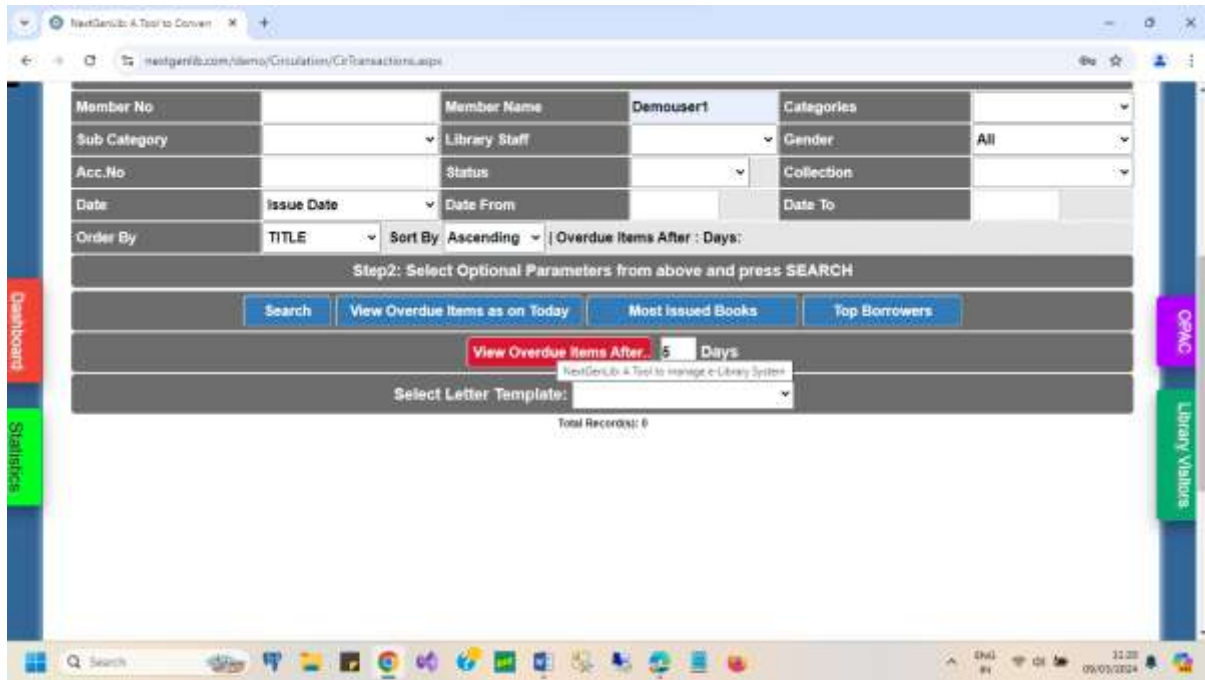
### How To send Reminder For Overdue Books

- Press VIEW OVERDUE AS ON TODAY Button - list will appear in grid
- Select Letter format and generate the Reminder in print format
- Reminders can also be delivered on member mails if registered

### How To send Reminder For Overdue Books in Advance

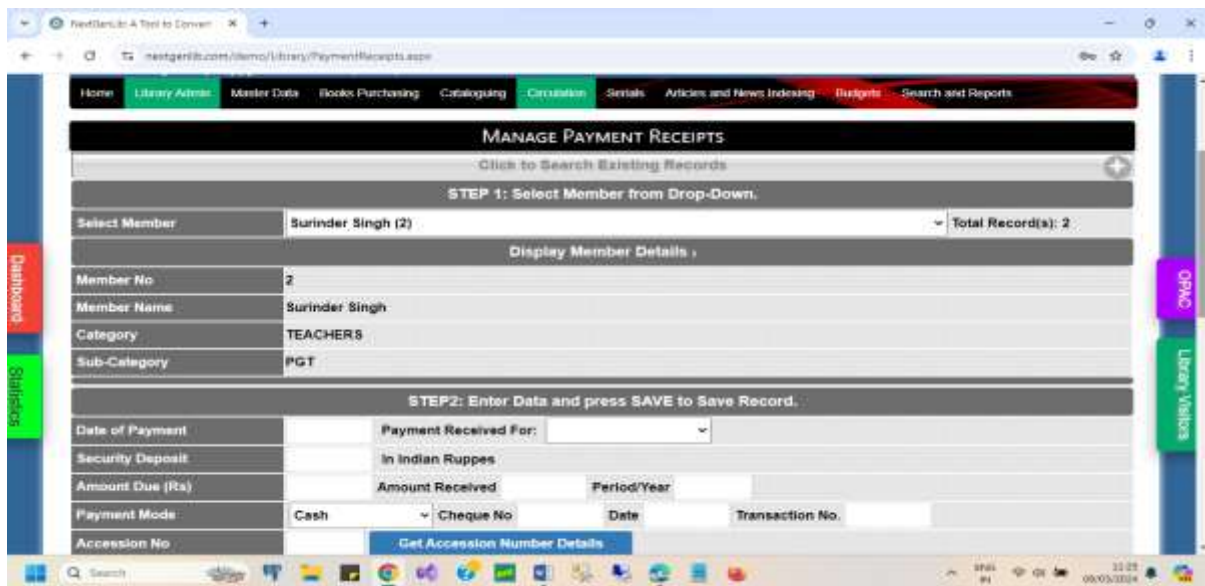
- Sometimes library needs to send overdue notice in advance, say 5 days in advance to remind the member to return books before ourdue
- Enter value as no. of days in the text box

- Press OVERDUE ITEMS AFTER..
- Select Letter Template for Over due Notice.
- Then take print of the overdue notice or send in mail



## 8.4. Form No.4 - Manage Payment Receipts

This form is duplicate, which is already under LIB ADMIN module accessible to Librarian only. The payment of various kinds taken from members are managed on this form. Payments for New Memberships, Member Renewal, Lost of Books, etc. can be taken by creating a new record. While payment taken against OVERDUE Fines are created automatically by the software during return of the book if fine is due.



## How to Generate New Payment Record

- Select Member Name from drop-down
- Enter payment details in the form
- Select Reason of taking payment from drop-down
- In case payment is being taken for loss of books then enter Accession no. in case of books or bound volume of journals or Item Id in case of loose issue of journals
- Press SAVE Button to save the record

## How to Search and Edit Payments Records

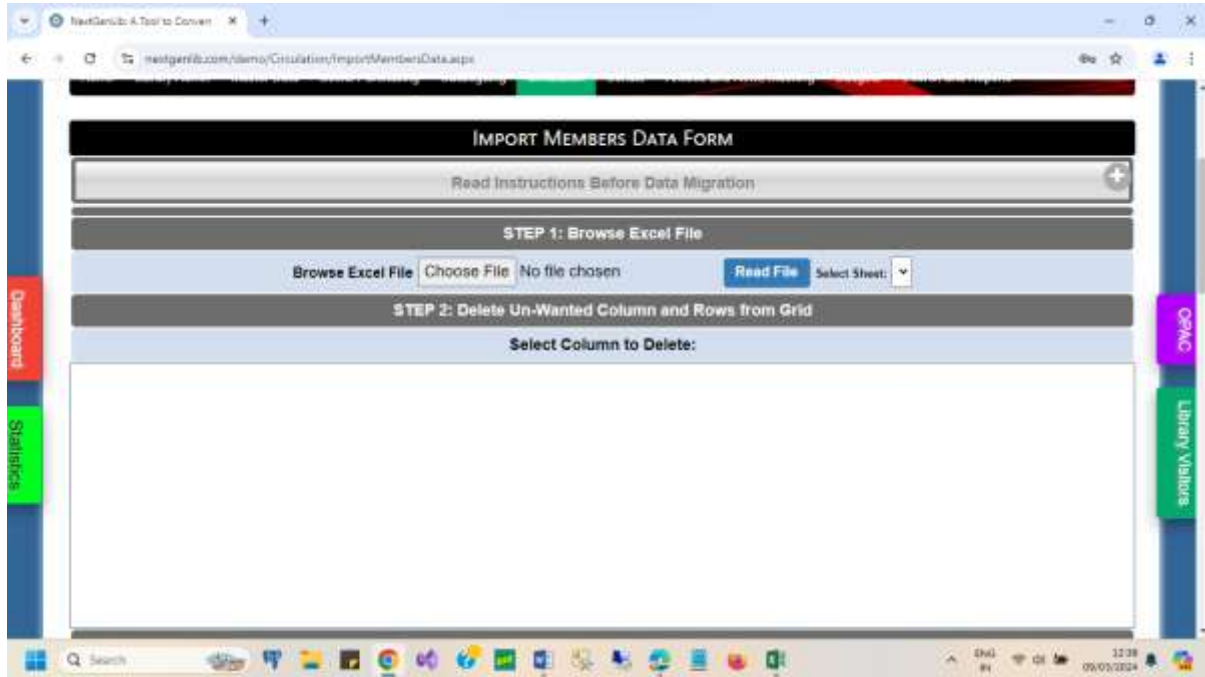
- Go to search pane on the top of the form
- Select parameter for search
- Enter value of parameter selected
- Press SEARCH button.
- You can search all records without giving parameter and just press search button
- Once result appear then press EDIT button to edit the record

S.N.	Edit	Acc. No.	Loose Issue ID	Security Deposit	Amount Due	Amount Received	Date	Period/Year	Status	Received For	MEM No	Name
1	Edit 1				1200.00	1000.00	12/08/2024	2024	Pending	Membership Renewal	3745	Sharad Kumar
2	Edit 5				155.00	155.00	12/08/2024	2024	Paid	Fine	3	Surinder Singh
3	Edit 2				615.00	615.00	12/08/2024	2024	Paid	Fine	3745	Sharad Kumar
4	Edit 4				85.00	85.00	03/09/2024	2024	Paid	Fine	3	Surinder Singh
5	Edit 3				180.00	100.00	03/09/2024	2024	Pending	Fine	3745	Sharad Kumar

**NOTE:** There are PAID status of payment records if amount received in full, or PENDING if payment has not been received full. Records can also be searched based on status also.

## 8.5. Form No.5 - Import Member Data from Excel

This form is used to import member data from excel sheets.



The excel must contain the data for mandatory fields as given below:

- Member No.
- Member Name
- Category
- Sub-Category
- Gender (M/F/O)
- EMAIL
- Admission Date (MM/dd/yyyy) - in 10 digits
- Closing Date (MM/dd/yyyy) - in 10 digits

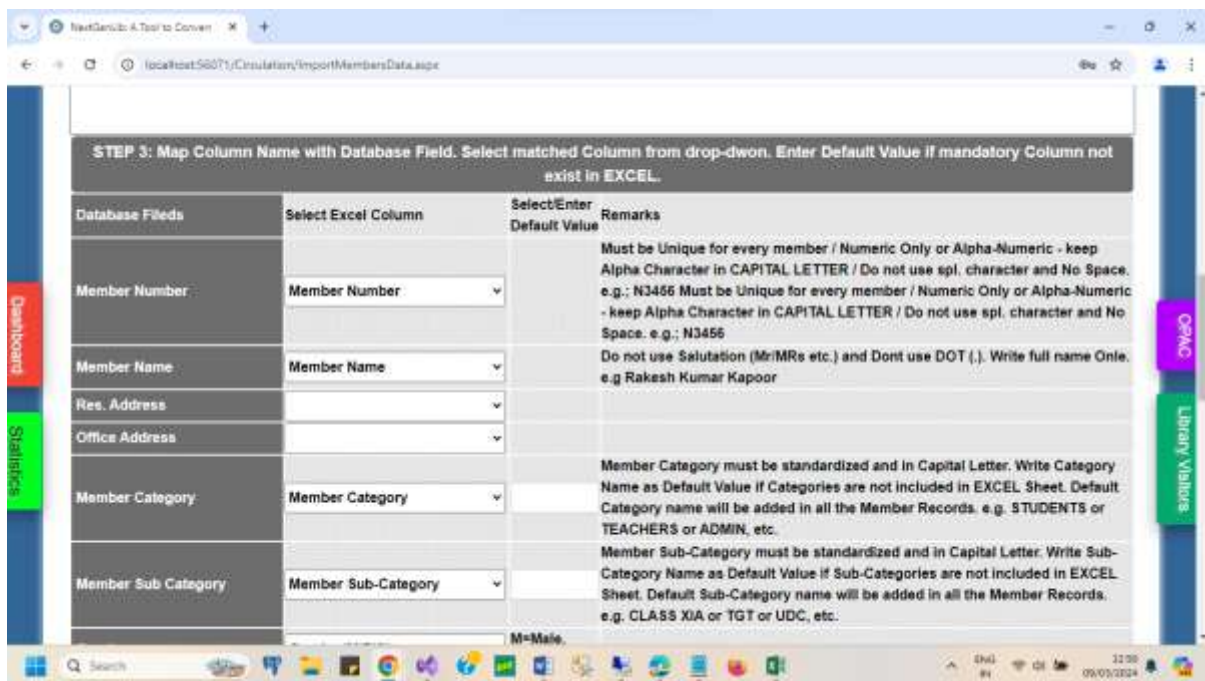
Besides, other columns may also be accommodated if given in the excel file. During migration, default values can be given/selected for mandatory fields.

### How to Import Member Data from Excel

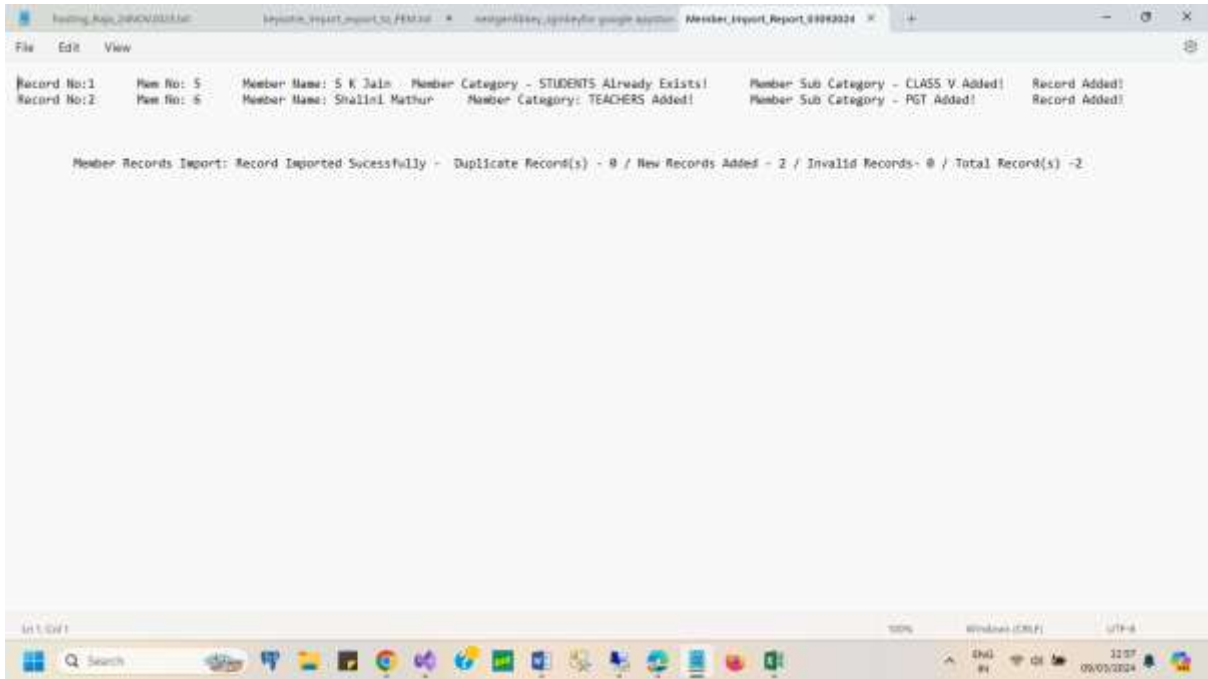
- Step 1 - Browse Excel file saved in your desktop
- Step 2 - Press Read File Button to read the uploaded file - on reading all available sheets in excel file will be filled in drop-down
- Step 3 - Select Sheet from drop-down in which records are seen in grid below. Sometimes blank sheets may also be available in excel file
- Step 4 - You can delete rows or column if you wish before migration
- Step 5 - Map all available columns with the database fields listed in the form
  - In case Member Categories and sub-categories already added in software then write same categories in the excel. In case categories not saved in excel then write the category name in default text box

on the form against member category and sub-category. These names will be saved with each record

- Admission date and closing date must be MM/dd/yyyy. In case, note saved in excel then one date may be written in default text box which will be saved in all imported records
- Press VERIFY RECORDS - it will generate a text report where you can see if any mistake is there in any record.
- Finally press MIGRATE button to migrate in database
- Once members migrated then you can verify few records, and can edit record if required.
- On Migration - Password will not be created, therefore, u need to search all migrated records and create password to be sent in mail by pressing RESET PASSWORD button under search pane.



After Migration, a report is displayed for details

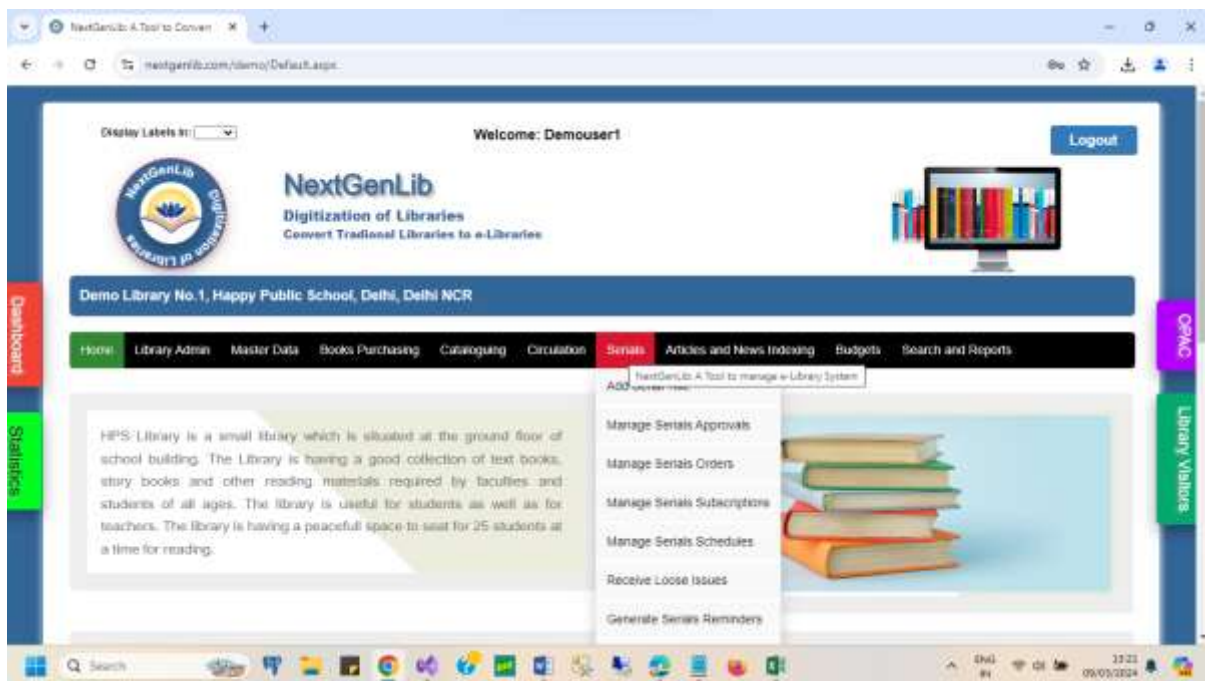




## Chapter 9: Serials Module

This module is used to manage journals/magazine/newspapers subscriptions in a library. Following forms are used:-

- Form No.1 - Add New Serial Title Details
- Form No.2 - Manage Serials Approvals
- Form No.3 - Manage Serials Orders
- Form No.4 - Manage Subscriptions
- Form No.5 - Manage Schedule
- Form No.6 - Receive Loose Issues
- Form No.7 - Generate Reminders
- Form No.8 - Manage Bound Volumes

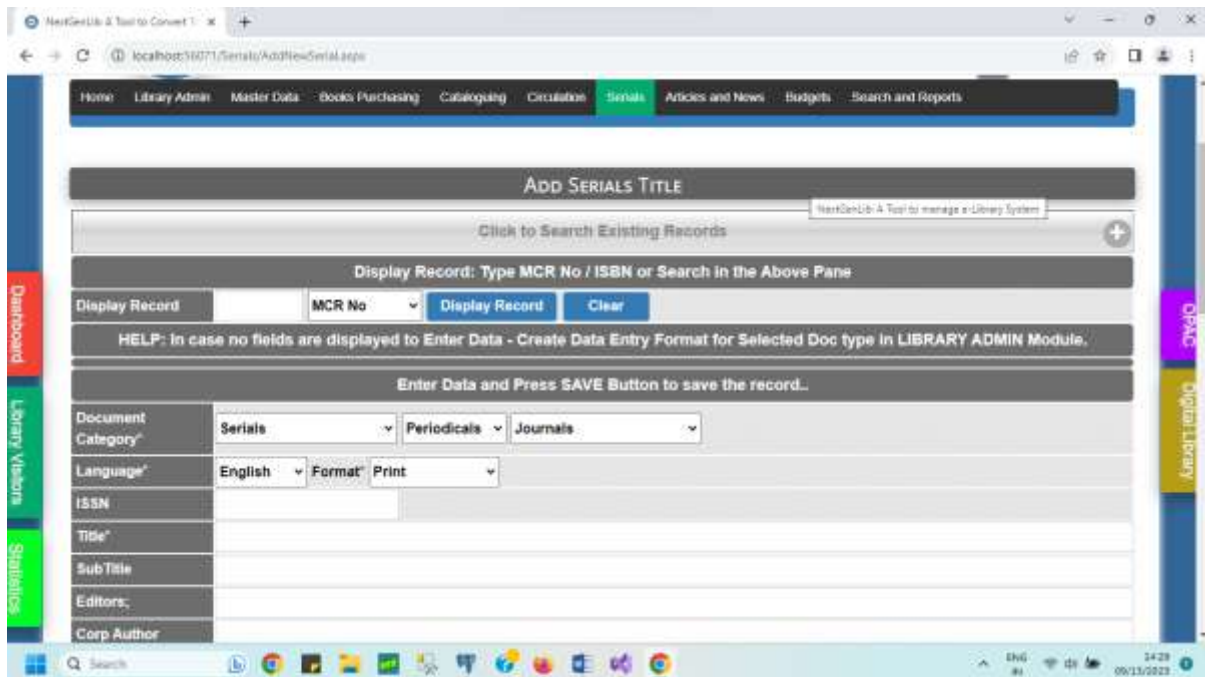


### 9.1. Form No.1 - Add New Serial Title Details

This form is used to add details of new serial title if not already exist. Library staff should search for duplicacy and check if title already created by any other library. If already created then use its MCR No. to display the title for verification.

- Load Add New Serial form under SERIALS Module
- Select Material Type from drop-down - Journals / Newspapers
- Select Document Type - Newspaper, Journals, Magazines etc.
- Select Language of the Title
- Select Format - Print, Electronic or others
- Enter ISSN No, if any

- Enter TITLE - while start typing first letter in the Title text box - software will match if already same title exists as there may be possibility that same title already entered by your library or any other library in the same instance. In case, Title exactly matched then you can display matched title to verify further.
- Duplicate Title will not be accepted
- Enter other fields
- Enter Place of Publication and select country of publication
- Enter Publisher name - in case already saved in database - software will match it
- Upload Cover Photo Image, if any
- Upload digital files if any and define access permission to read and download the digital file to be uploaded
- Add Serials History if known
- Add Subscription Details - Select YES against subscription if currently subscribed
- Press SAVE Button to SAVE the record



The screenshot displays the 'Serials' form in the NextGenLib application. The form is divided into several sections:

- Upload Digital Files-Book/Chapter:** Includes a 'Choose File' button and a note: 'Upload pdf/image/TIFF/movies/mp4/mp3 files. Only Compressed files are allowed! (Must be Compliant with Copyright Act of India)'.
- Access Permission:** Radio buttons for 'Access to Public', 'Access to My Members Only', and 'Access to All Members in my Cluster'.
- Serial Start History:** A table with columns for CODEN, Start Volume, Start Issue, Start Month, and Start Year. The current record shows CODEN 'JLA', Start Volume '1', Start Issue '1', Start Month 'January', and Start Year '1990'.
- Serial Subscription History:** A table with columns for Subscribed?, Start Volume, Start Issue, Start Month, and Start Year. The current record shows Subscribed? 'Yes', Start Volume '26', Start Issue '1', Start Month 'January', and Start Year '2024'.
- \* Mandatory Fields:** A section for mandatory fields.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

## How to Edit Serial Title

- Go To Search pane given on the top of the form
- Search existing serials title by using various options
- Click EDIT button from results - Title details will be filled in the form
- Change desired data
- Press UPDATE button to save the record

**NOTE:** Title can only be deleted if no library using the title for subscription and no child records exist

## 9.2. Form No.2 - Manage Serials Approvals

In case, you wish to subscribe the title then below steps are required. In case you do not wish to subscribe the title and just wish to add bound volumes then you may go on Manage Bound Volumes Form.

