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# ABCD Integrated Library System installation and user guide

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<https://ar.iub.edu.bd/handle/11348/203>

*Downloaded from IUB Academic Repository*

# **User Manual**

## **ABCD- Integrated Library System**

*Prepared By*

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Plot-16, Block-B

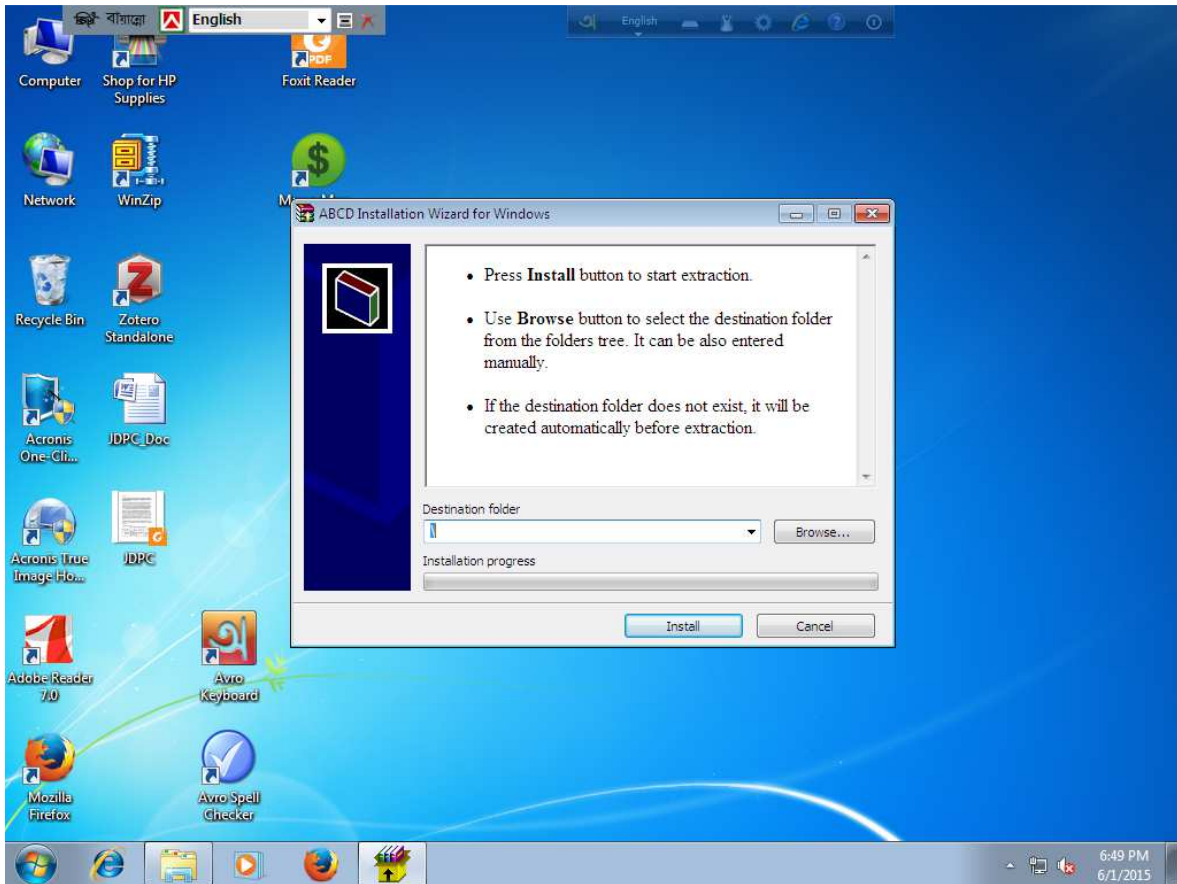
Bashundhara, Dhaka

Email: [himalsagor@yahoo.com](mailto:himalsagor@yahoo.com)