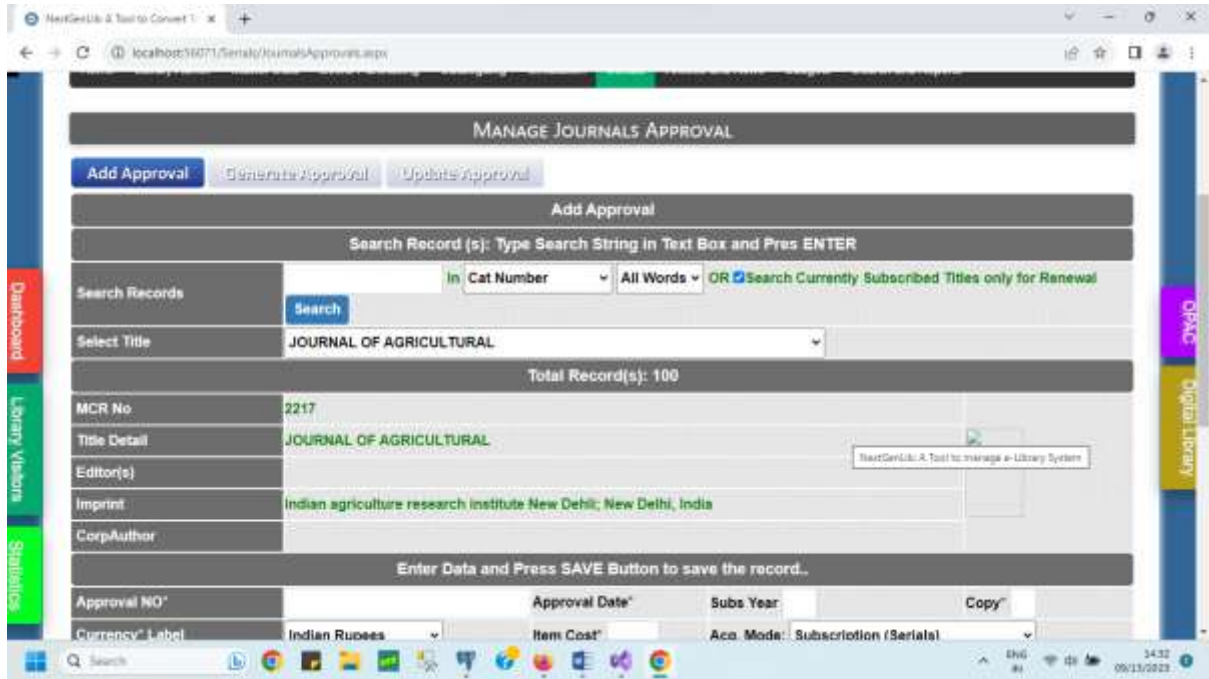
You may need to take approvals every year for new title as well as for renewal of subscription

This form is having three tabs for the following steps:-

Tab No. 1: Add Serial approval details for each title every year

Tab No. 2: Generate Approval and send to the Library Committee for approval

Tab No. 3: Update approval record as per committee approval/rejection



## Tab No.1 How to Add Approval Records

- Go to Manage Approval Form under SERIALS Module
- Go to First Tab - Add Approvals
- Search Title by various parameters. Or just press SEARCH button - last 100 records will be displayed in the drop-down
- Select desired title from drop-down
- On Selection - title details will be displayed below
- On year basis - approval can be added one time in a subscription year
- Add Approval number which should be unique and not already used.
- Add other details including subscription year in yyyy format
- Press SAVE Button to save the record

**NOTE:** To club many titles use same approval number.

**NOTE:** The saved record can be seen at the bottom of the form - and it can be deleted if further not processed. It can be edited before going to next step.

**NOTE:** New Record status will be REQUESTED

S.N. Edit	Approval No	Approval Date	Year	Status	Copy Proposed	Currency	Item Cost	
1	WPS/J/2024/12		2024	Requested	1	INR	600.00	

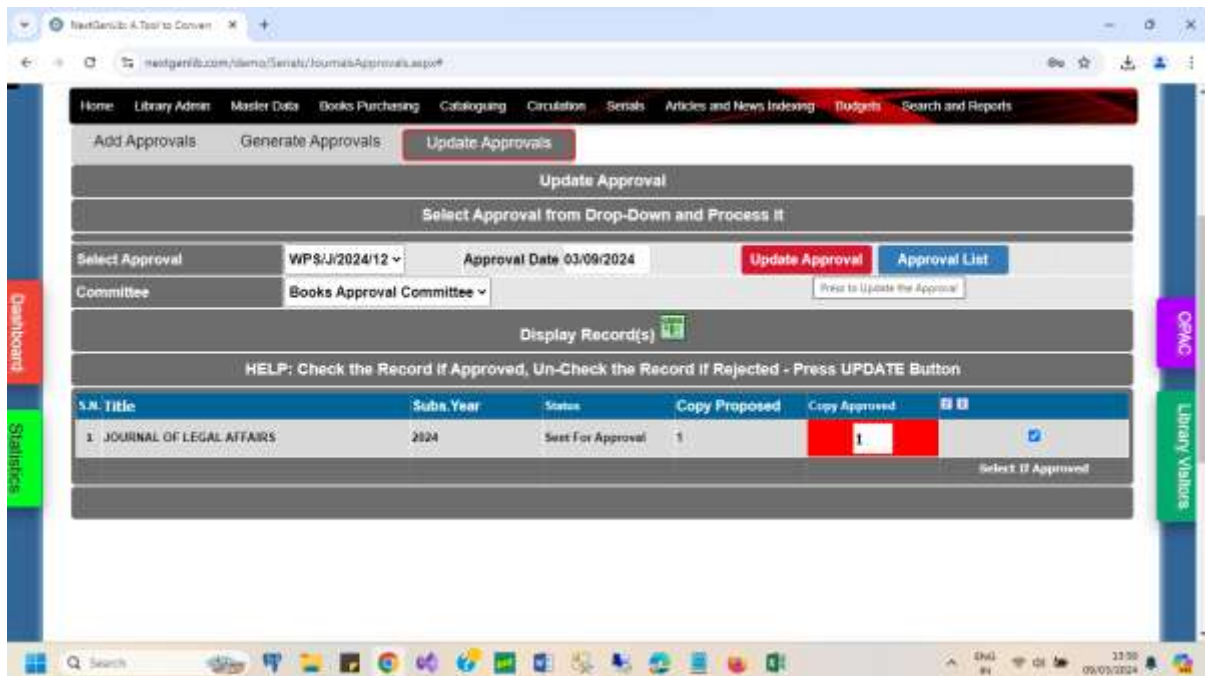
## Tab No.2. Generate Approvals

- Select the Approval Number from drop-down
- Select the Committee from drop-down. In case committee record not there then you need to create committee record in Manage Library Committees under Master Data Module

- Press Process Button to submit records to the committee
- Take Print - select Letter Template for Journals Approval from drop-down and print format to generate print. In case, Journals Approval Letter format not created then create it first under LIB ADMIN Module
- Now the status will be SENT FOR APPROVALS

### Tab No.3. Update Approvals

- Go to third tab and select approval from drop-down
- On selection -details will be filled in
- Select selected records from right side if Approved. Rejected records should not be selected
- Enter quantity approved
- Press UPDATE Button to save the records

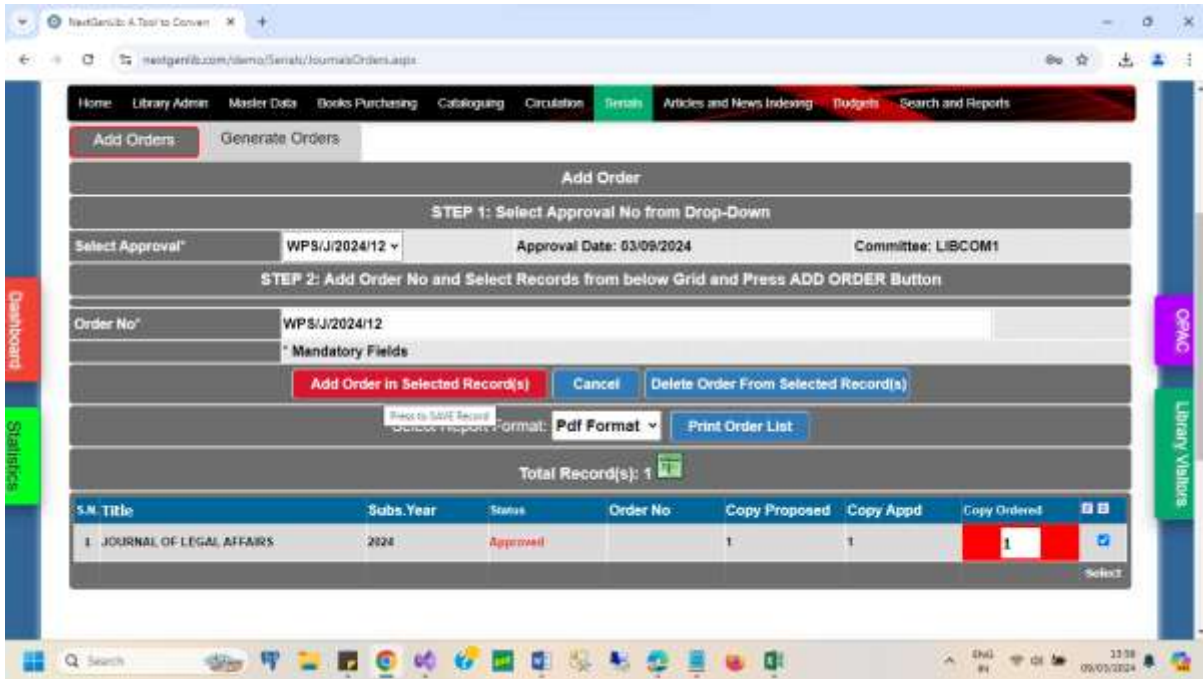


### 9.3. Form No.3 - Manage Serials Orders

This form is used to manage the journals order. The form is having two tabs:-  
 Tab No. 1 - Add Order details in the record approved by library committee in last step

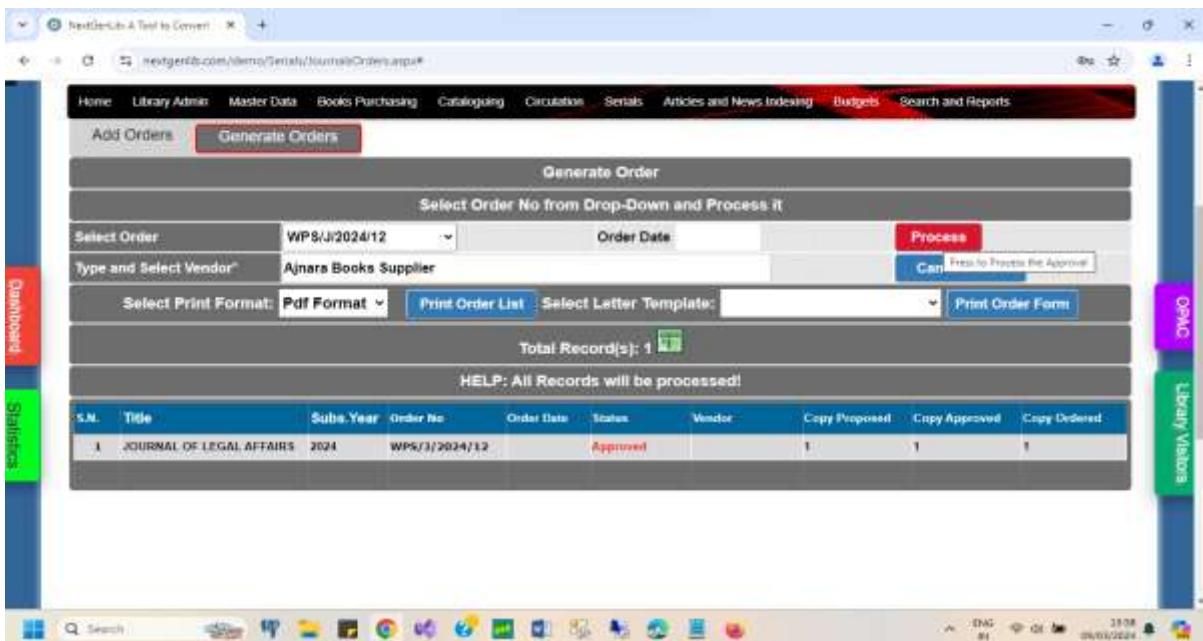
#### Tab 1 - How to Add Order Number

- Select Approval number from drop-down
- Enter Unique Order No not already used
- Select Records from grid
- Press ADD ORDER NO IN SELECTED RECORDS
- Then go to next Tab - Generate Orders



**Tab No.2 - Generate Order and send copy by post to the selected vendor.**

- Select Order Number from drop-down
- Type Vendor - it will matched with saved vendor. In case no vendor exists then first vendor in vendor directory under Master Data Module
- Press PROCESS button



- Now status of the records will be Ordered
- Generate Print copy of order by selecting letter template if already created.
- Select Print format and generate Print of the order

## 9.4. Form No.4 - Manage Subscriptions

This form is used to save the subscription details of every journal title ordered in last step. In case, it is renewal then data can be fetched from prev. year.

The screenshot displays the 'MANAGE JOURNALS SUBSCRIPTION' web application. The main content area is divided into several sections:

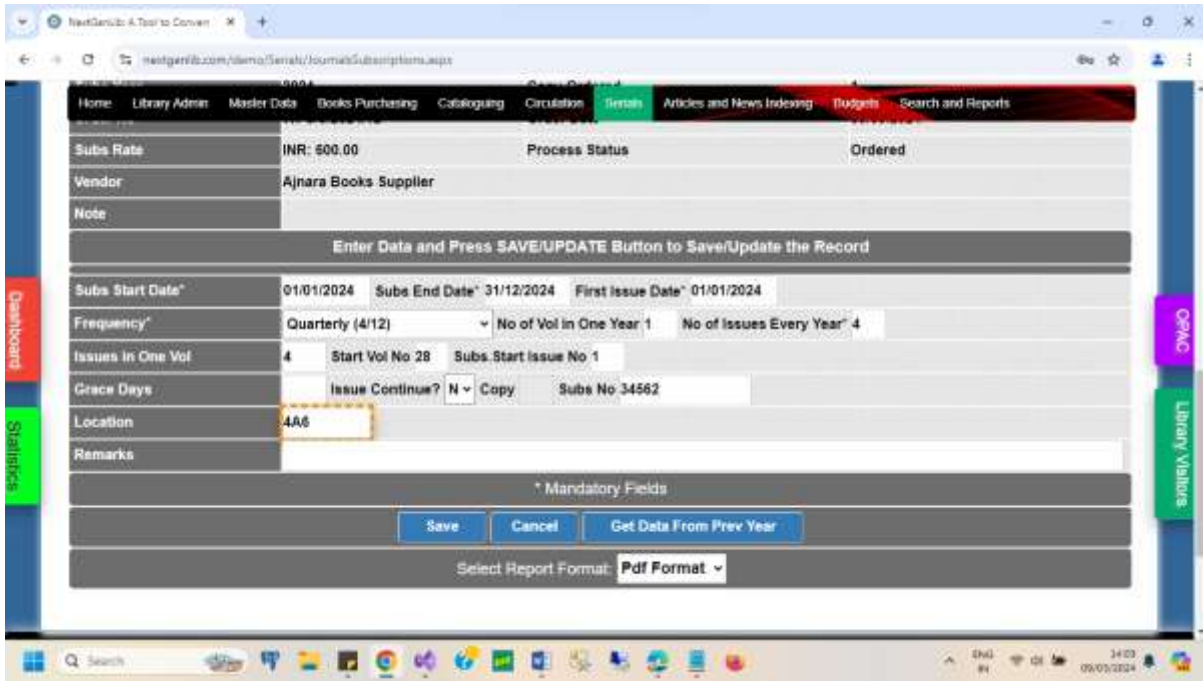
- Header:** 'MANAGE JOURNALS SUBSCRIPTION' and 'Add Subscription Record'.
- STEP 1:** Search Record (s): Type Search String in Text Box and Pres ENTER / Display Title Details. Search criteria include 'In: Cat Number', 'All Words', and 'Search Serials Ordered during Current Year Only'. A 'Search' button is present.
- Title Details:**
  - MCR No: 2092
  - Title Details: INDIAN JOURNAL OF CHEMISTRY SECTION A: organic chemistry
  - Editor(s): dodiya.n
  - Imprint: NISCAIR; delhi
  - Corp Author: (empty)
- STEP 2:** Select Subscription Year to Display Acquisition Details: 2023 (dropdown menu).
- Acquisition Details:**
  - ACQ ID: 3007
  - Acquisition Mode: B
  - Committee: LC

### How to Add Subscription Details

- Go to Subscription details form
- Search the Title with various parameters or press SEARCH button - last 100 titles will be filled in drop-down
- Select title from drop-down - all details will be displayed
- Select Subscription year from drop-down below title details
- Enter details in text box with correct dates and figures
- Press SAVE Button to save the record

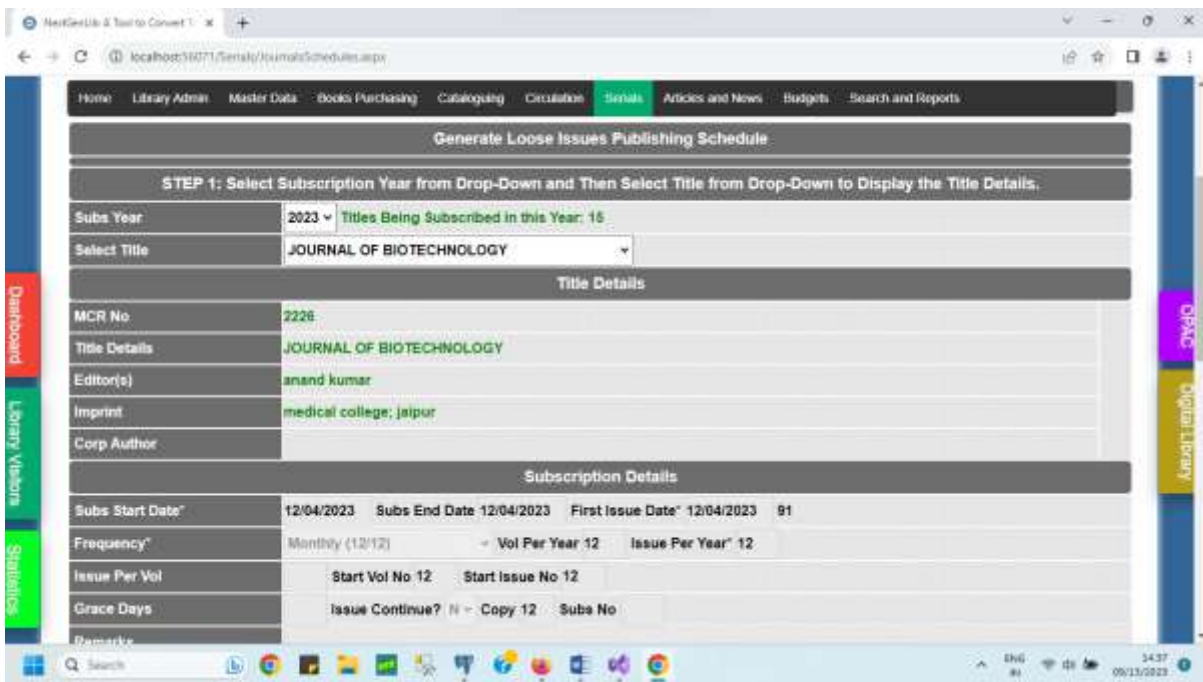
**NOTE:** This record can be edited in the same way before generating schedule in the next form





## 9.5. Form No.5 - Manage Schedule

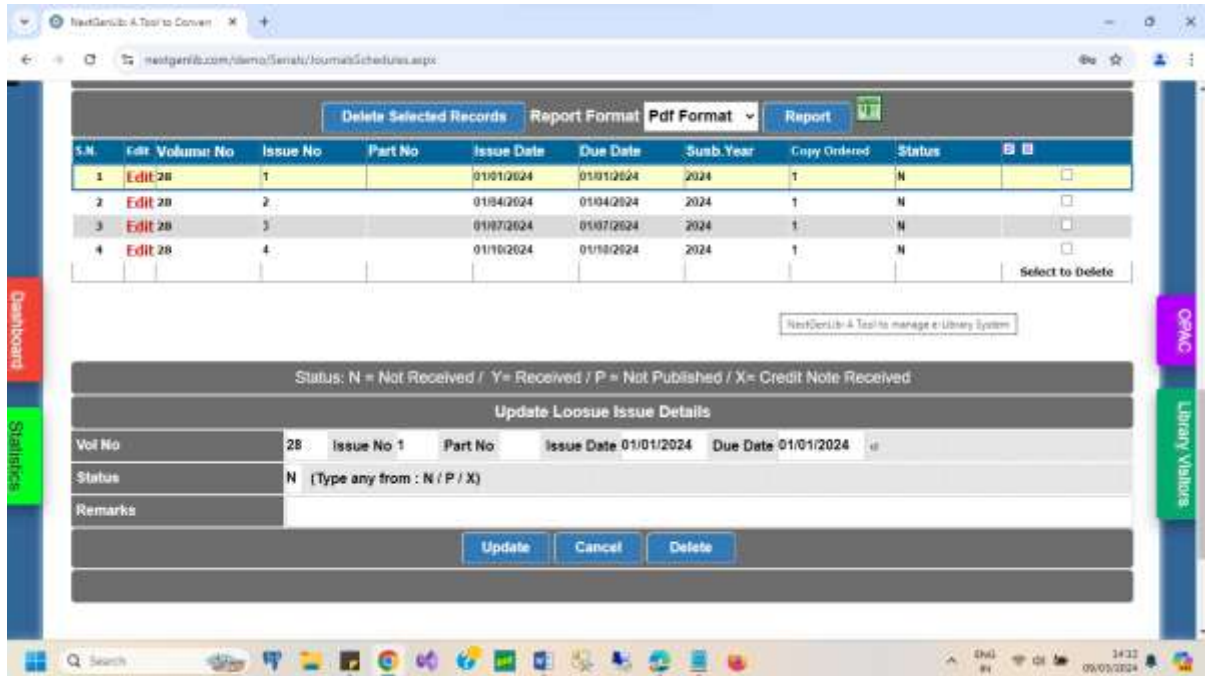
This form is used to generate the schedule of every journal ordered based on subscription details entered in the last step.



### How to generate Schedule

- Press GENERATE Button given on the bottom of the record details
- Software will generate schedule of loose issues date wise based on the subscription details saved in prev. form

- After generation of schedule - u can edit a particular records and can modify dates etc to adjust it further.
- New Records can be added manually ty typing details in below form and press SAVE record.
- Two records can be merged - delete one record and edit remaining record



## How to Tag Record Not Published and Not supplied

- Select desired record and press EDIT Button - details will be displayed in the text boxes
- Enter N for not published or X = if not supplied and credit note/amount received from supplier
- Press UPDATE Button to save changes
- These tagged records will not be included in reminder to publisher

The screenshot displays the 'Journal Schedules' page in the NextGenLib application. At the top, there are buttons for 'Delete Selected Records', 'Report Format', 'Pdf Format', and 'Report'. Below this is a table with the following columns: S.N., Edit, Volume No, Issue No, Part No, Issue Date, Due Date, Subj. Year, Copy Ordered, Status, and a checkbox. The table contains four rows of data:

S.N.	Edit	Volume No	Issue No	Part No	Issue Date	Due Date	Subj. Year	Copy Ordered	Status	
1	Edit 28	1			01/01/2024	01/01/2024	2024	1	N	<input type="checkbox"/>
2	Edit 28	2			01/04/2024	01/04/2024	2024	1	N	<input type="checkbox"/>
3	Edit 28	3			01/07/2024	01/07/2024	2024	1	N	<input type="checkbox"/>
4	Edit 28	4			01/10/2024	01/10/2024	2024	1	N	<input type="checkbox"/>

Below the table is a 'Status: N = Not Received / Y = Received / P = Not Published / X = Credit Note Received' legend. Underneath is the 'Update Loose Issue Details' form with the following fields:

- Vol No: 28
- Issue No: 1
- Part No: [empty]
- Issue Date: 01/01/2024
- Due Date: 01/01/2024
- Status: N (Type any from : N / P / X)
- Remarks: [empty]

At the bottom of the form are 'Update', 'Cancel', and 'Delete' buttons. The application interface includes a sidebar with 'Dashboard' and 'Statistics' on the left, and 'OPAC' and 'Library Visitors' on the right. The Windows taskbar is visible at the bottom of the browser window.

**NOTE:** Each issue can be added, one by one, manually by typing the data in case journal is irregular. Even, each issue details can be edited/adjusted by pressing the Edit link in the result grid.

**NOTE:** Issues can be deleted, two or more issues can be merged or splitted as per library requirements.

## 9.6. Form No.6 - Receive Loose Issues

This form is used to receive loose issue whenever coming to library. While loose issue is received, system generates a unique ITEM ID for each issue which should be written on the issue or label may be pasted. The ITEM ID is used to issue/return the loose issue in circulation module.

NextGenLib & Tail to Convert 1

localhost:3071/SERIALS/ReceiveLooseIssues.aspx

Home Library Admin Master Data Books Purchasing Cataloguing Circulation SERIALS Articles and News Budgets Search and Reports

STEP 2: Select Loose Issue from Below Grid and press Receive Link Total Record(s): 12

	Select	25	3	01/03/2023	01/03/2023	1	N
4	Select	25	4	01/04/2023	01/04/2023	1	N
5	Select	25	5	01/05/2023	01/05/2023	1	N
6	Select	25	6	01/06/2023	01/06/2023	1	N
7	Select	26	1	01/07/2023	01/07/2023	1	N
8	Select	26	2	01/08/2023	01/08/2023	1	X
9	Select	26	3	01/09/2023	01/09/2023	1	N
10	Select	26	4	01/10/2023	01/10/2023	1	N
11	Select	26	5	01/11/2023	01/11/2023	1	N
12	Select	26	6	01/12/2023	01/12/2023	1	N

Status: N = Not Received / Y = Received / P = Not Published / X = Credit Note Received

STEP 3: Select Record from Above Grid and Press Receive Button

Vol No	Issue No	Part No	Issue Date	Due Date	Date Recd
Status/Recd?	Copy Being Recd*	(For Un-Recv Copy, Plz use Minus Sign (-), e.g. -2)			
Type of Issue	Normal Supplement Special Index Copy Already Recd				
Remarks					
Upload Digital Full Issue	Choose file	No file chosen	Upload PDF File Only! Must be compliant with Copyright Act of India		
Access to Digital Full Issue	Access to Public Access to My Members Only Access to All Members in my Cluster				

Dashboard Library Admin Master Data Books Purchasing Cataloguing Circulation SERIALS Articles and News Budgets Search and Reports

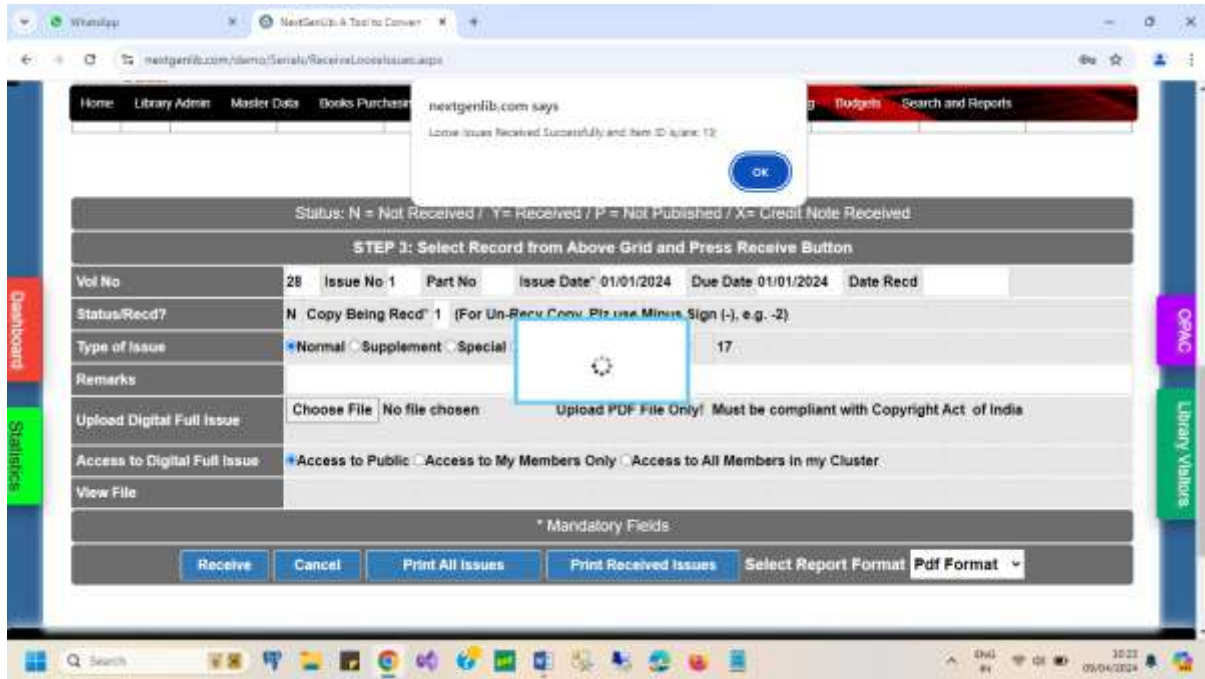
OPAC Digital Library

124 | Page User Manual Ver. 1.0

## How to Receive Loose Issues

- Load Receive Loose Issues Form given under SERIALS Module
- Select subscription year from drop-down
- Select Title from drop-down
- All loose issues generated in last form filled in grid
- Click SELECT from left side of desired record
- Details of Loose issue will be filled in the form
- Change the details, if required
- Press RECEIVE Button
- On receiving the copy(ies) - a unique ITEM ID is generated for each copy which can be used for issue/return of loose issue and thus, better to write it on the loose issue or print a barcode label from that id and past on the issue.

**NOTE:** You can upload a digital copy of loose issue, if any using browse button given on the form with issue details. In that case you need to select access rights to be given to members to download digital file.



## How to Un-Receive Copies

- Sometimes library needs to un-receive the received copies
- Click the received record from grid
- Enter MINUS with number of copies received. E.g. -1 means 1 copy will be deleted

## 9.7. Form No.7 - Generate Reminders

This form is used to generate reminders for loose issues not received in library as per schedule. Reminders can be send by mail or in print.

### How To Generate Reminders

- Load the Generate Reminder Form under SERIALS module
- Select parameters to search un-received issues.
- Reminder can be generated for single title or all title subscribed from vendor or all titles being subscribed from various vendors
- Reminders can be printed on printer or sent in mail of vendor
- You need to create a Reminder Letter Format in Master Module
- Press SEARCH Button to see the list of un-receive list
- Select Letter format
- Select Print format
- Press GENERATE REMINDER

S.N.	View	Title	Vol.No	Issue No	Part No	Issue Date	Due Date	Copy Ord	Recd?	Copy Recd	Subn Year
1	Select	COMPUTER JOURNAL	1	1		28/08/2016	27/09/2016	1	N		2016
2	Select	Rural India	1	1		18/02/2023	28/02/2023	1	N		2023
3	Select	THE HINDU	1	1		01/04/2023	03/04/2023	1	N		2023
4	Select	PREVENTION OF CHILDREN FROM SEXUAL OFFENCE	1	1		09/11/2022	03/11/2022	1	N		2022
5	Select	SHROTH	1	1		01/01/2018	01/01/2018	1	N		2018
6	Select	JOURNAL OF BOTANY	1	2		01/04/2019	01/04/2019	1	N		2019
7	Select	INFORMATION MANAGEMENT	1	2		01/05/2022	01/05/2022	4	N		2022
8	Select	SHROTH	1	2		01/02/2018	01/02/2018	1	N		2018

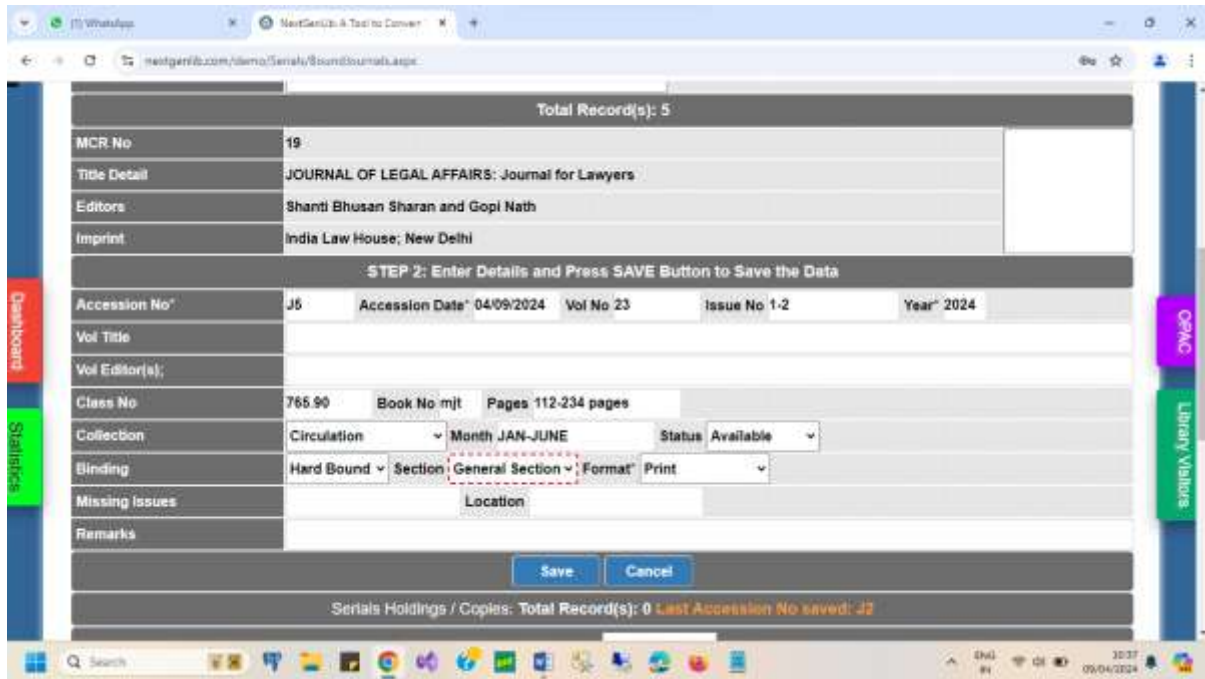
## 9.8. Form No.8 - Manage Bound Volumes

This form is used to enter bound volumes details for journals available in a library.

### How to Add Bound Volumes Records

- Load the Last form given in SERIALS Module
- Search Title with various parameters
- Select Title from drop-down

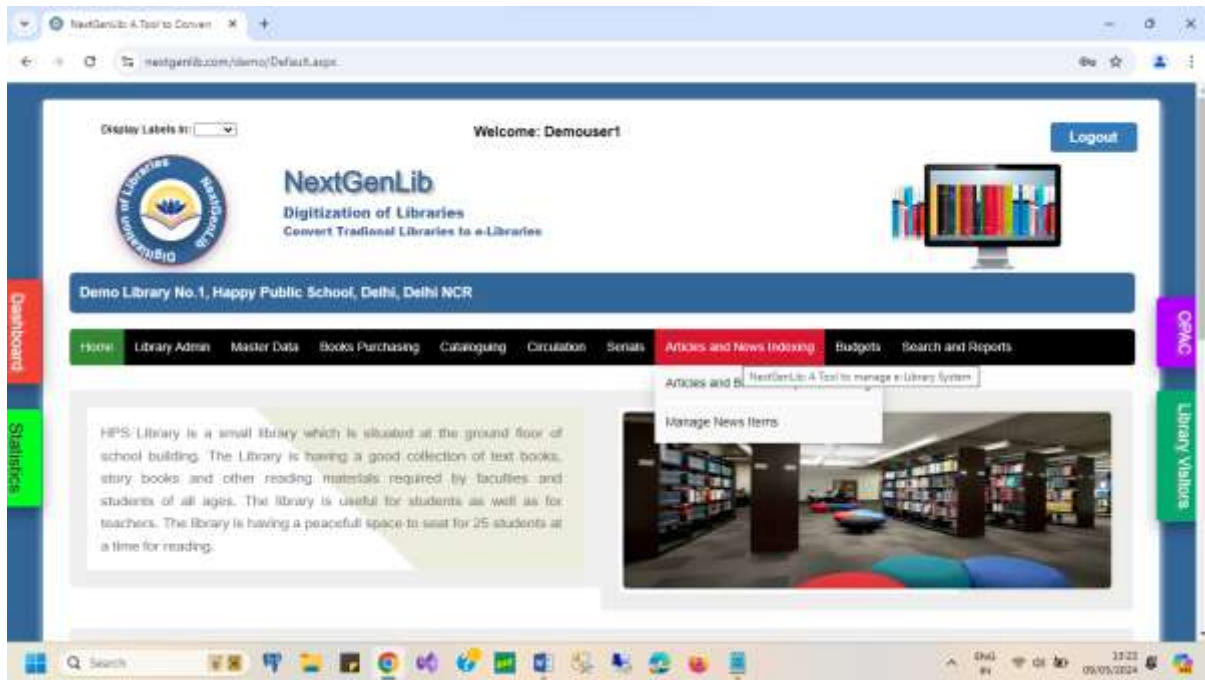
- Enter details of the bound volumes
- Enter Accession number (may use P or J alpha letter with each acc.no)
- Press SAVE button to save records
- In this way you can add bound volumes of the journals



## Chapter 10: Articles/Books Chapters/News Indexing Module

This module is used for special services in a library which include the documentation services. Documentation services include:-

Form No.1- Articles/Books chapters indexing  
Form No. 2 - News Clippings Services



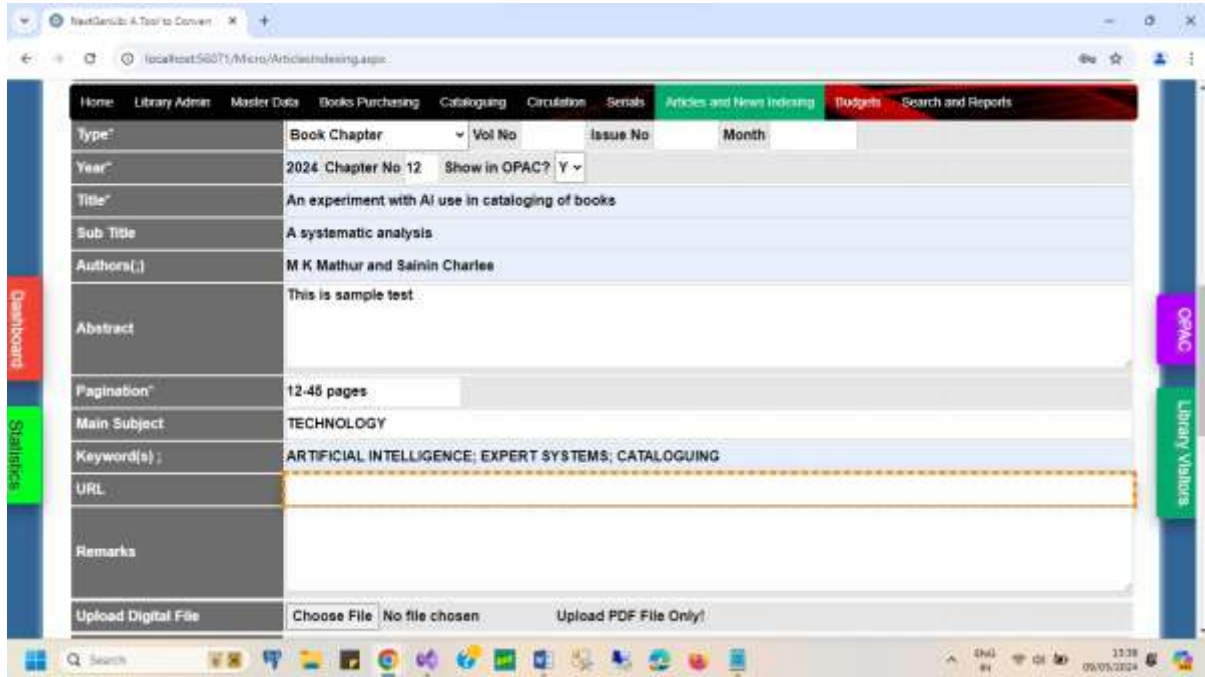
### Form No.1- Articles/Books chapters indexing

This form is used to create records for articles from journals, stories from magazines and chapters from books which may be useful for library members.

#### How to add new Article Record

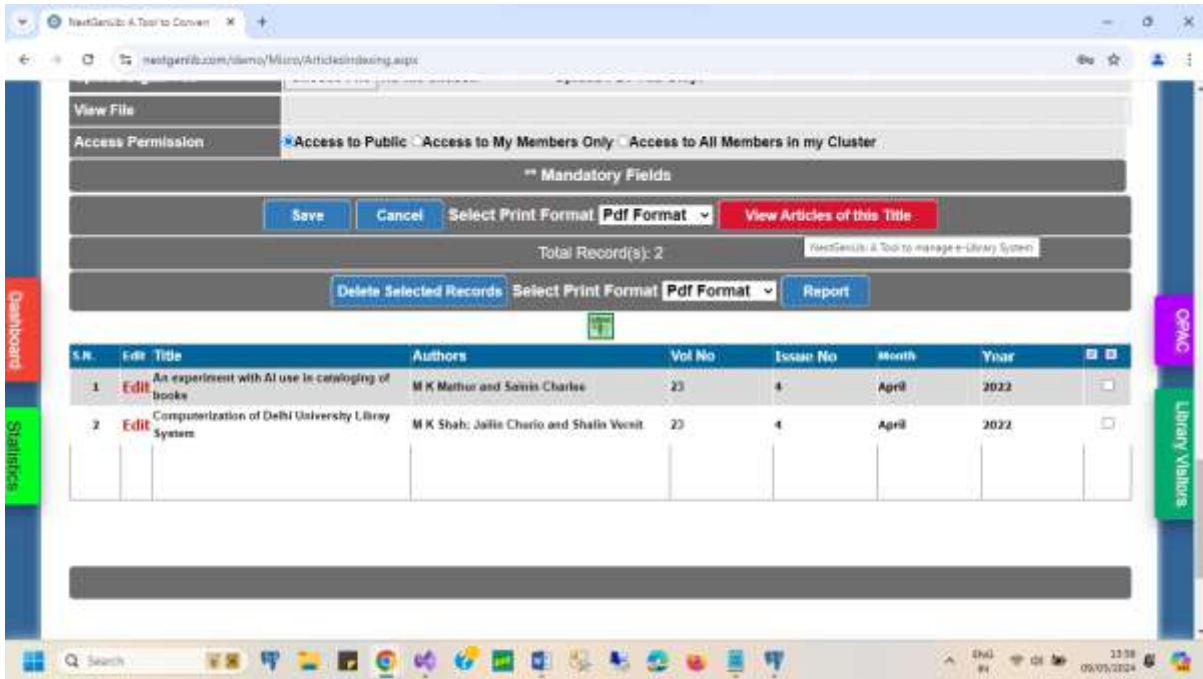
- Load Article Indexing Form under Articles Module
- Select Title (Book or Journal) - by various parameters or press search button - last 100 titles will be displayed
- Enter details , fields with \* are mandatory
- Enter Main Subject - once you will start typing subject heading - software will start matching with existing sub headings saved in database - select if matched.
- Enter maximum keywords, separated by semi-colon and one space
- Enter URL if article web address exists
- Upload digital file of article if any in pdf format only
- Set access permission if digital file is uploaded
- Press SAVE button to save the record





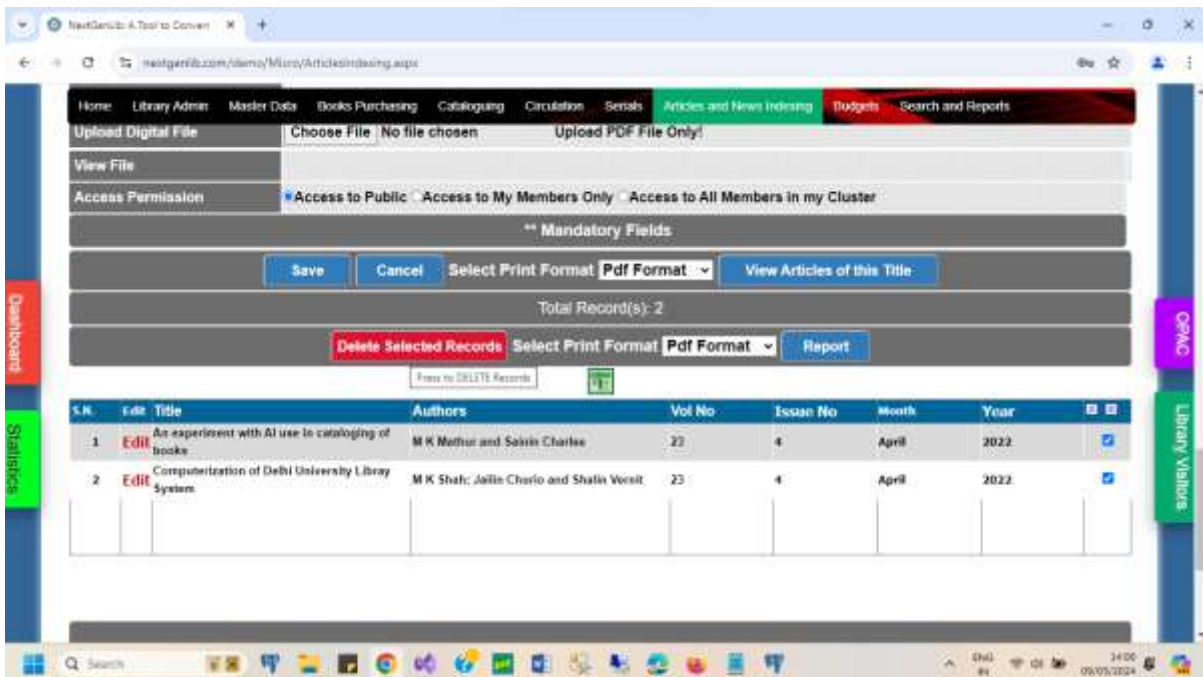
## How To view existing Records and Edit Records

- Existing records can be viewed and searched from search pane given on the top of the form where you can search existing articles saved.
- Another way to see all articles of a particular Title (books or journals) - search the journals in entry area of form - select desired title from drop-down and then go to bottom. At the bottom - CLICK VIEW ARTICLES of THIS Title button - records will be displayed in grid
- Once you got the articles records - then you can press EDIT button to edit the record
- Change details, if any
- Press UPDATE Button to save the changes



## How to delete Records

- Get the desired articles/books records by searching in the search pane or under the title at the bottom of the form by pressing the button - View articles of this title
- Select desired record from right side
- Press DELETE Button to delete the records
- Digital files if upload will also be deleted



## Form No. 2 - News Clippings Services

This form is used to add news items details from newspapers and index these for members. The form provides support for uploading news items in pdf format with its meta-data.

The screenshot shows the 'MANAGE NEWS CLIPPINGS' web application. The interface is divided into two main steps:

**STEP 1: Select Newspaper from Drop-Down! If not exists then Add Newspaper in SERIALS Module.**

Search Records:  In **Cat Number**  All Words

Select Title: **FINANCIAL EXPRESS** Total Record(s): 26

**Display Document Record**

Cat Number	21B
Title Details	FINANCIAL EXPRESS
Editors(s)	
Imprint	times groups

**STEP2: Enter Data and press SAVE to Save Record!**

Vol No	Issue No	Month	October	Year	2016	34
Show in OPAC?	Y	News Date	20/10/2016	Select Language	English	
News Heading*	Finance					
News Sub Heading*						

**NOTE:** You can copy and past news items details from internet edition of news papers easily.

**NOTE:** you can upload pdf file of news items which you can download from internet edition or by generating pdf copy of the news items form internet edition by pressing control P and save to PDF option.

**NOTE:** You can upload a photo also with the news items after downloading photo from news items given in internet edition.