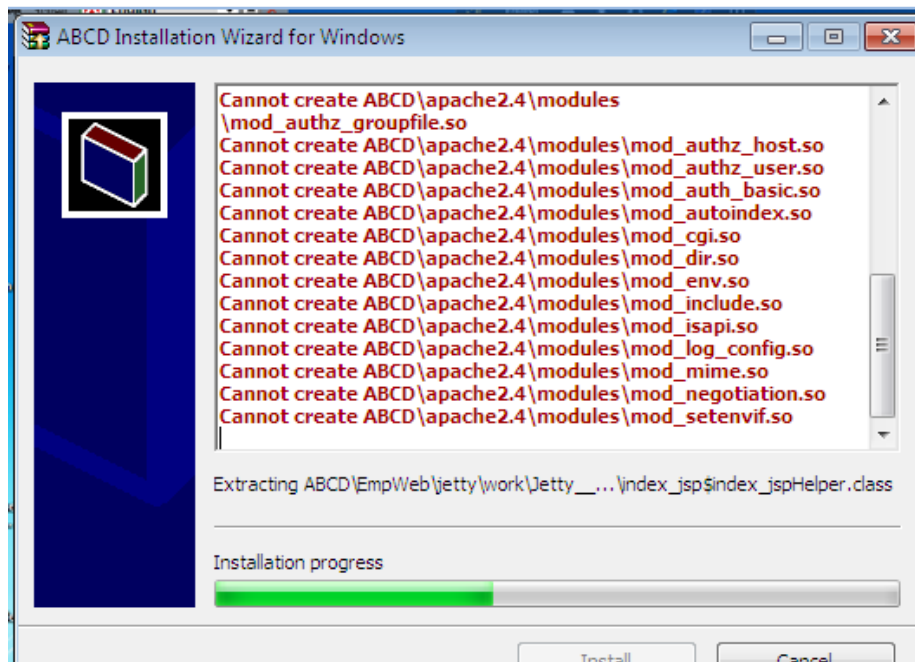
Cell: +8801819517595, +8801552445348

# ABCD Installation (Windows)

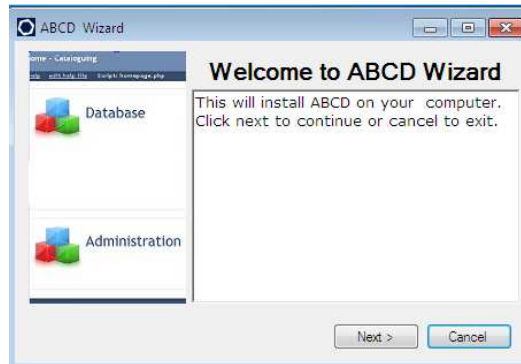
1. Insert the CD in CD Drive and double click **ABCD Installation Wizard for Windows**.
2. Select the destination folder like \ (default C) and click **Install**.



3. Follow the on screen progress.



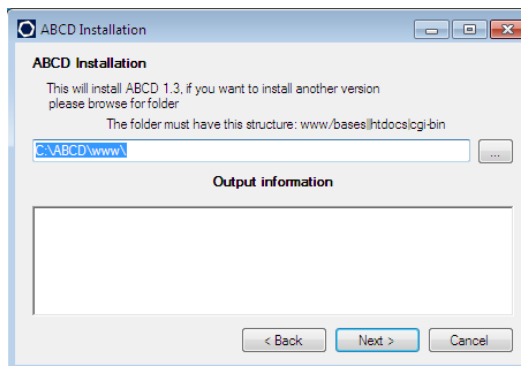
- Click **Next**.



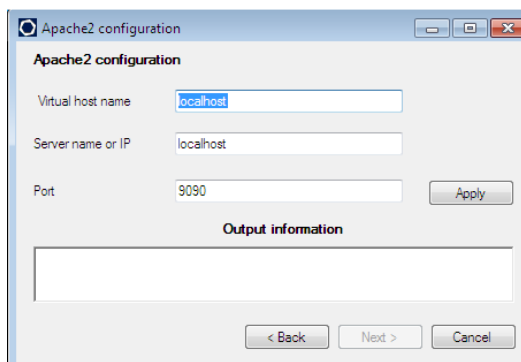
- Select **I accept the agreement** and click **Next**.



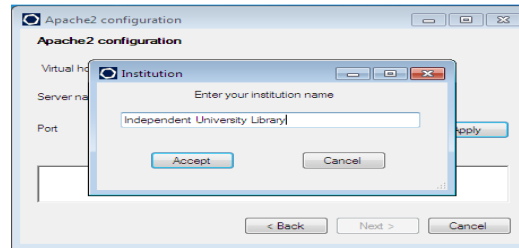
- Click **Next**.



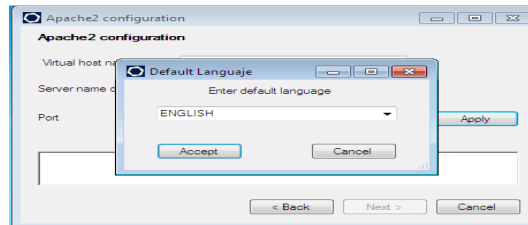
- Click **Apply**.