## How to add News Item

- Load the News Clipping Form given under Articles Indexing Module
- Search newspaper with various parameters or press SEARCH - last 100 title records will be filled in drop-down
- If newspaper record not added then go to SERIALS module and add newspaper record in the first form by selecting document type newspaper
- Enter (copy and past from net edition) title and other details
- Add summary
- Add full news item body
- Add URL of the news item - copy and past from net edition
- Upload one photo downloaded from news items
- Upload full pdf file of news item generated
- Assign access permission
- Press SAVE Button to save the record

## How to Search and Edit news items

- Search saved news items from search pane using various parameters
- Or Search and display title and then go to bottom of the form and press button -View news items
- Once records are searched then click EDIT button
- Change details if any
- Press UPDATE button to save the changes

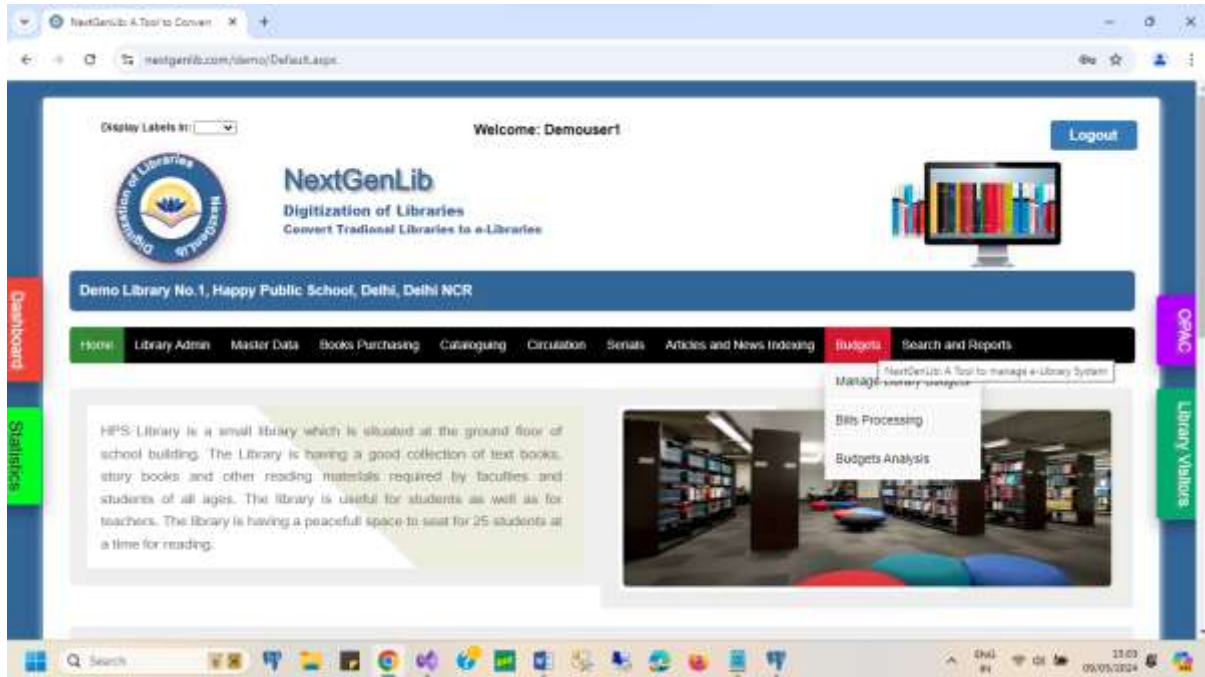
## How to delete News items

- Search news items
- Select items form right side
- Press DELETE Button to delete selected records

## Chapter 11: Library Budgets Module

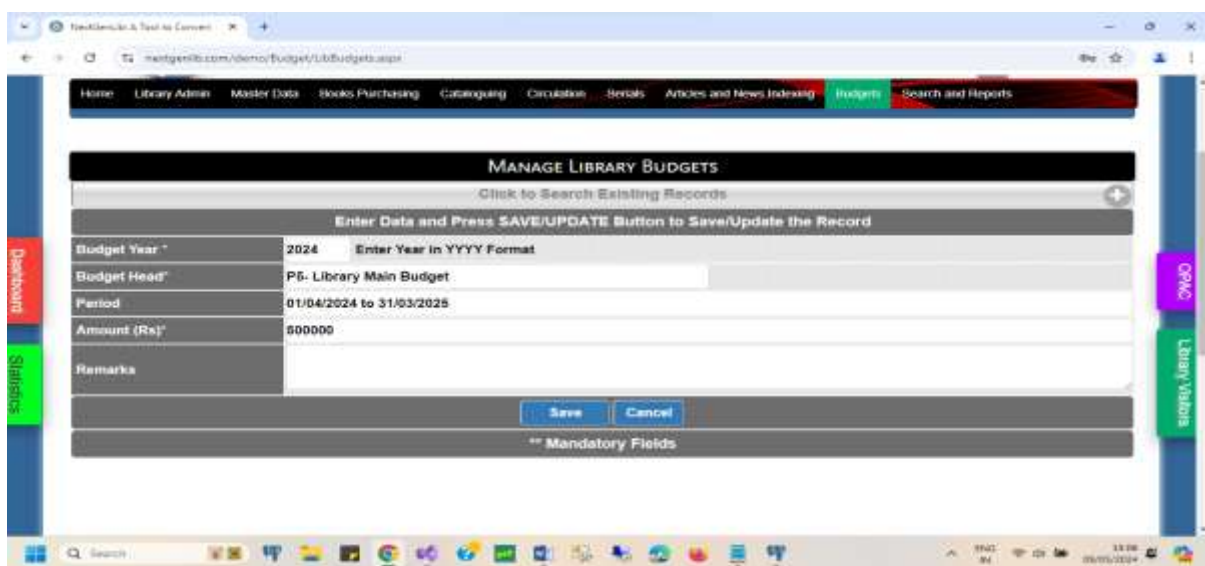
This module is used for :-

1. Create Library budgets details every year
2. Process the Bills
3. Budget Analysis and generation of Bill Register



### 11.1. Form No. 1 - Add Library Budgets

This form is used to define the library budgets every year. There may be multiple budget heads in a year.

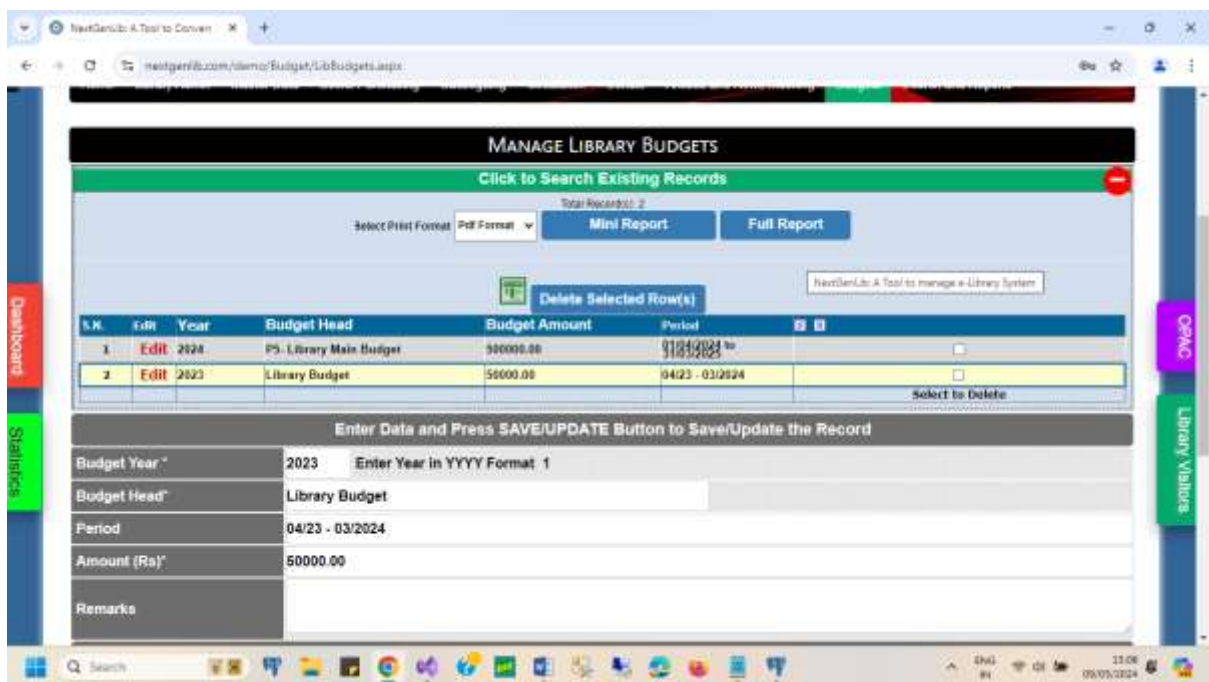


## How to add Budget

- Load budget form
- Enter Budget year in yyyy format
- Enter Budget head
- Period should be as financial year
- Amount in Rupees
- You may add multiple Budget in a library in the same year with different budget heads as fund may be received from various sources
- Press SAVE Button to save the record

## How To Edit Budget Record

- Search Budgets records in search pane
- Click Edit Button
- Change the details, if any
- Press UPDATE Button to save the changes



## How to Delete Budget Records

- Search Budget Records in Search Pane
- Select desired records from right
- Press DELETE Button
- You can not delete budget Record if it is used in bill processing

## 11.2. Form No.2: Bills Processing

This form is used for processing of bills against the supply of books or journals for which orders were placed in the software.

The form is having three tabs:-

Tab No.1. - Enter details of the bills and link bills with order placed to same vendor

Tab No.2 - Post Bills so processed to the accounts section for payment

Tab No.3 - Update payment details and generate payment form to be sent to the vendor along with payment.

**NOTE:** Bills can only be processed against ORDER Placed using books purchasing module or Serials control module. Order Number is required at the time of processing the bills.

### TAB 1 - Add Bill Details

- Go to first tab on Bill processing form
- Select Budget Year - in case no budget year exists then first add Budget in the Manage Budgets form
- Select Budget Head - as there may be more than one budget head in same year
- Select Supplementary Bill : YES or NO
- Enter Bill Number, date and Select Currency
- Enter Total amount billed
- Enter conversion rate if amount is in foreign currency
- Enter discount percentage e.g. 10 (means 10% on total bill)
- Enter additional charges, if any
- Enter deduction amount if any (in case something pending your money over vendor)
- Select vendor by typing first few letter(s)
- Enter unique Payment Request Number in digits only (It must be unique, Pmt Req. no already processed can not be reused)
- You can add same PMT REQ.NO in many bills to club many bills in single request
- Press CALCULATE Button and check the figures. In case wish to change then press cancel and re-enter again
- Press SAVE button to save the record



**STEP1: Add / Edit Bill Details - Press CALCULATE Button - Then Press SAVE/UPDATE Button**

☐ All Bills ● Digital Library Package Bills Only

Budget Year \* 2024 Budget Head\* P5- Library Main Budget Suppl.Bill? \* N Title(s) Billed:

Bill No\* 1234/2024/2 Bill Date\* 04/04/2024 Currency\* Indian Rupees

Amount Billed\* 6000 Conversion Rate: Amount in Rupees: 6000

Gross Amount\* Discount % 10 Amount After Discount 5400

Additional Charges 100 Amount Billed 5500 Deduction, if Any 50

Amount Passed 5450 Type and Select Vendor\* Allied

Payment Request No\* 2 Enter Distinct Payment Request No (Numeric Only) - Can use same Payment Req No with many bills to club them while sending to Accounts.

Remarks

↑ Mandatory Fields

Save Cancel

**STEP2: Select Bill from Below Grid to EDIT again and/or To Attach Order/Titles in This Bill**

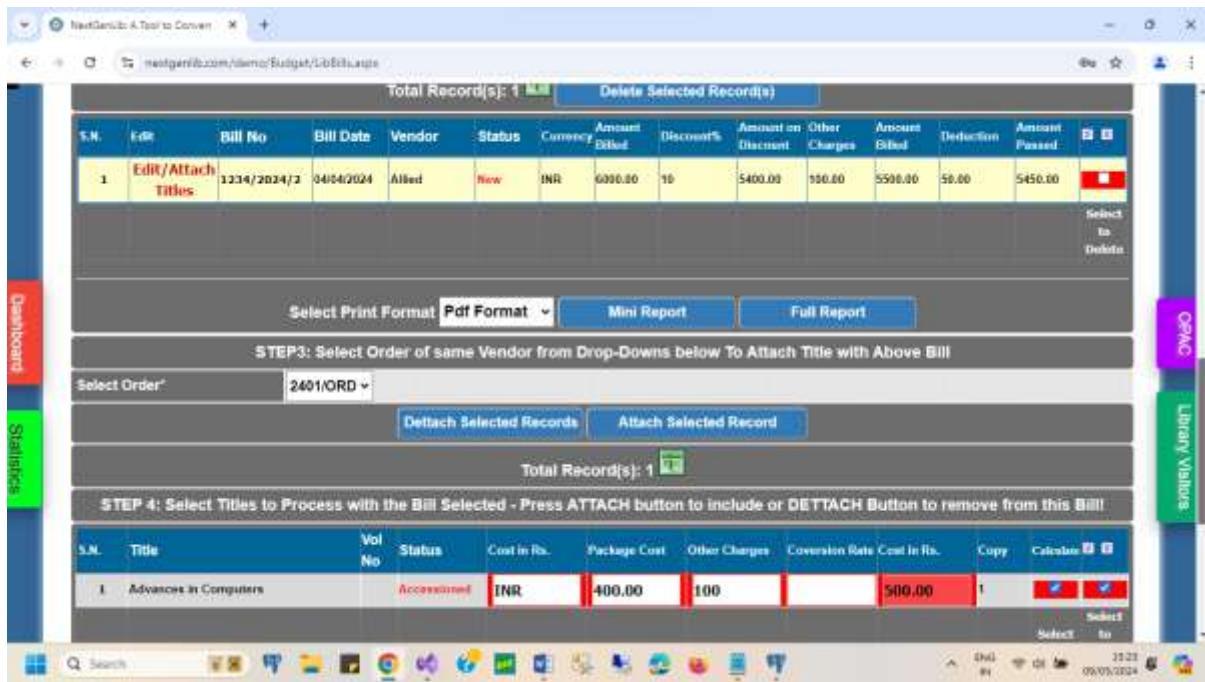
Total Record(s): 0

## How to Edit Bill Records

- In case saved bill has not been processed then you can still edit it
- Click Edit button against the desired record
- Again CALCULATE and Save/UPDATE the record
- Once final - then go to next step - Attach Titles in the bill

## How to Attach Titles in the Selected Bill

- Click EDIT/ATTACH Link button given on the left side or bill records displayed in the Grid
- Go to bottom side and select Order number from drop-down
- Enter the details of each Title along with conversion rate if bill is of foreign currency
- Select Calculate and another select from right side
- Press ATTACH TITLES Button - Selected Titles will be attached to said bill
- Now you are ready to go next Tab - POST BILLS to Account Section



**NOTE:** Bill records can also be deleted by selecting from right side of the bill records and press Delete Button.

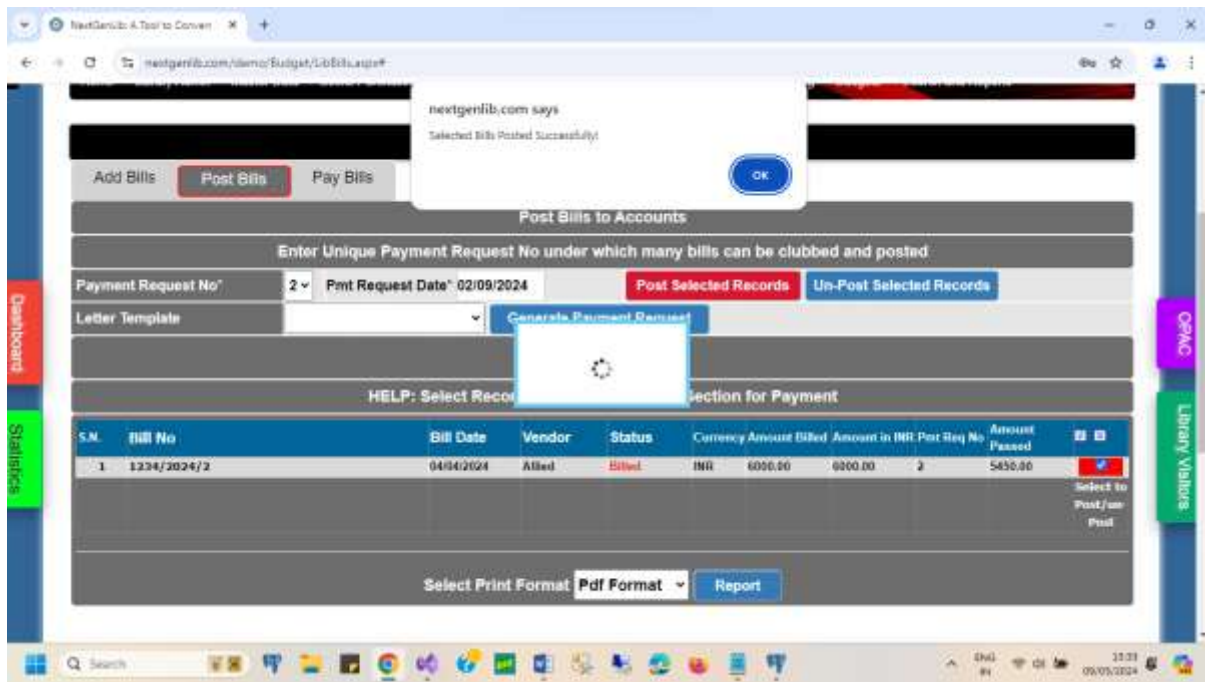
**NOTE:** Bills will be listed on this Tab until you process them on the next Tab - post bill, once posted then these bills will not be listed in add bills tab. However, if you UN-POST the bill from next tab - then again bills will be listed under first Tab.

## TAB 2 - Post The Bills to Accounts Section

This Tab is used to further send the processed bills to account section for making payments. Only processed bills under first tab will be listed here.

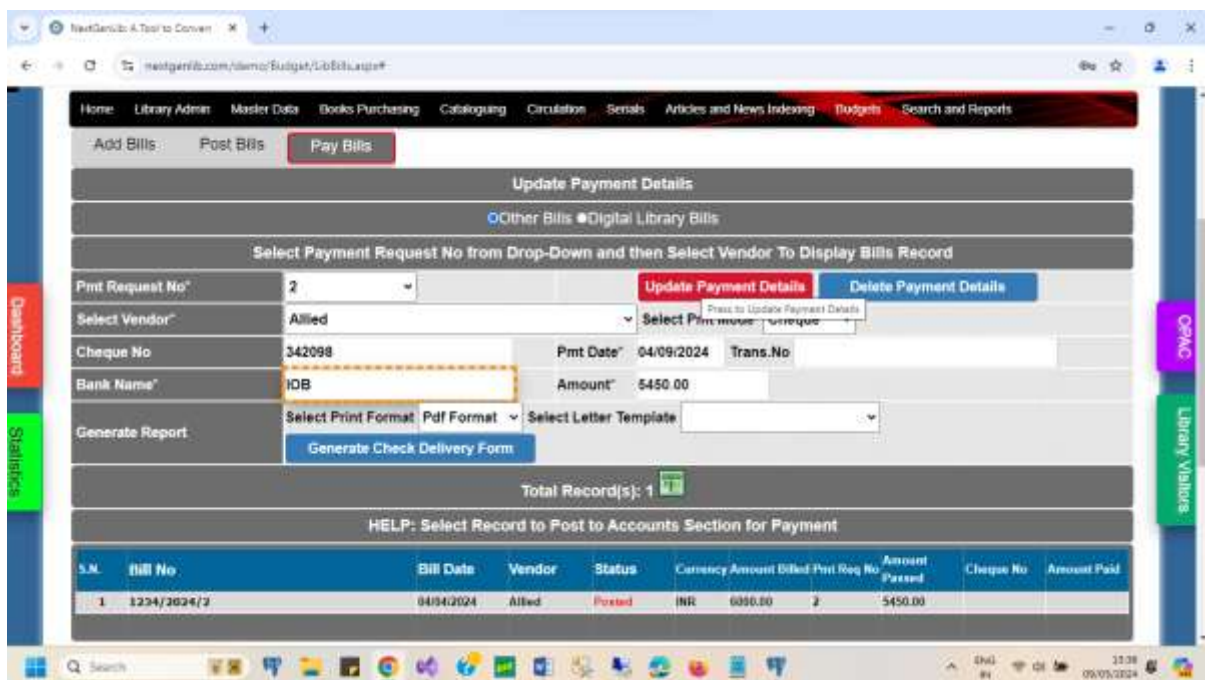
### How to Post Bills to Account Section

- Go to 2<sup>nd</sup> Tab - Post Bills
- Select Payment Request No. from drop-down
- Select records from right side from the grid
- Press POST SELECTED RECORDS
- Then select Letter Format - you must create a letter format in the Master Data module
- Select Print format and generate post report to sent in print along with bills
- Now once payment is ready then you are ready to update payment details in the next Tab - Update Payments



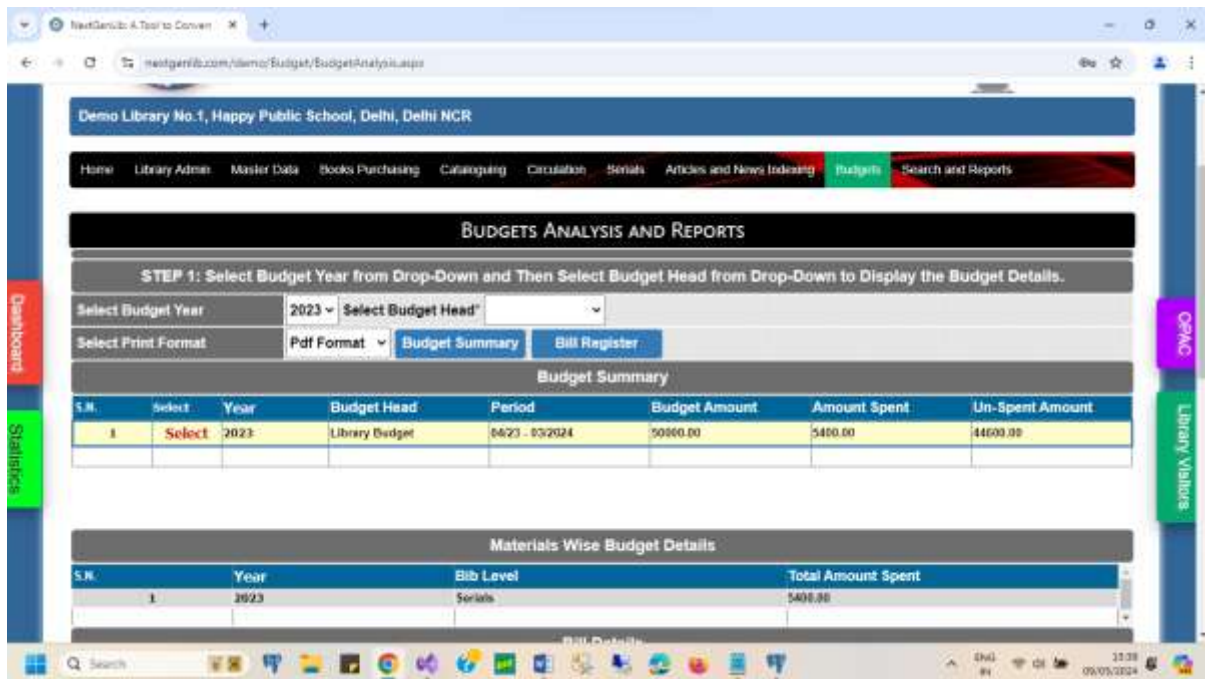
### Tab 3 - Update Payment Details

- Select Payment Request from drop-down
- Select vendor
- Select Payment Mode
- Enter details
- Press UPDATE PAYMENT Button
- Then you can generate the payment Letters by selecting the letter template from drop-down and select print format.
- Cheque will be sent to vendor with payment letters

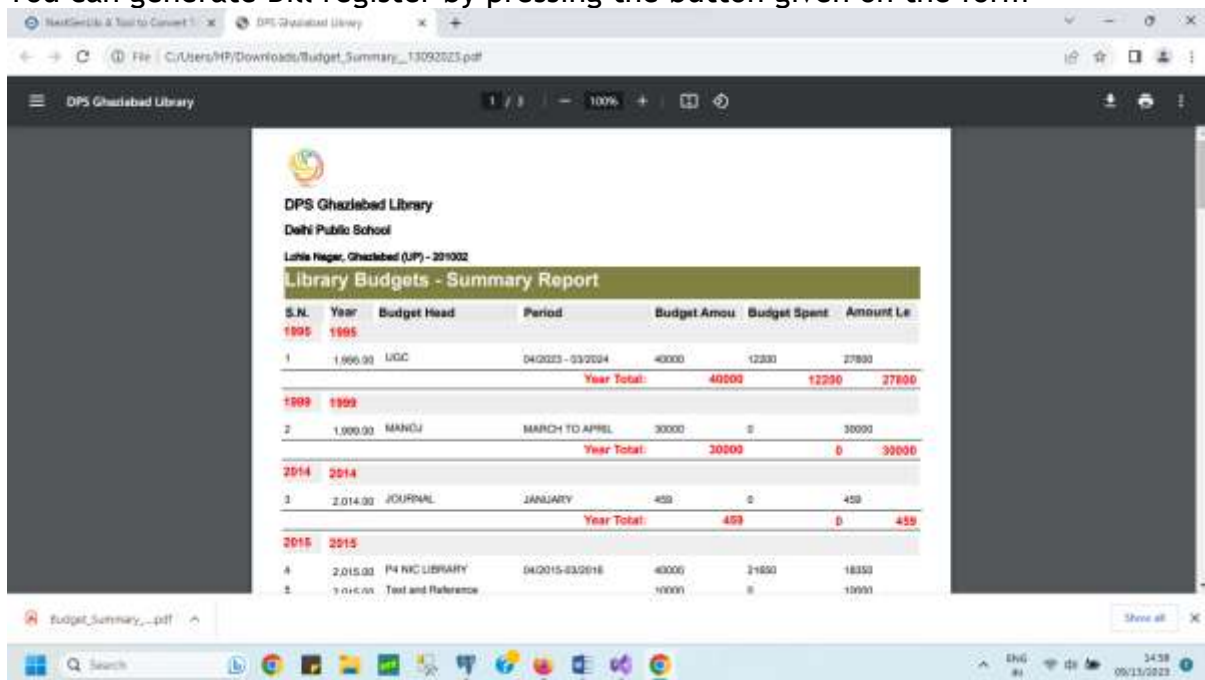


### 11.3. Form No. 3 - Budgets Analysis

This form is used to generate Bill register or complete expenditure reports.



You can generate Bill register by pressing the button given on the form



## Chapter 12: Search and Reports Module

This form is used to make search out of total library collections and generate various reports. Following forms are there under the module:-

Form No.1 - Generate Accession Register and other Reports

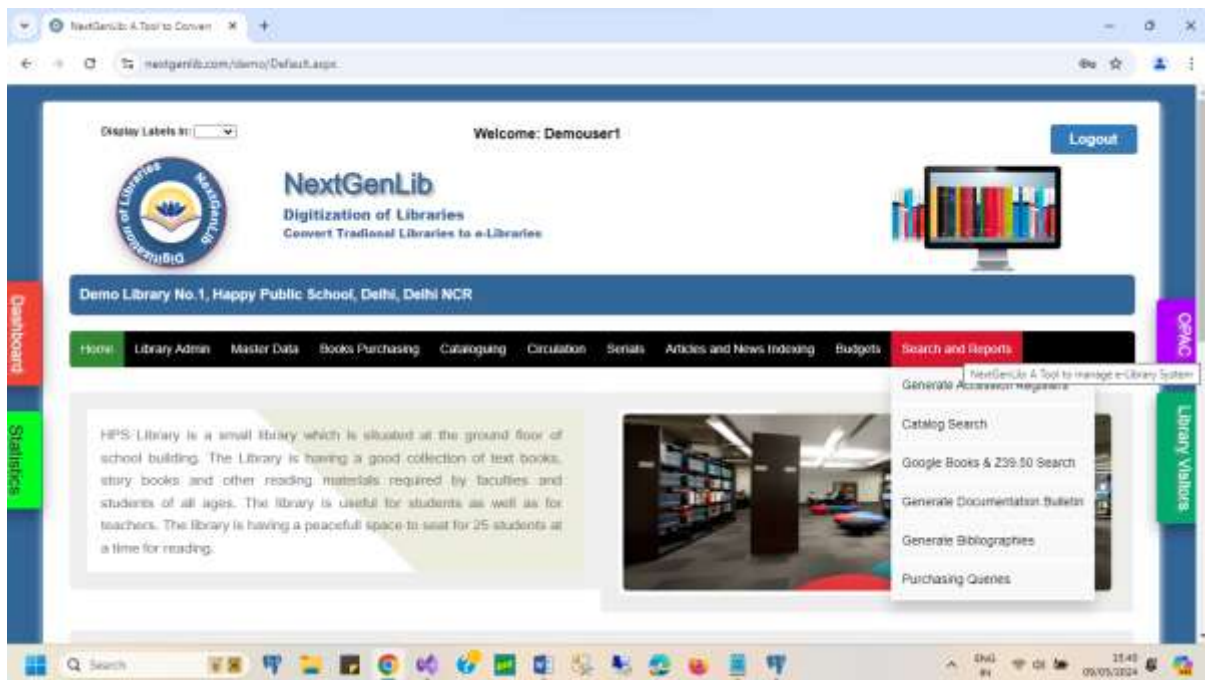
Form No.2 - Catalog Search

Form No.3 - Internet Based Search - Google Books and Z39.50 Search

Form No.4 - Generate Documentation Bulletin

Form No.5 - Generate Bibliographies

Form No.6 - Purchasing queries



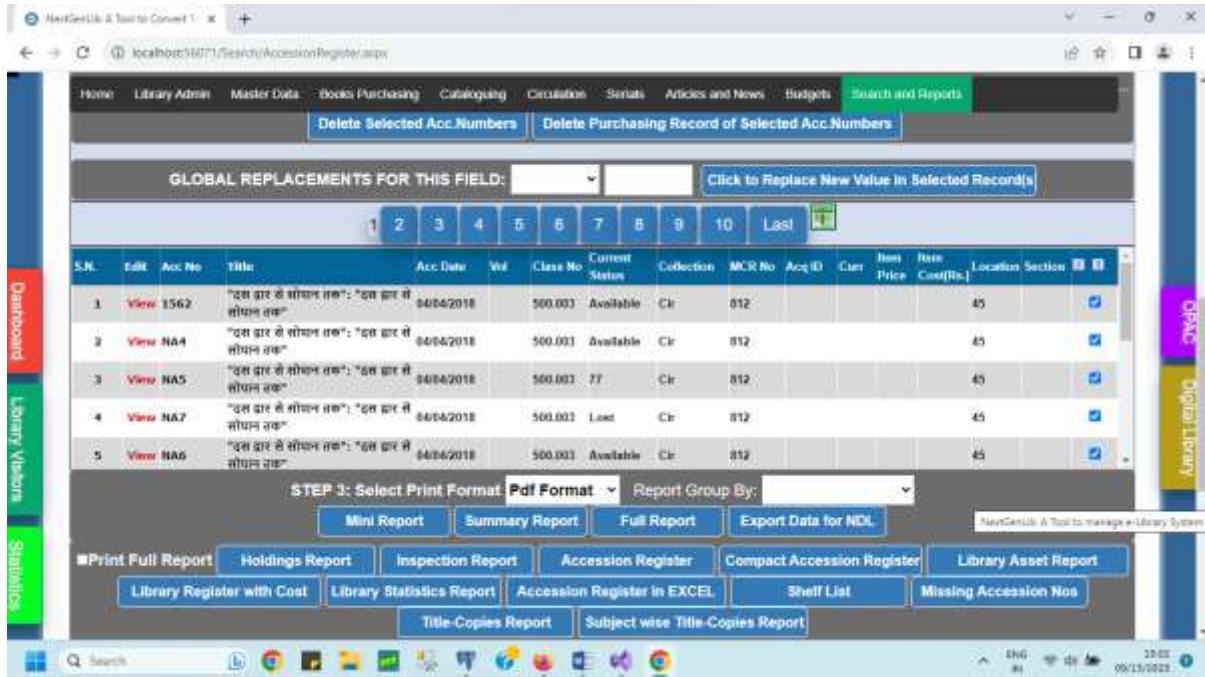
### 12.1. Form No. 1 - Accession Register

This form is to search the copy records and to generate various kinds of reports for library collection.

#### How to Search and generate Reports

- Load Accession Register Form
- Search Collection based on various parameters or select option - ALL ACCESSION NUMBERS and press SEARCH Button
- On Search all records will be listed in the grid and various reports button will also be visible at bottom
- Mini, Summary and Full Reports are common for libraries
- Other reports are - Holdings Reports, Inspection Reports with no. of copies of each title
- Accession Register and Compact Accession Register

- Library Asset Report and Library Register with cost - are with cost of the items
- Library Statistics Report - just display statistics of various types
- Missing Accession no report will generate report in notepad
- Excel Report will have full details of each copy



**NOTE:** You can export full details in various formats such as MARC21, EXCEL etc on the form

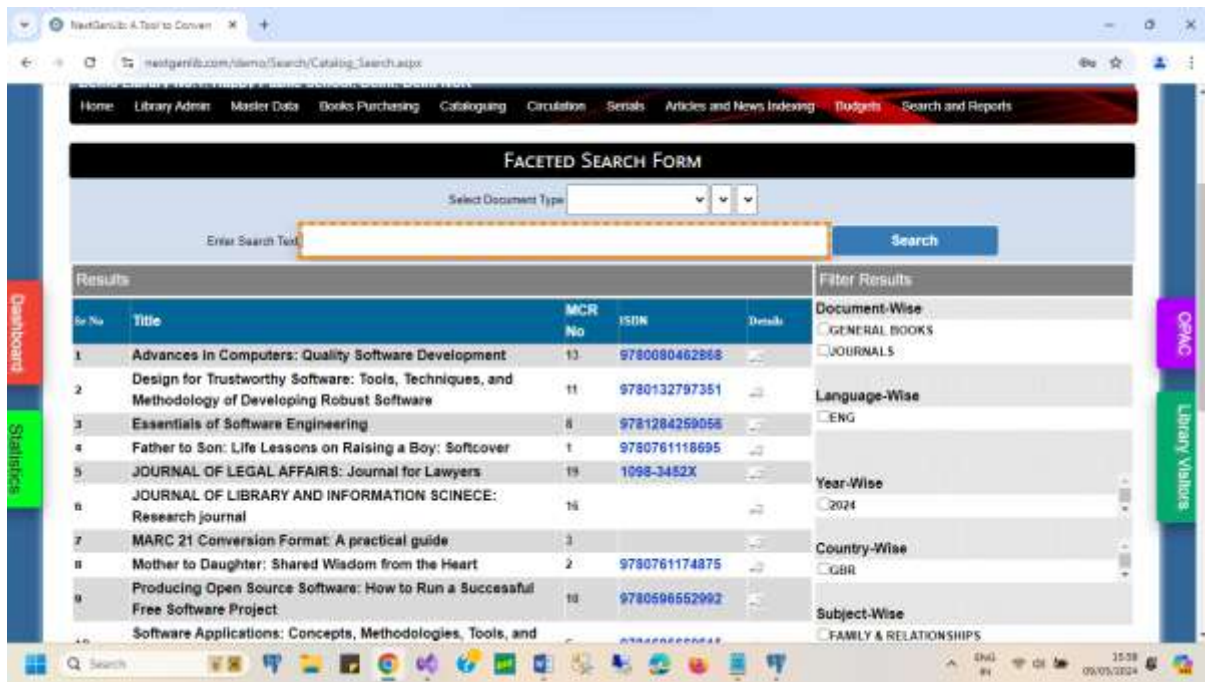
**NOTE:** Before generating any report - records must be selected from right side

**NOTE:** Selected records can be deleted on this form if no transactions exist

Class No, Book No, Shelf no can be added/changed in bulk on this form

## 12.2. Form No. 2 - Catalog Search

This form is used for faceted search where keyword is enter in search box and all fields are searched and result is presented in grid. Then further result can be filtered based on various parameters given in the right side of the form.



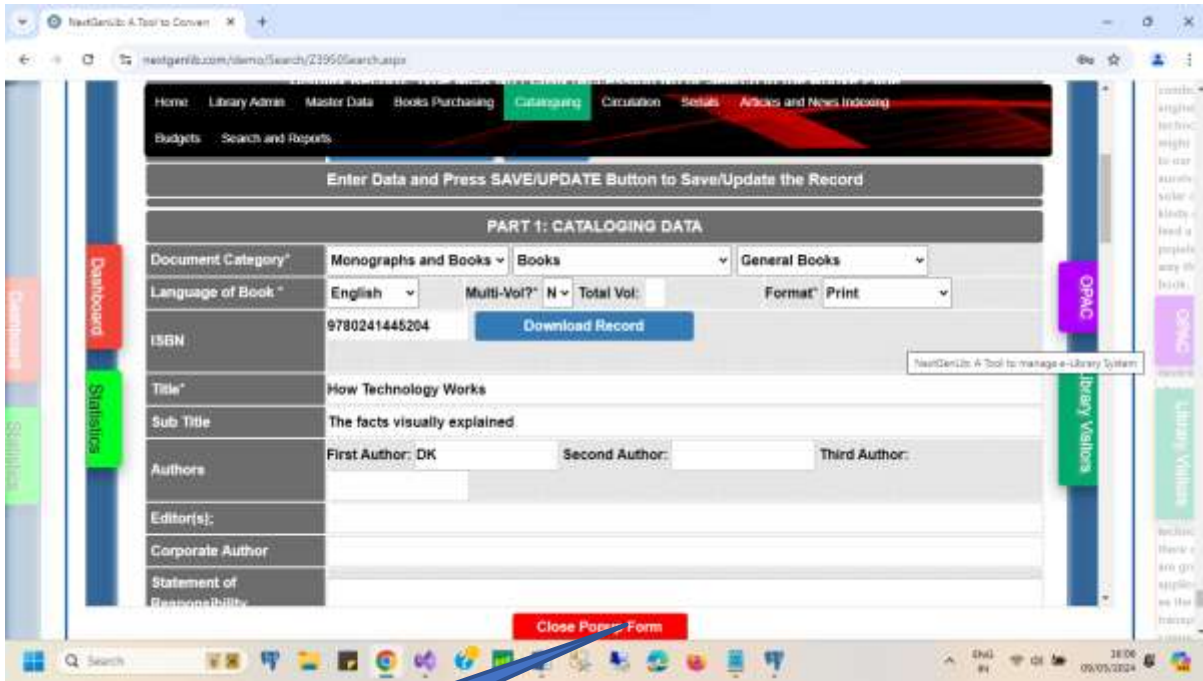
### 12.3. Form No. 3 - Google Books and Z39.50 Search

This form is used to search the Google Books and Z39.50 databases of Library of Congress, USA and then to download selected records and save in your library database.

- Load the form
- Select Source from drop-down
- Enter Keyword in search box
- Press SEARCH Button
- Result will appear in grid.
- To copy the record - click COPY Link given in the right side of the record
- On click COPY link - the detail of title will be pasted on Title Entry form
- Correct details if required
- Add additional details
- Add copy and purchase details
- Press SAVE button to save the catalog record



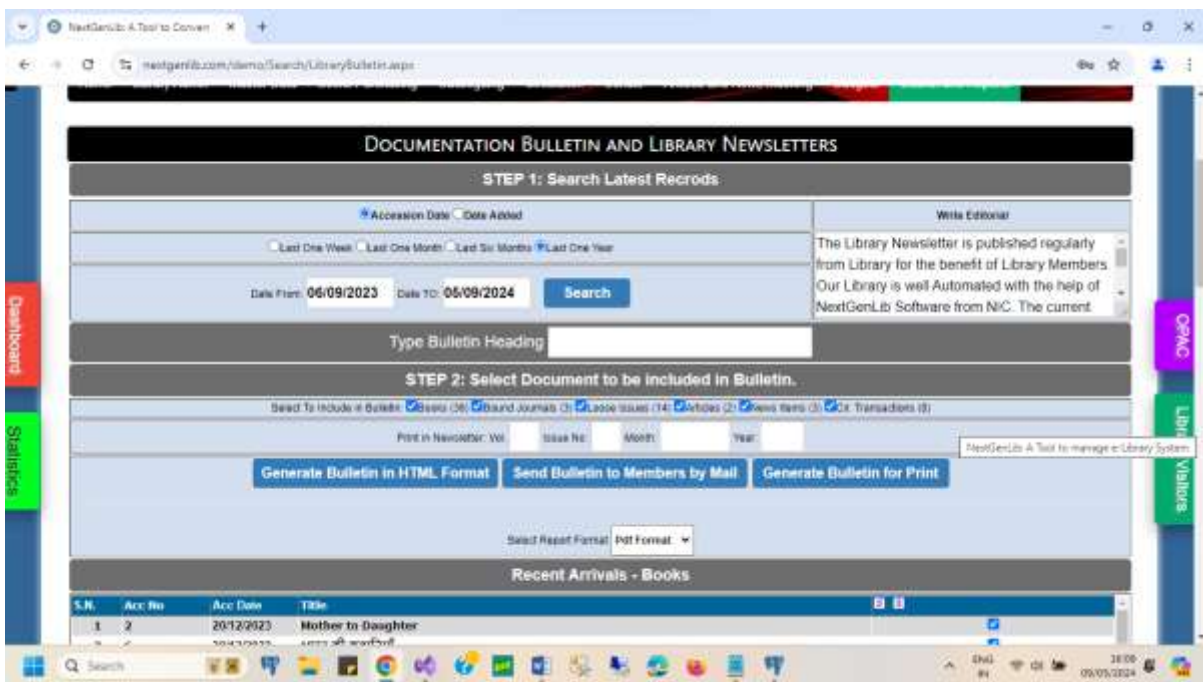




Click this button to close form

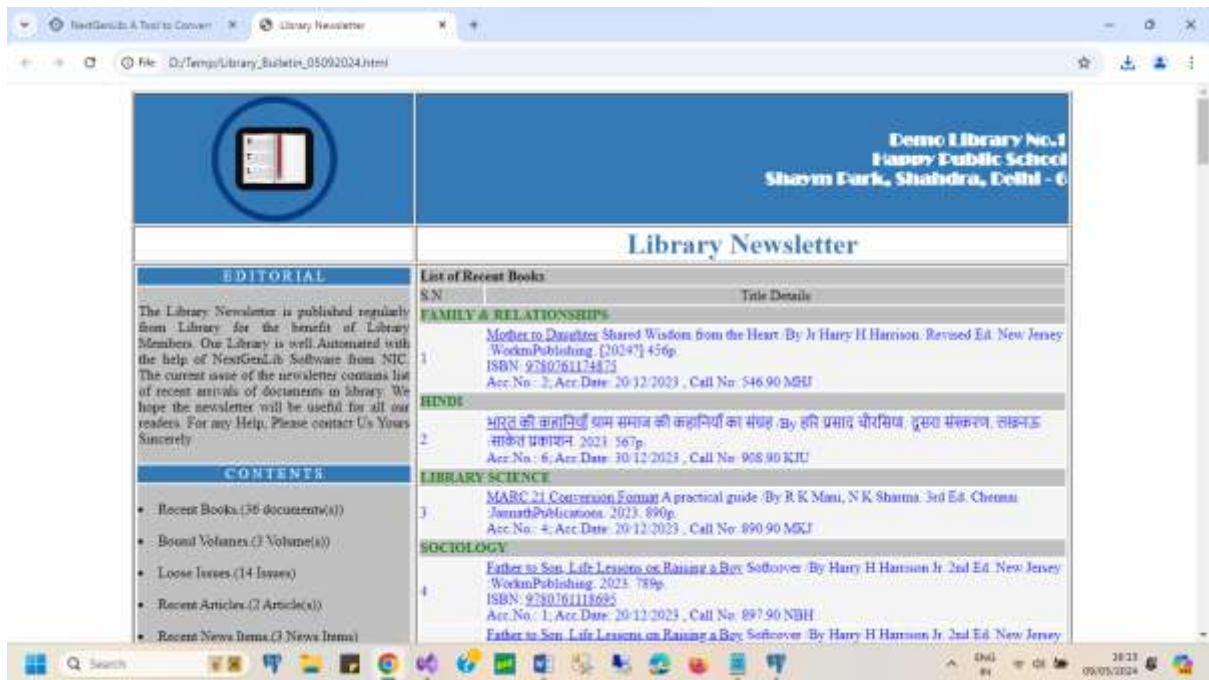
## 12.4. Form No. 4 - Generate Documentation Bulletin

This form is used to generate Library documentation bulletin of a particular period for books and other reading materials added in the collection.



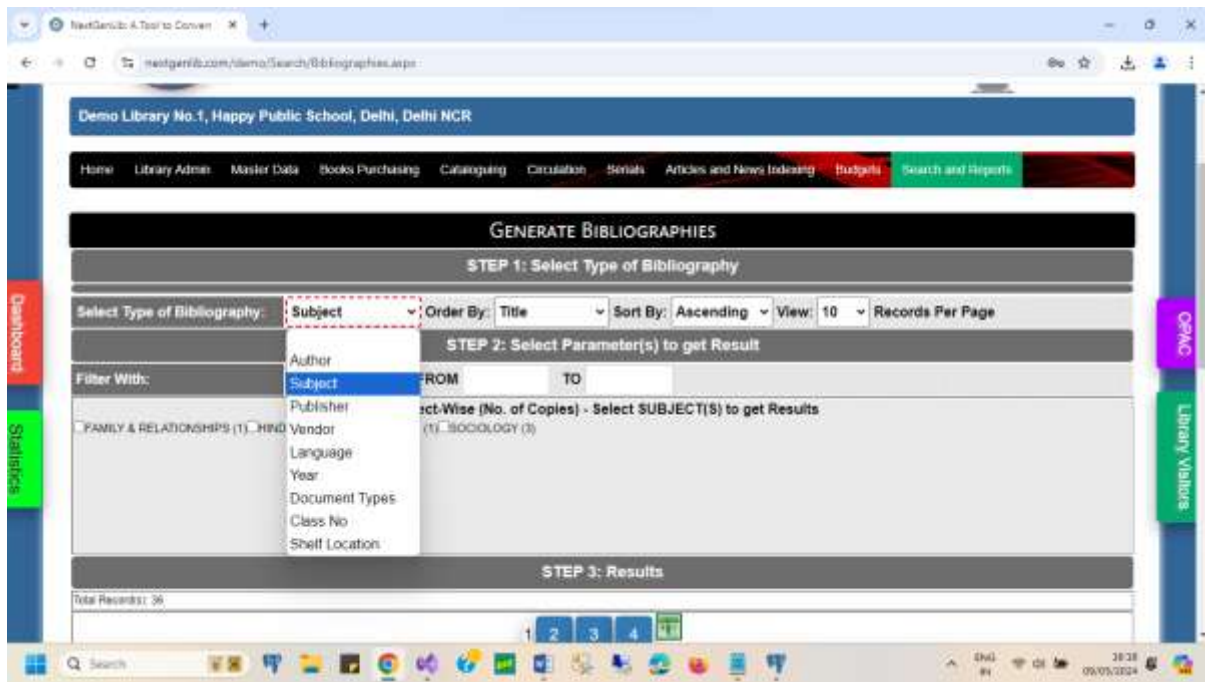
## How to Generate Documentation Bulletin

- Load the form
- Select Period
- Press Search Button - records added during selected period will be visible
- Enter Documentation Bulletin heading
- Select document type to be printed in bulletin
- Enter Volume, Issue no, period, year etc.
- Generate Bulleting in HTML format to upload on a web site
- Send the bulletin in registered member email
- Generate Bulleting in pdf format for circulation



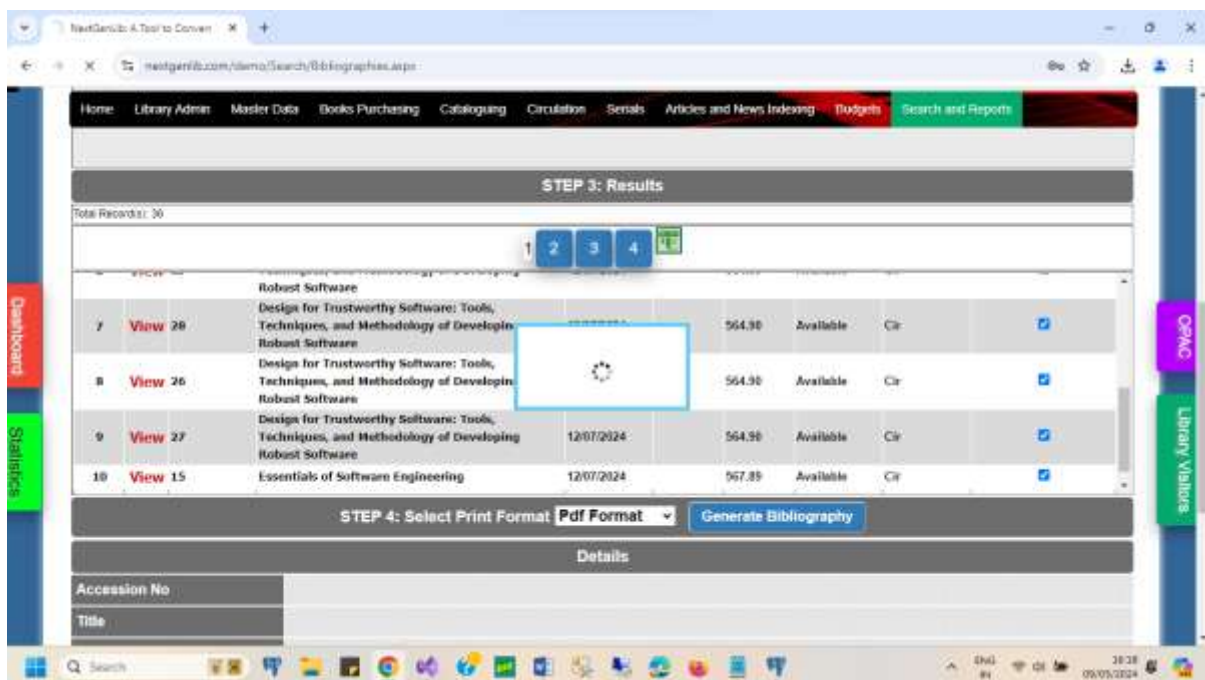
## 12.5. Form No. 5 - Generate Bibliographies

This form is used to generate various kinds of bibliographies for circulation among members



## How to generate Bibliography

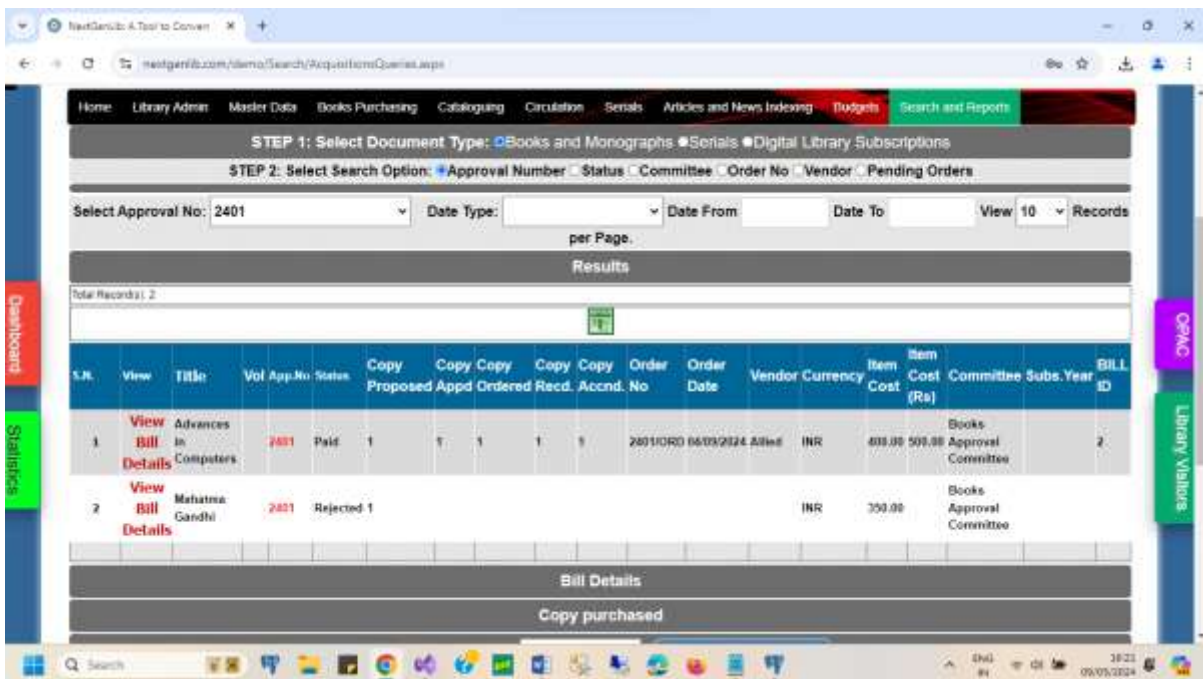
- Load the form
- Select type of bibliography from drop-down
- Select other parameter
- List of books will be visible
- Press PRINT BIBLIOGRAPHY Button given at bottom of the form





## 12.6. Form No. 6 - Purchasing Queries

This form is used to make queries related to purchasing of books if BOOKS PURCHASE module is used and Bills module is used.



The screenshot displays the NextGenLib web application interface. At the top, there is a navigation menu with options: Home, Library Admin, Master Data, Books Purchasing, Cataloging, Circulation, Serials, Articles and News Indexing, Budgets, and Search and Reports. Below the menu is a table of bill items:

S.N.	View Bill Details	Description	2001	Paid	1	1	1	1	1	2401/ORD/04/05/2024/Alled	INR	400.00	500.00	Books Approval Committee	2
2	View Bill Details	Mahatma Gandhi	2001	Rejected 1							INR	350.00		Books Approval Committee	

Below this table is a section titled "Bill Details" with a detailed breakdown:

S.N.	Bill No	Bill Date	Currency	Bill Amount	Rate	Rs.	Discount%	Amount after Discount	Other Charges	Billed Amount	Deduction	Amount Passed	Cheque No	Cheque Date	Cheque Amount	Bank	Status
1	123420242	04/04/2024	INR	6000.00		6000.00	10	5400.00	100.00	5500.00	50.00	5450.00	342098	04/2024	5450.00	IOB	Paid

At the bottom of the bill details section, there is a note: "NextGenLib: A Tool to manage e-Library System. Copy purchased".

Below the bill details is a table of book accessions:

S.N.	Accession No	Acc.Date	Vol	Class No	Book No	Pages	Location	Collection	Library	ACQ ID
1	240	04/05/2024		875.98	RAJ	298Pp.		C	DEMOLIB1	20

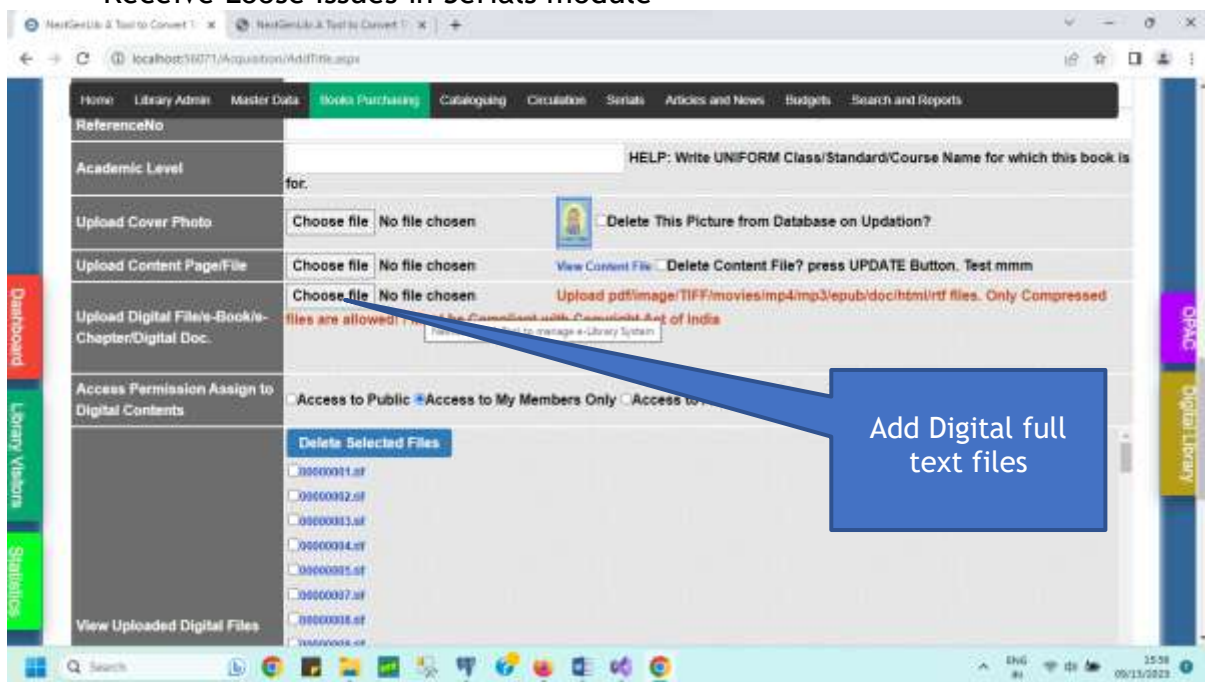
At the bottom of the interface, there are buttons for "Select Print Format" (set to Pdf Format) and "Summary Report". The Windows taskbar at the bottom shows the date as 05/05/2024 and the time as 10:23.

## Chapter 13: How to Upload Digital File in the software

NextGenLib is an Integrated Library management System plus it provides a tool to build digital library / repository of full text resources available under the copyright of the organization or copyright free materials or available on internet as external resources or open access resources.

The digital files can be uploaded in all the data entry forms given under various module in this software where file is browsed from local directory and saved along with meta-date(details submitted). Such facility is given in the following forms:-

- Add New Title under Books Purchasing Module
- Direct Data Entry (Retroconversion) form under Cataloguing module
- Add Serial Title under Serials module
- Add Articles Indexing
- Add News Items
- Receive Loose Issues in Serials module



**NOTE:** While uploading digital files, attention must be given for copyright.

**NOTE:** While uploading digital files - three options are given as mentioned below:

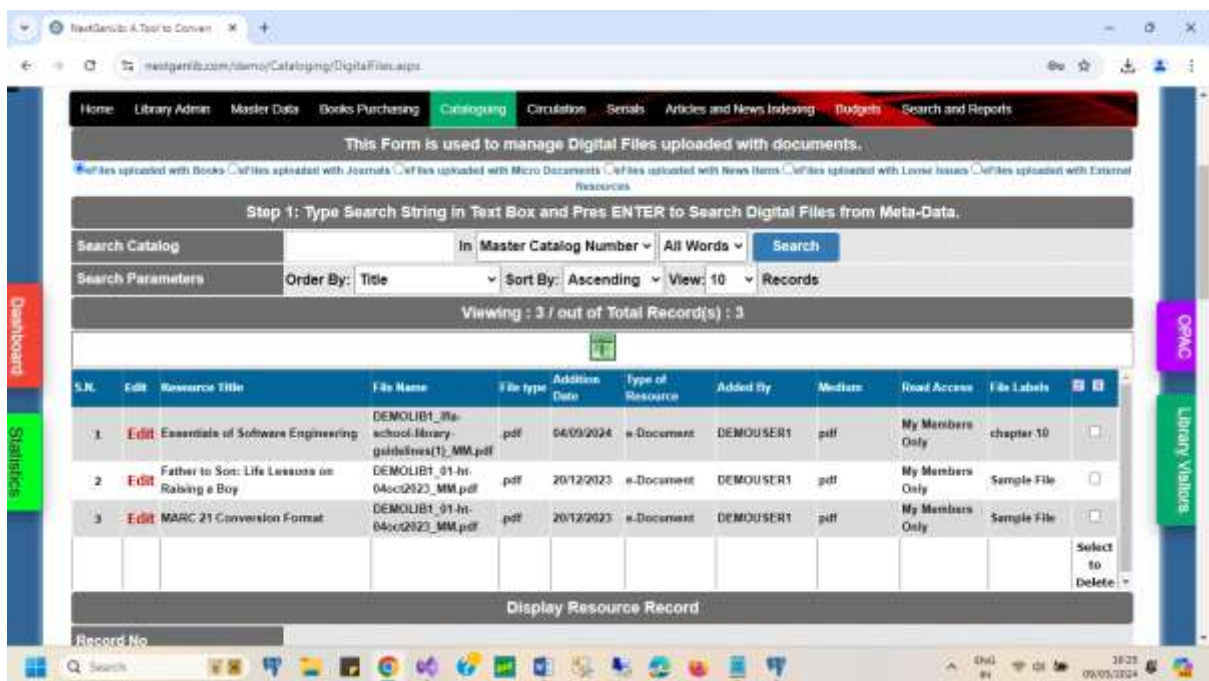
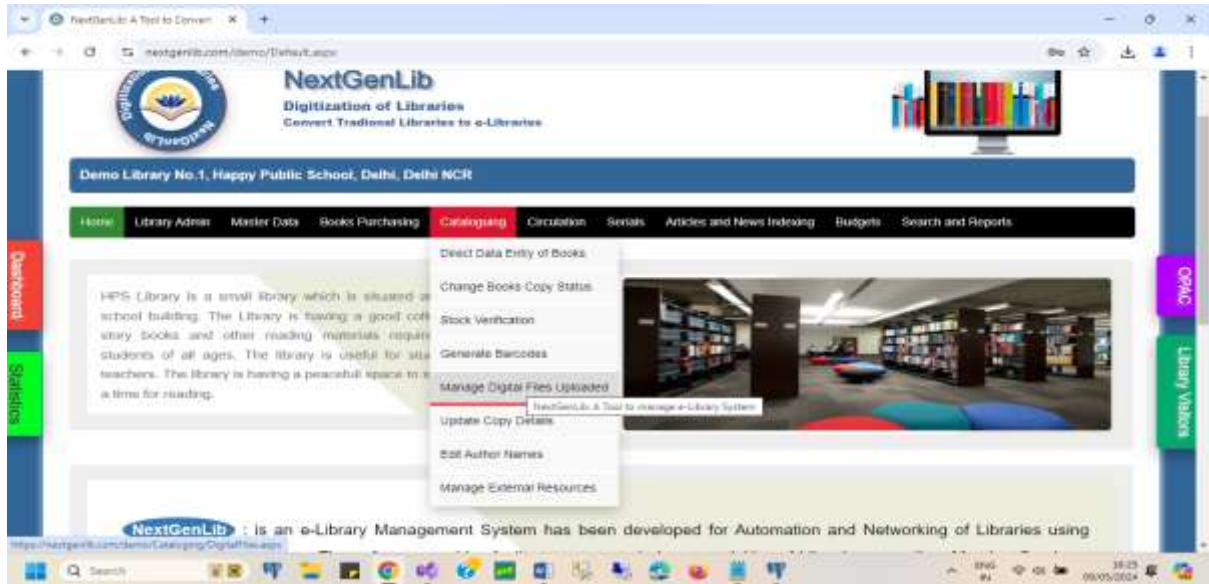
- Access of File to my Members only
- Access of File to members of other libraries in the same group/instance of the software
- Access of File to Public

Proper option must be selected at the time of saving record.

Digital files uploaded can be managed further using Digital Files Management Form under Cataloguing module.

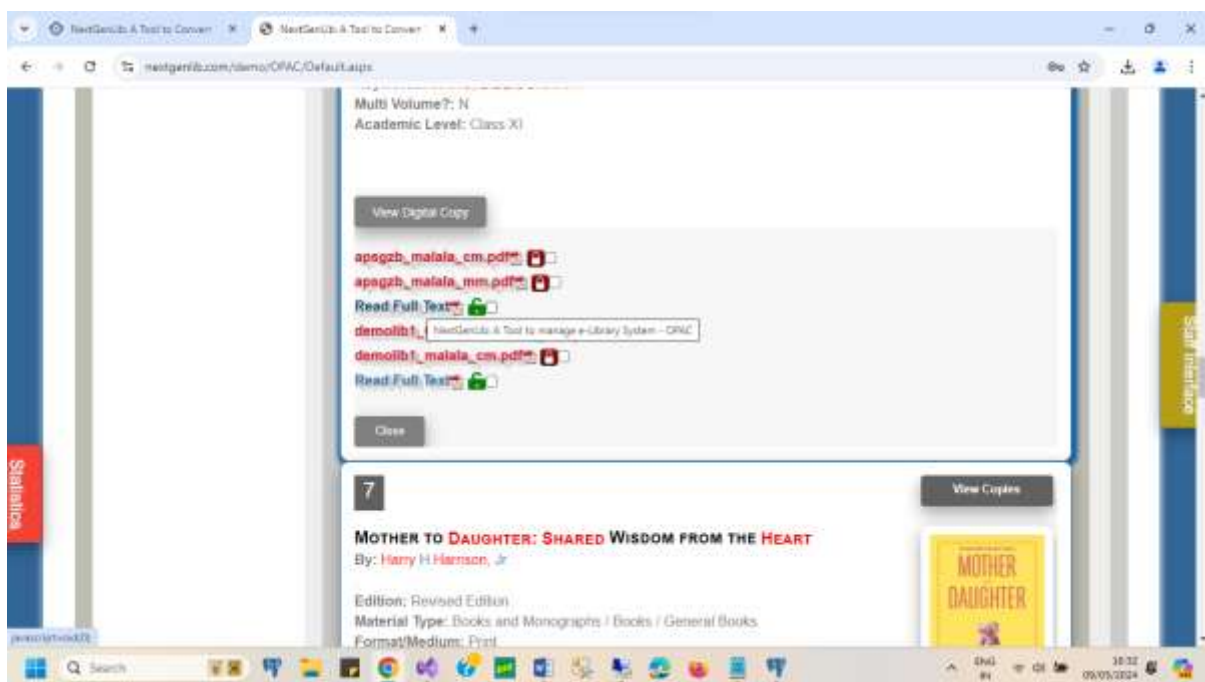
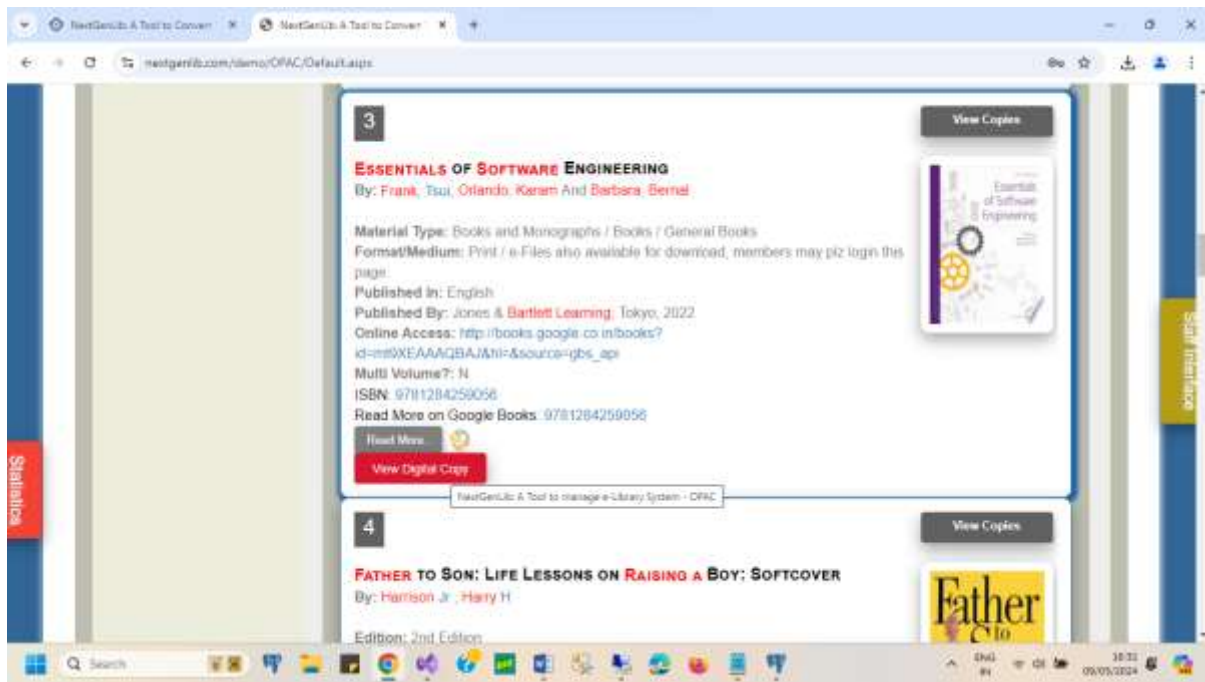
## How to Managed/Edit/Delete Digital Files

- The digital files uploaded in various forms during adding or editing of records - all these digital files can be searched , edited, and deleted in the Manage Digital Files Form under CATALOGUING Module
- Here you can search the file based on various parameters
- Selected file can be deleted



## How Digital Files are downloaded

Digital files uploaded with titles are search and accessible in OPAC by the members after they login the OPAC. Using Mobile App - digital files can be read



## Access Permission to be granted to uploaded files

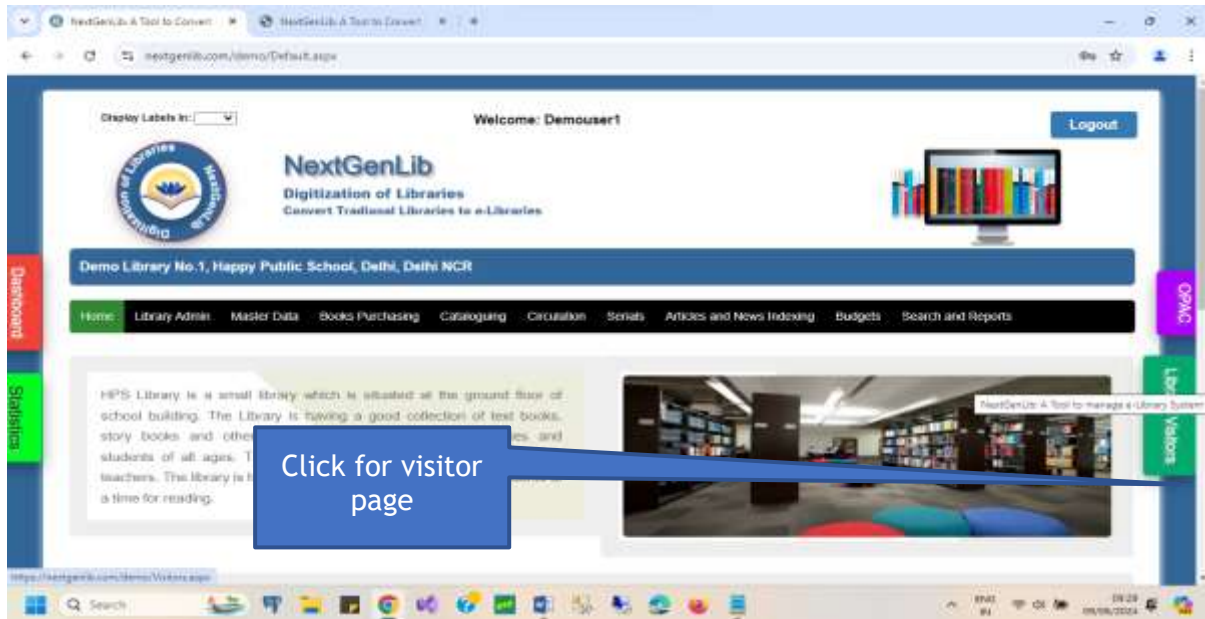
Digital Files uploaded by any library can be downloaded and read by registered members of all libraries depending on Access Permission selected while uploaded the file. There are three kinds of permissions:-

- Access by members of uploading library only
- Access by all members of all libraries
- Access by public including guest members

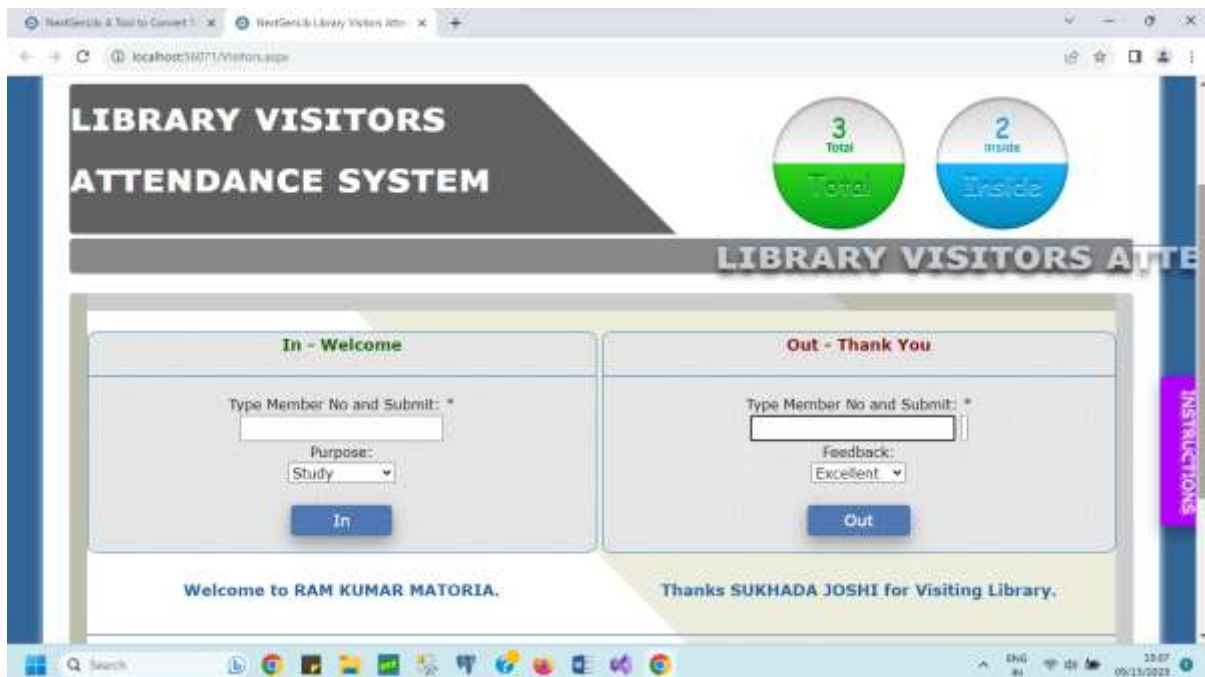


## Chapter 14: Library Attendance System

NextGenLib software is having a separate page (Web form) for making attendance of library visitors where this form must be displayed in a desktop or kiosk kept on the entry gate of library. Every member entering into library and exit the library must mark attendance on this form just by submitting their member number. Barcode scanner can be used for making attendance easy just by scanning the member card.



On Click, below form will be opened, where any library staff should login this form with their login once only in one year or until it is logout by somebody.



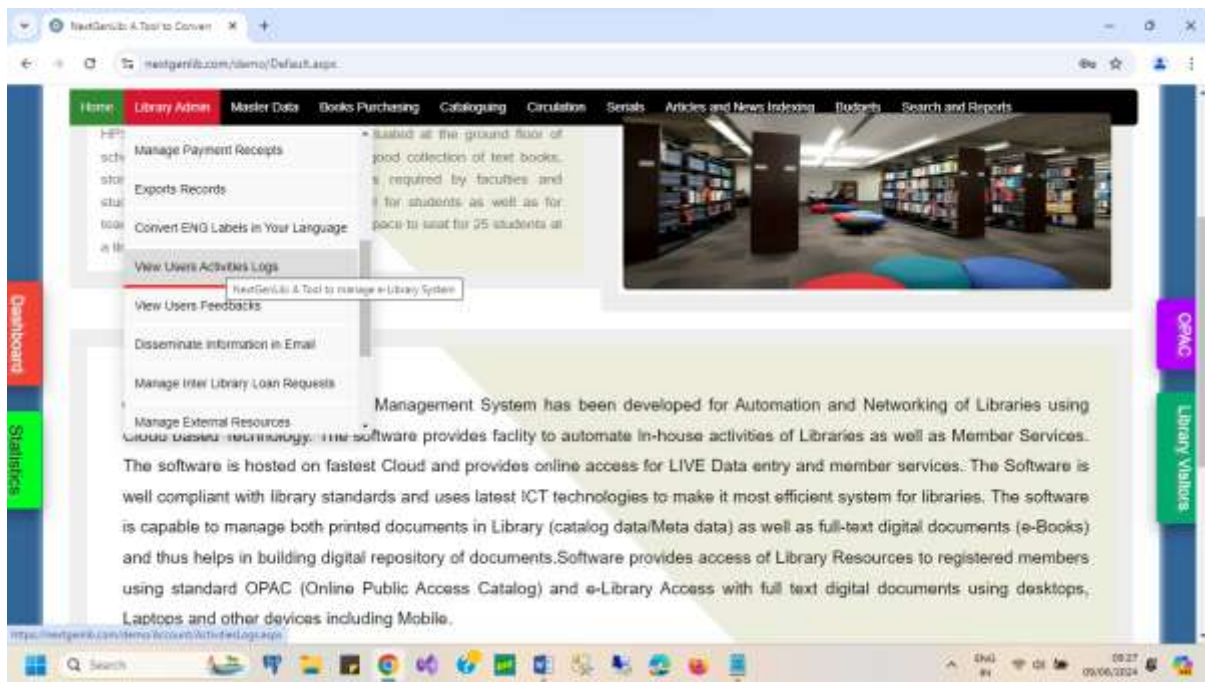
**NOTE:** At the time of making attendance for entry - member can select the purpose of visits in library. Similarly, at the time of exit, member must select options given on the form for rating of library services.

**NOTE:** Reports of the attendance system with full analysis can be generated from Library Visitors Log given in the LIBRARY ADMIN Module.

There are two kinds of attendance systems in the software:-

1. Single Text box used to type the Member No. for IN and OUT - in this case, there is no provision to select the purpose of visits at the time of entry and feedback at the time of out.
2. Double Text Box - where one text box is for ENTYP with purpose drop-down and another for OUT with feedback options

## How Attendance Reports are Generated



- Go to User Logs form given under LIB ADMIN Module
- Select Library Visitors Logs option given on the top of the form
- Press Search button to search the logs
- Generate Reports
-

The screenshot displays the 'MANAGE ACCESS AND LIBRARY VISITORS LOGS' page in the NextGenLib application. The page features a navigation bar with options like 'Home', 'Library Admin', 'Master Data', 'Books Purchasing', 'Cataloging', 'Circulation', 'Serials', 'Articles and News Indexing', 'Budgets', and 'Search and Reports'. The main content area is titled 'MANAGE ACCESS AND LIBRARY VISITORS LOGS' and includes tabs for 'Data Entry Logs', 'OPAC Logs', and 'Library Visitors'. A search section allows filtering by 'Search Text', 'Date From', 'Date To', 'Library Visitors', and 'Select Action'. Below the search filters, there are buttons for 'Summary Report' and 'Full Report'. A table displays the visitor logs with columns for 'Sr No', 'Member No', 'Member Name', 'In Date', 'In Time', 'Out Time', 'Purpose', and 'Feedback'. The table contains four records, all for member 3745, with purposes of 'Study' and feedback of 'Excellent'.

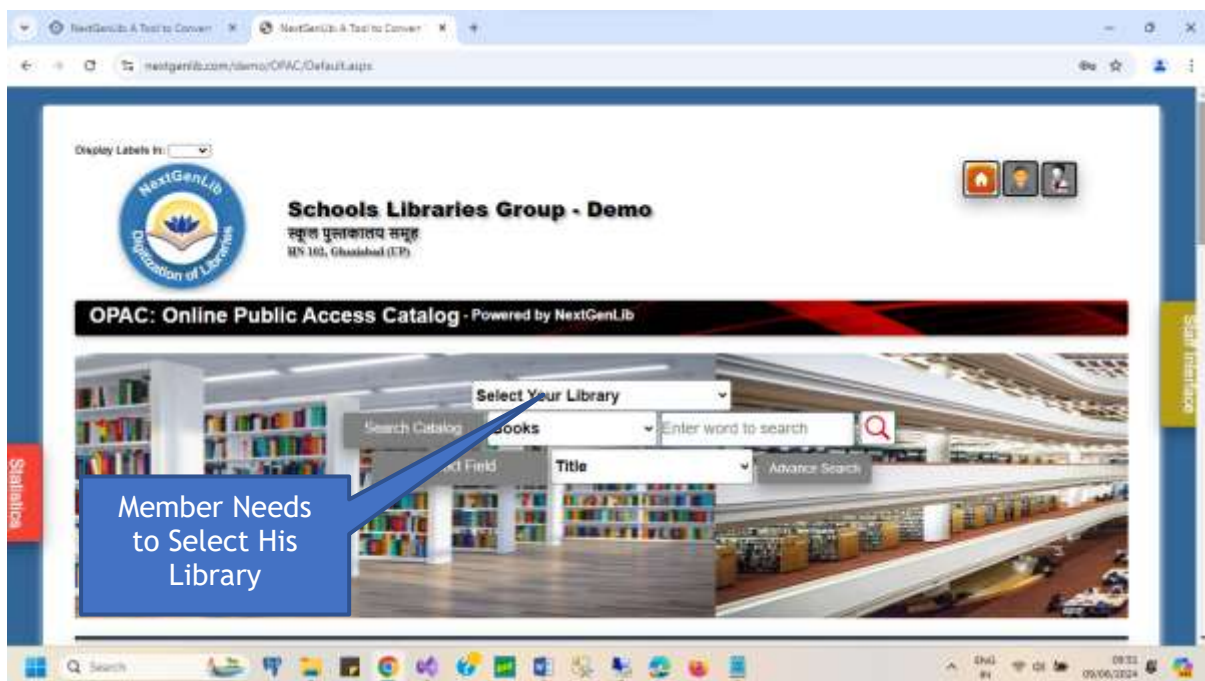
Sr No	Member No	Member Name	In Date	In Time	Out Time	Purpose	Feedback
1	3745	Sharad Kumar	01/09/2024	09:26:51	01/09/2024 09:27:31	Study	
2	2	Surinder Singh	01/09/2024	09:26:46	01/09/2024 09:26:55	Study	Excellent
3	3745	Sharad Kumar	27/08/2024	06:15:40			
4	3745	Sharad Kumar	29/07/2024	12:55:55			

## Chapter 15: Online Public Access Catalog (OPAC)

NextGenLib Software is a cloud based software where it is hosted in a cloud and library catalogs and other services can be accessed by registered members online using mobile or other devices.

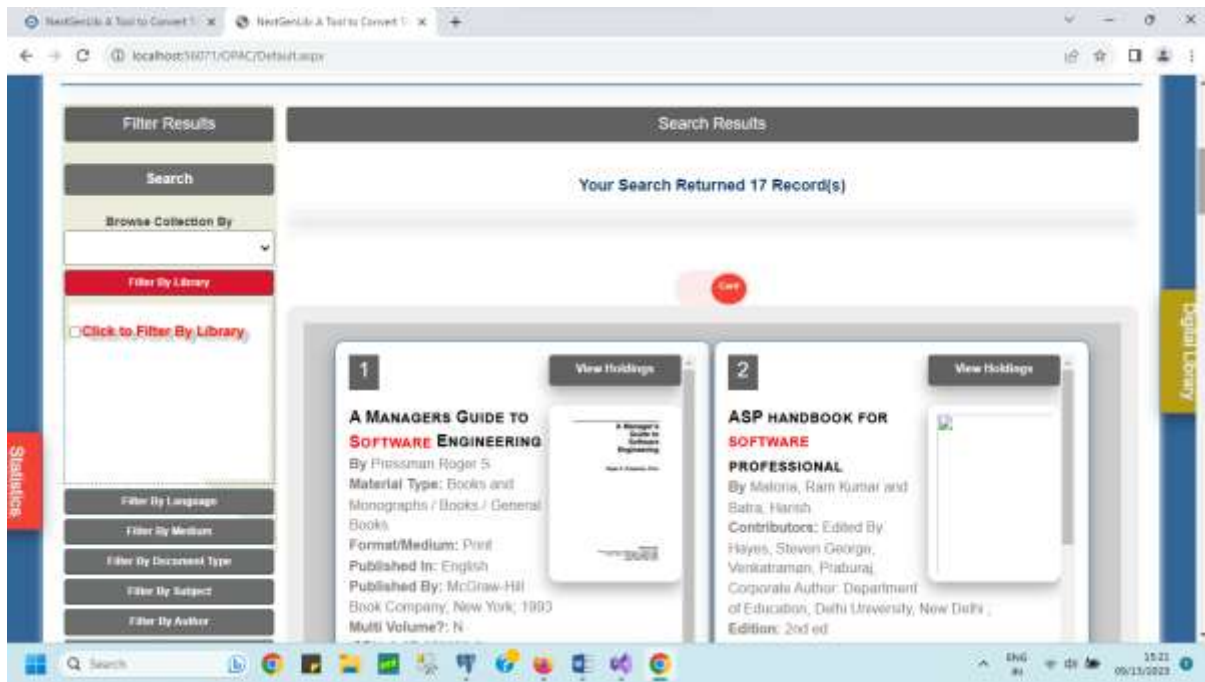
**NOTE:** At the time of member registration, a mail will be delivered automatically from the system to the member with details of the services, URL, member password etc.

Members can run the given URL in the browser and following page will be displayed:-



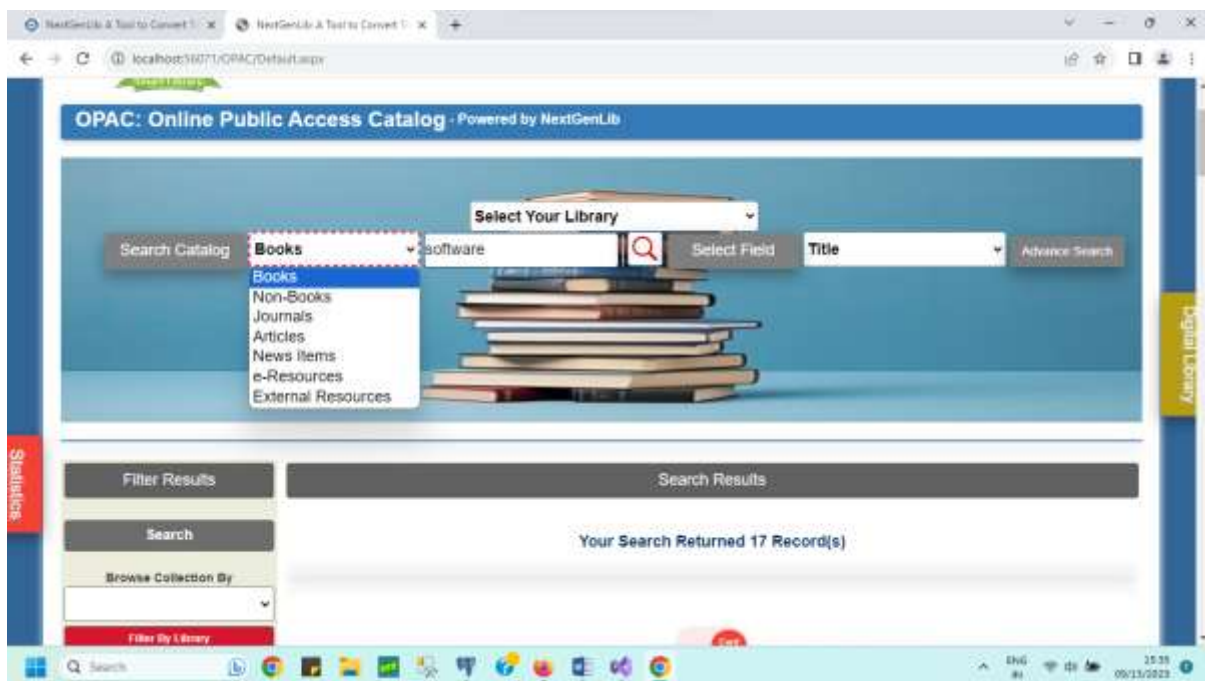
The OPAC provides following services:-

- Search of library collection by various parameters
- Looking at details, can view the copies details
- Member can submit request for ILL or reserve the copy
- Search can be made for types of reading materials such as Books, Journals, News, Articles, External Resources etc.
- Recent arrivals can also be displayed
- Member can view update his/her profile, submit a request for new title, etc.
- Guest members can submit their requests for temporary memberships



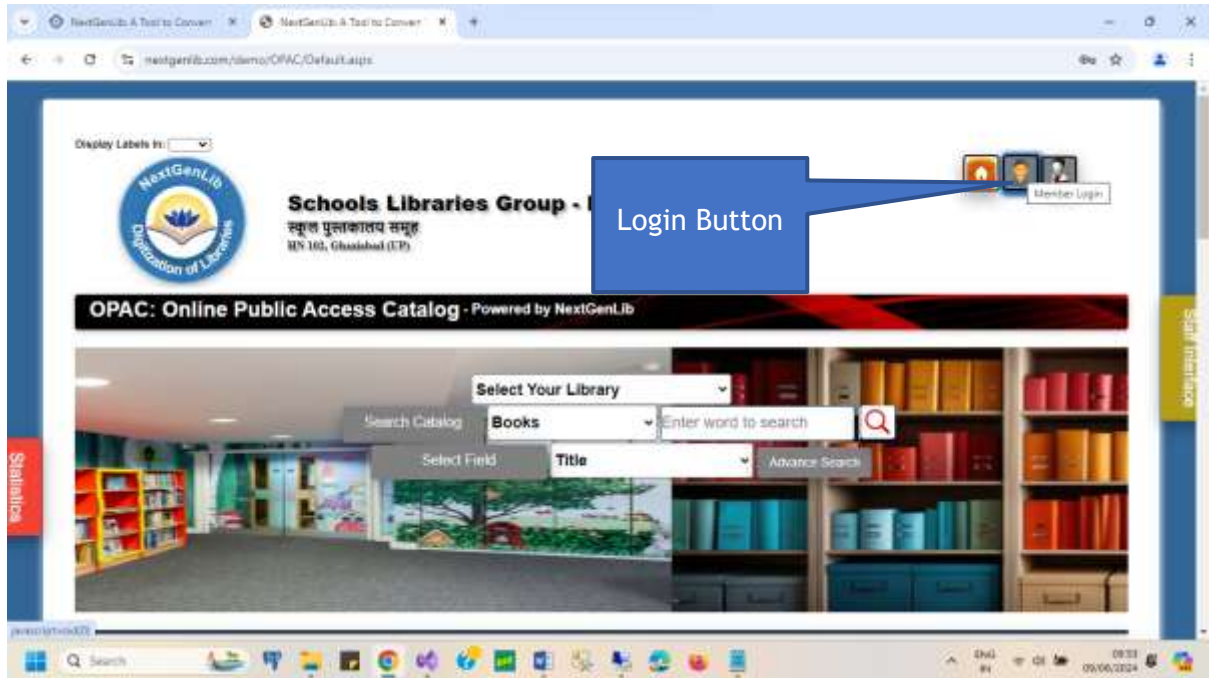
**NOTE:** In case digital files are uploaded with any of the titles then a button will appear to read the uploaded file. However, files will be downloaded after login of registered members only.

**NOTE:** Results appear after search can also be filtered further based on various parameters given in the left side of the form

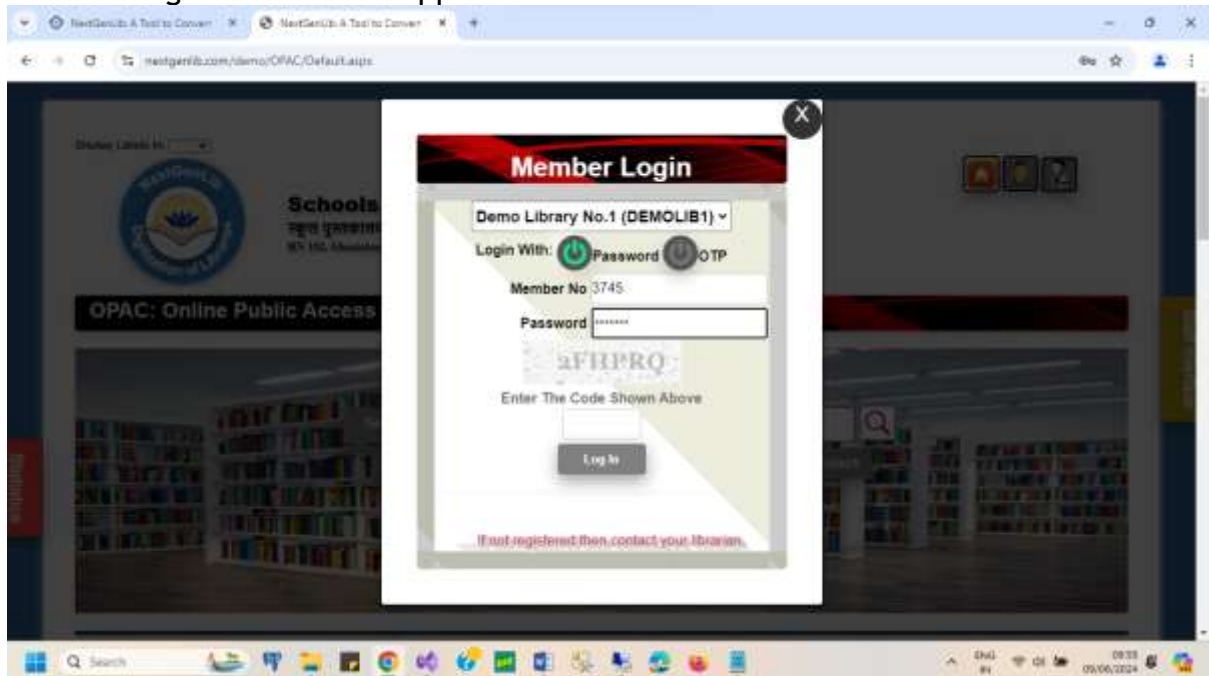


## How to Login OPAC by Member

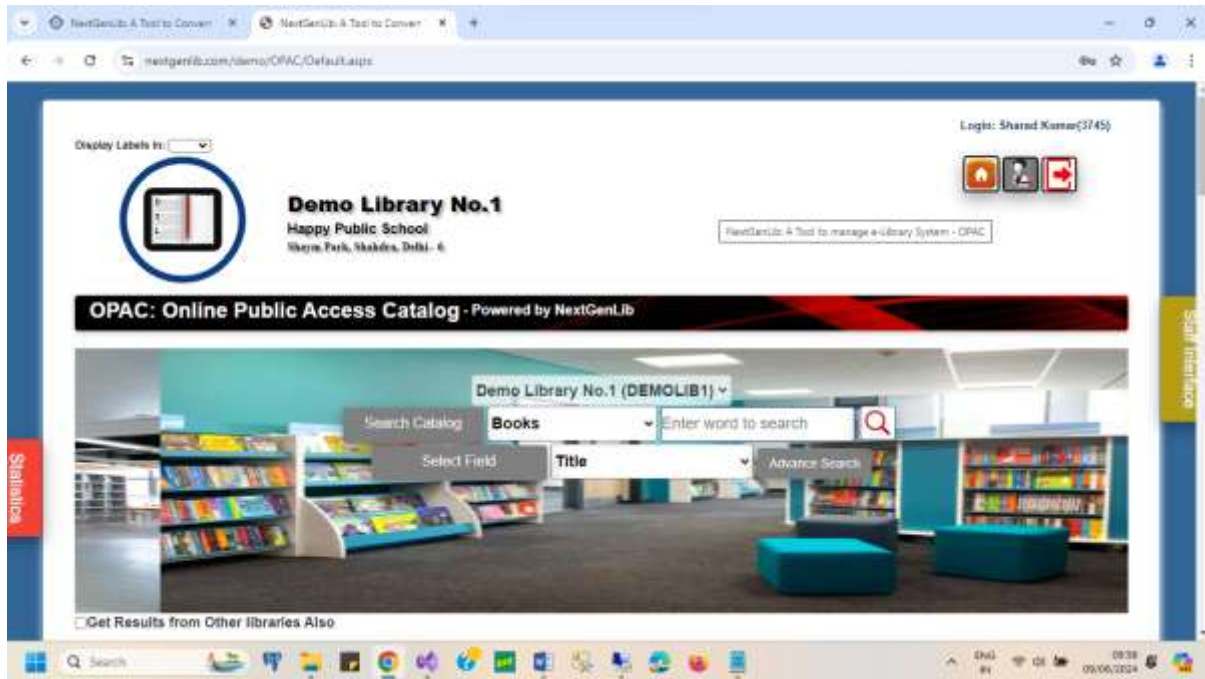
- Load OPAC Page
- Click Member Login Button given on the right top corner as seen in below screen



- A Login Window will appear as seen in below screen

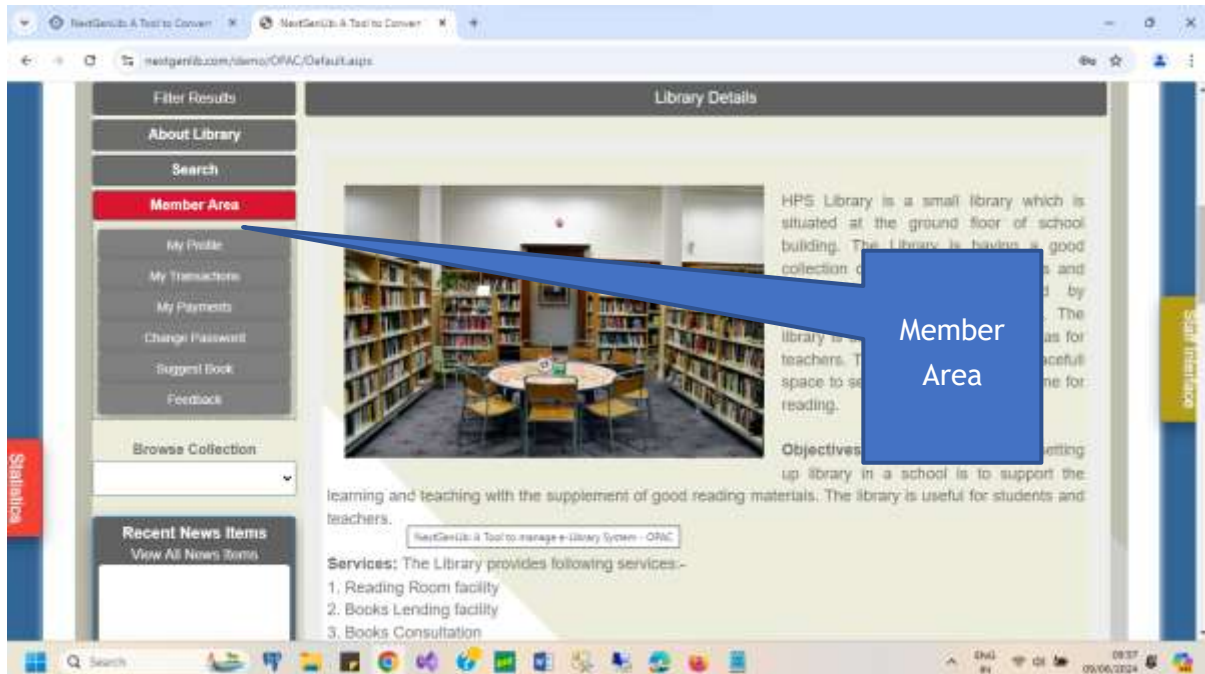


- Select Your Library from drop-down
- Enter your Member Number
- Enter Your Password
- Enter Captcha
- And Press LOGIN Button



**NOTE:** Once Login is successful then Top corner will display the member Name And Number along with LOGOUT Button on Top Right Corner.

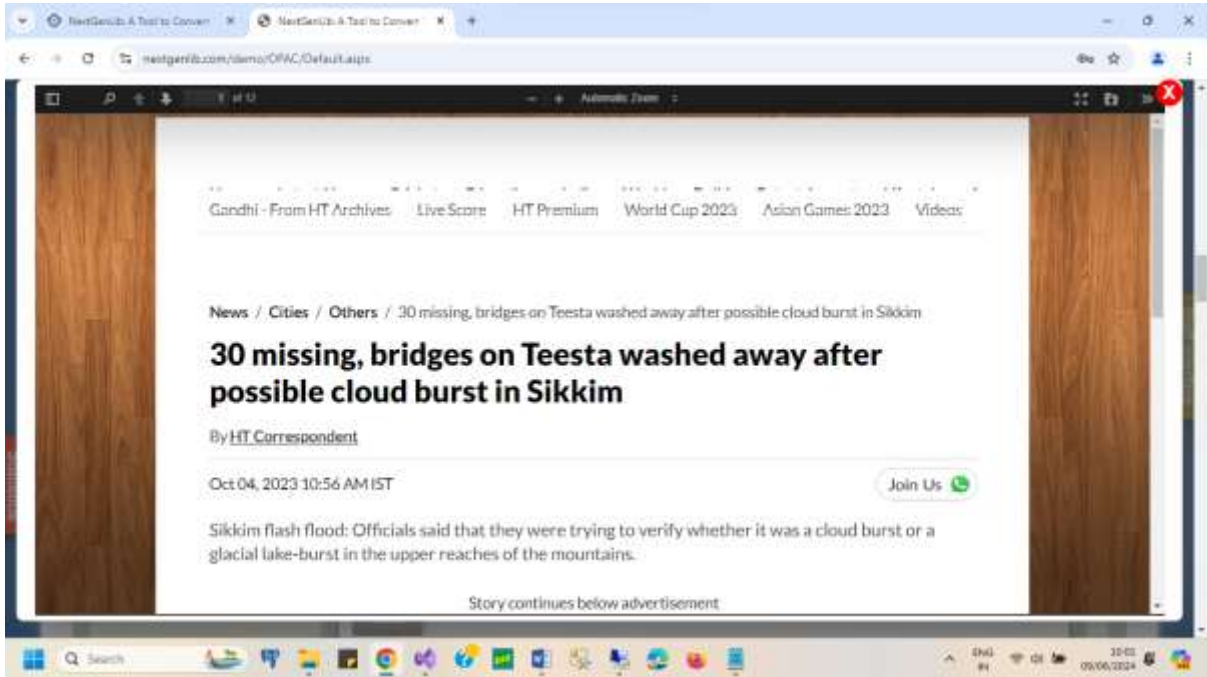
Member will access a separate module on OPAC after Login as seen in the below screen:



After Login, Member can:-

- Search catalog
- Can submit Inter Library Loan Request from other libraries

- Can submit email request to his/her librarian
- Can download and read digital files uploaded
- Can Change Password
- Can Submit request for new books
- Can View his transactions and payments made
- Can submit feedbacks



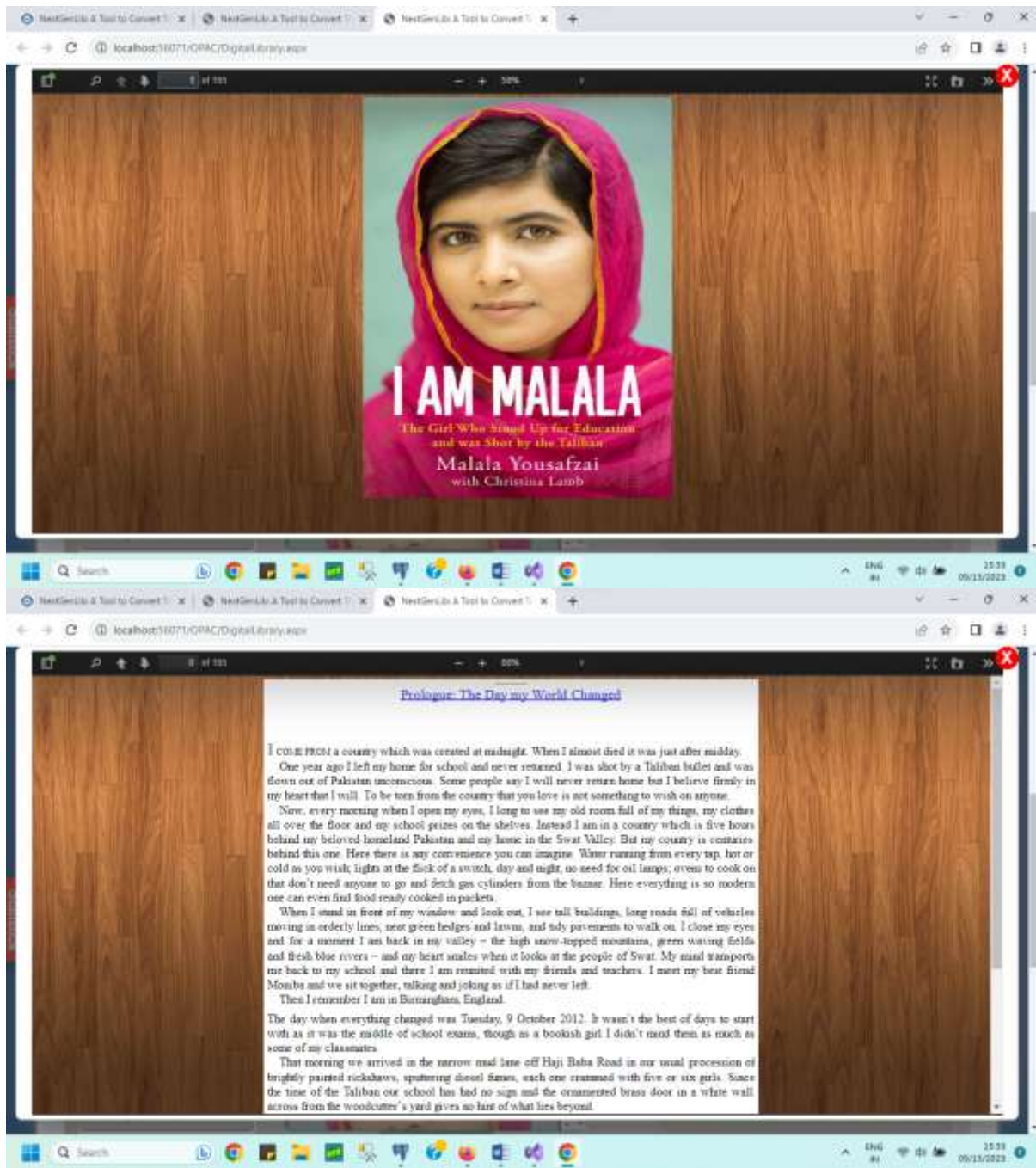


## Chapter 16: Digital Library Access

NextGenLib is a software which provides facility to develop/build digital repositories of the books, journals, loose issues, news items and external open source resources, where digital files can be uploaded along with meta data. These digital files may be in any format including pdf. In case of external resources if digital files are not possible to upload then just URL of the resources can be saved which will be accessible to members on OPAC and Digital Libraries.

Digital library can be accessed by members on the given URL when run in any browser. To read the resources in full text, member needs to login the site.

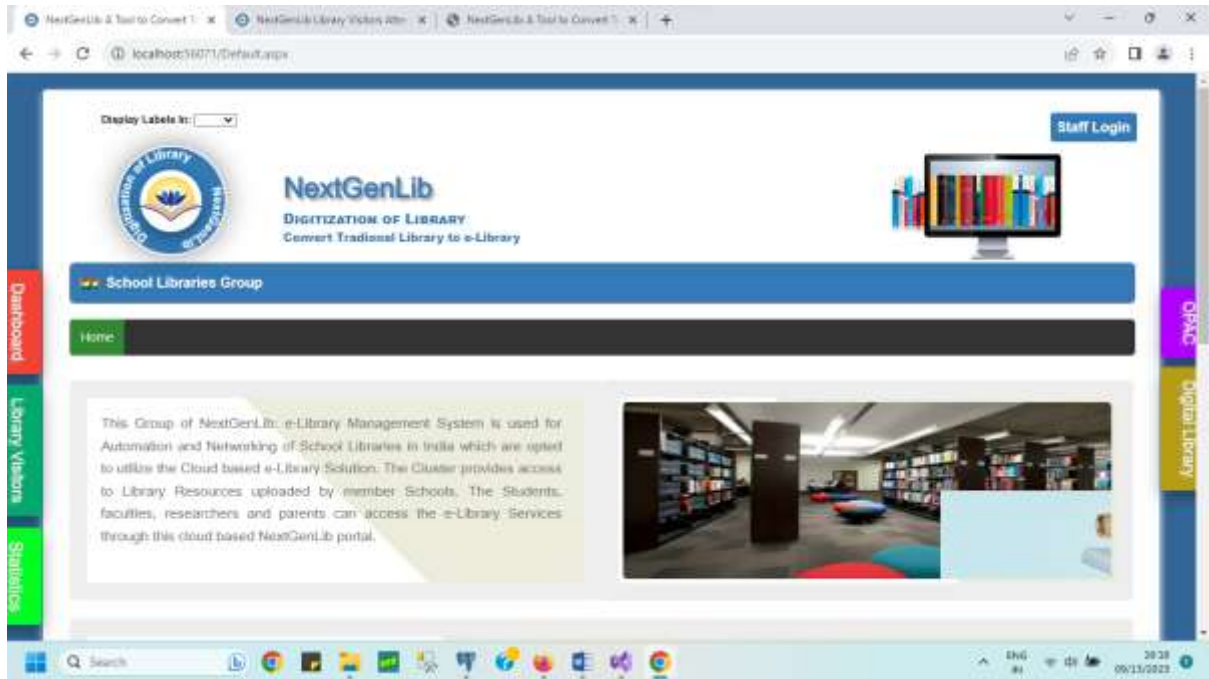




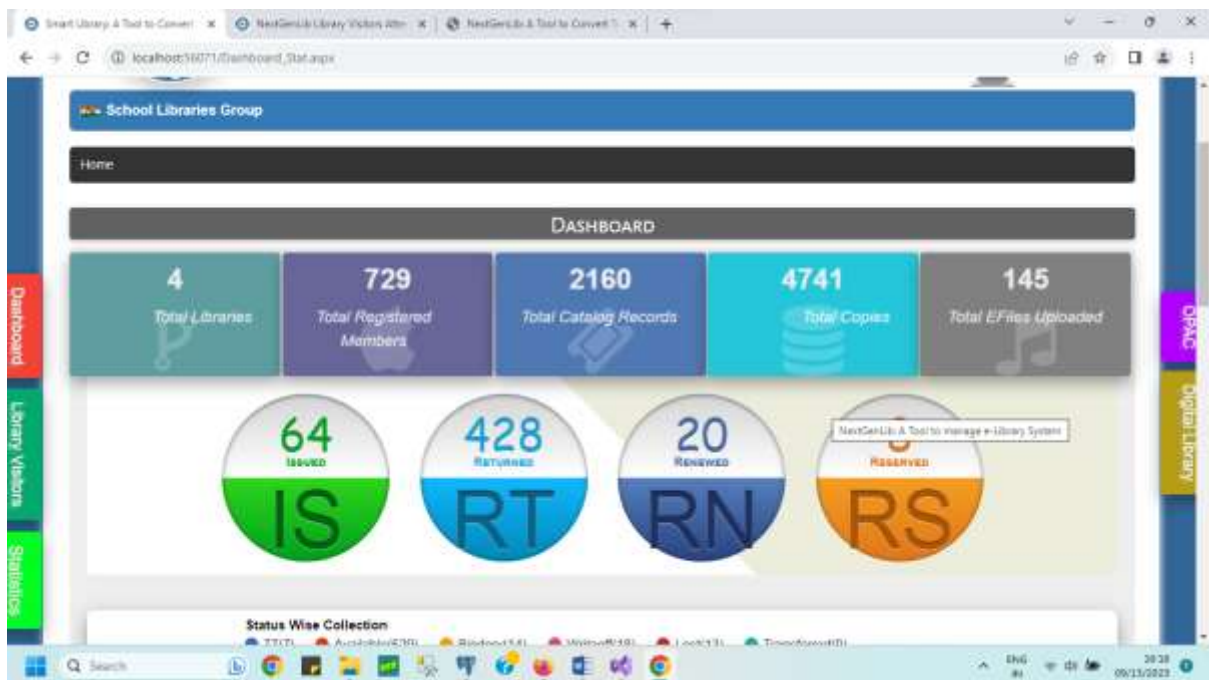
**NOTE:** Results appear after search can also be filtered further based on various parameters given in the left side of the form.

## Chapter 17: Dashboard and Statistics

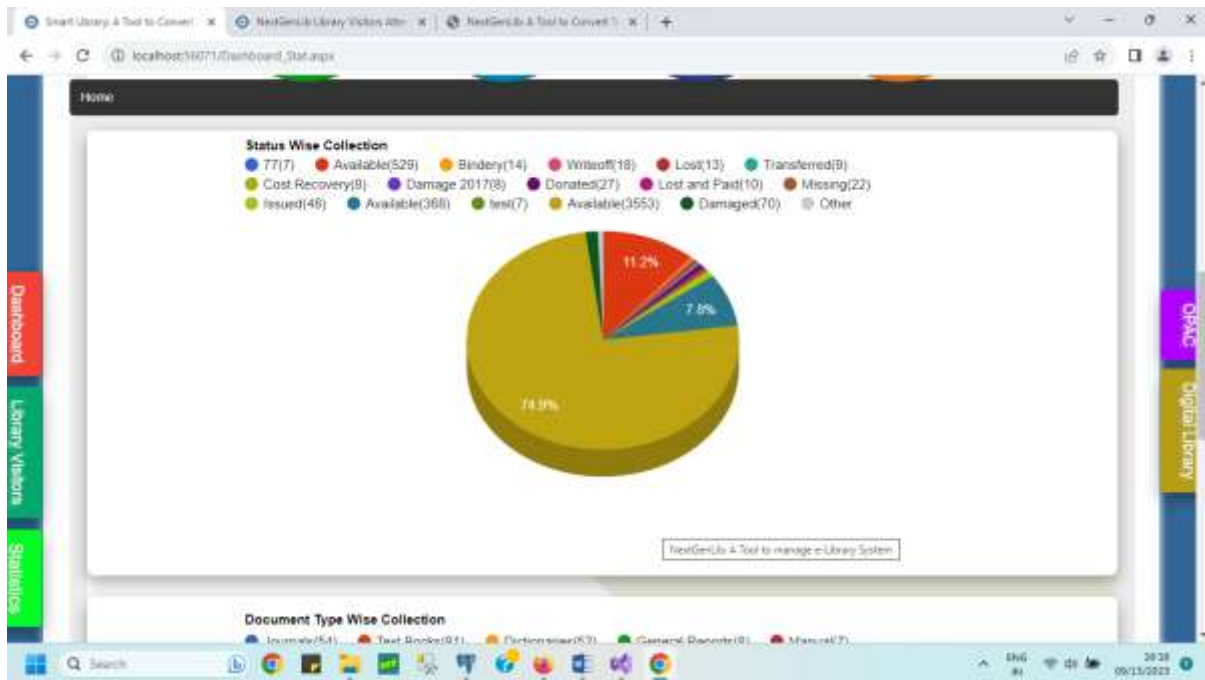
**NextGenLib** is a complete Library Management Software plus Digital Library solution, it provides dashboard and quick statistics also in various modules. The main Library staff Interface is having glowing side button namely “Dashboard” and “Statistics”.



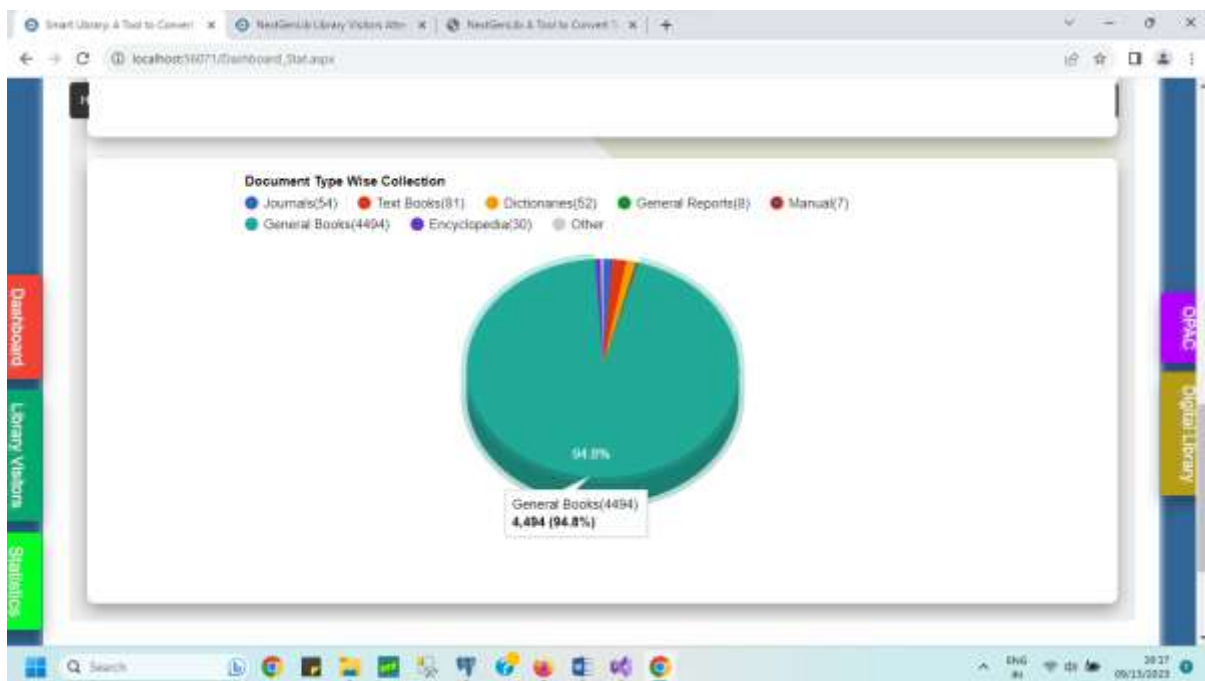
### Dashboard



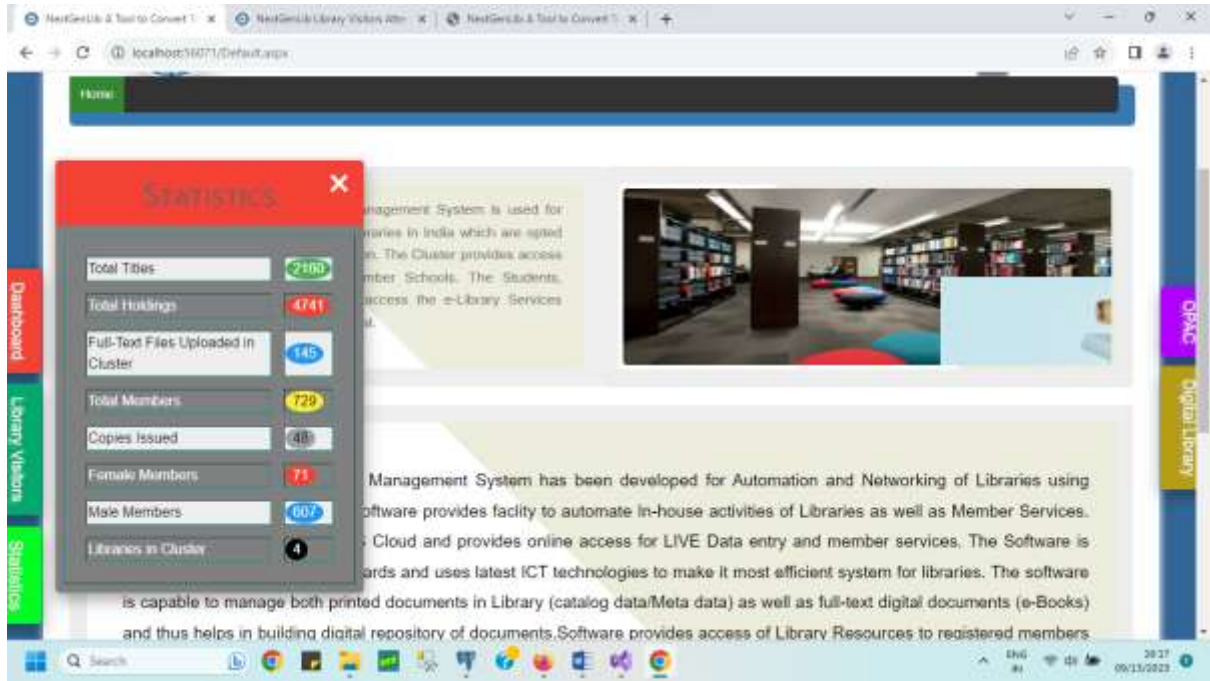
### Dashboard



### Dashboard



### Statistics



## Chapter 18

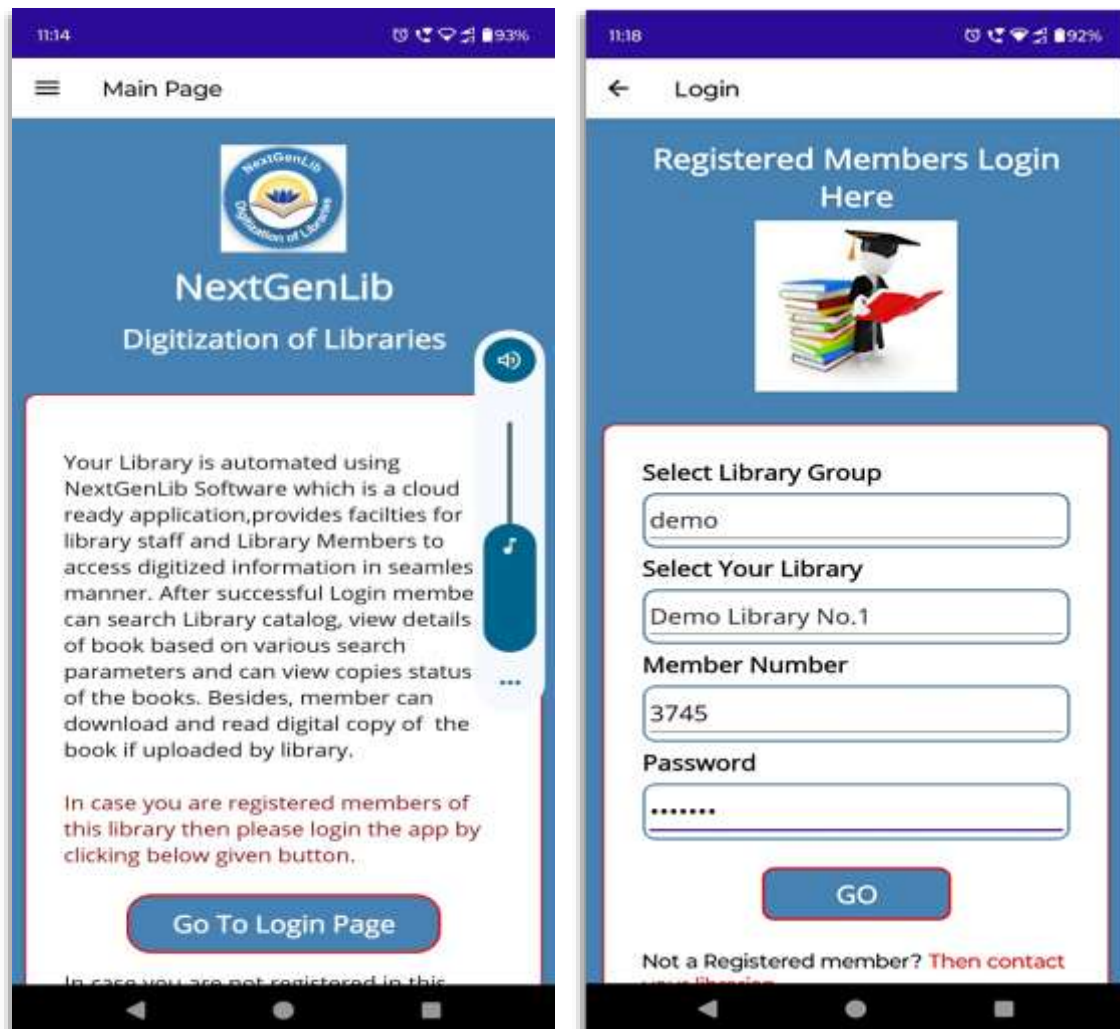
# How to User NextGenLib Mobile App

In modern days, accessing information and online services using Mobile has become a general features of any software system. NextGenLib also having online services for registered members to access these over the mobile using MOBILE APP.

The NextGenLib Mobile App can be downloaded from Google Play Store for Android users while for Apple users, similar app will be made available soon.

Mobile App is available for registered members Only. Once App is installed and run first time - following screen will appear:

- Press GO TO LOGIN Page Button - new window will be opened as given below



- Select Your library group from drop-down
- Select Your Library from drop-down
- Enter Member Number and Password
- Press GO Button for login