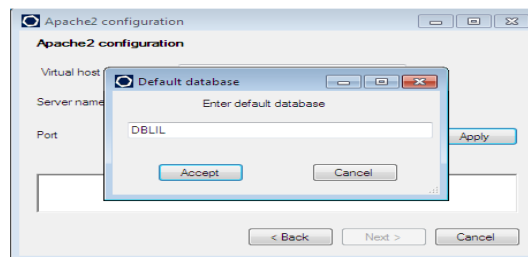
8. Write your **Institution name** and click **Accept**.



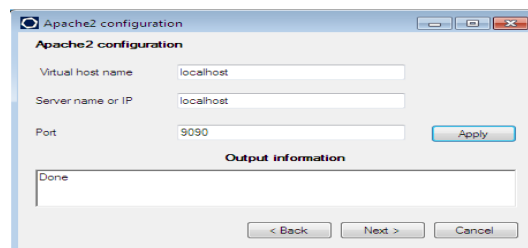
9. Click **Accept**.



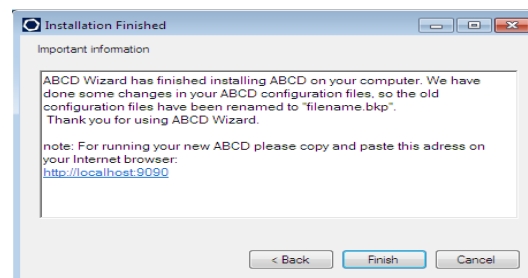
10. Click **Accept**.



11. Click **Next**.

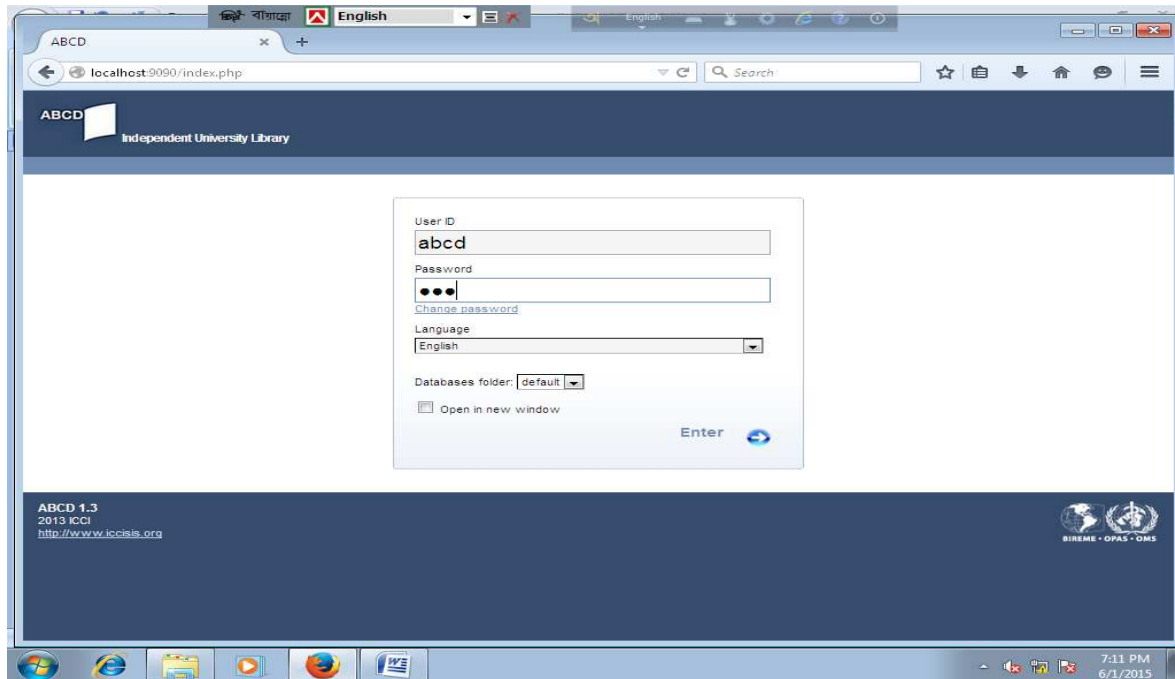


12. Click **Finish**. (Installation complete)



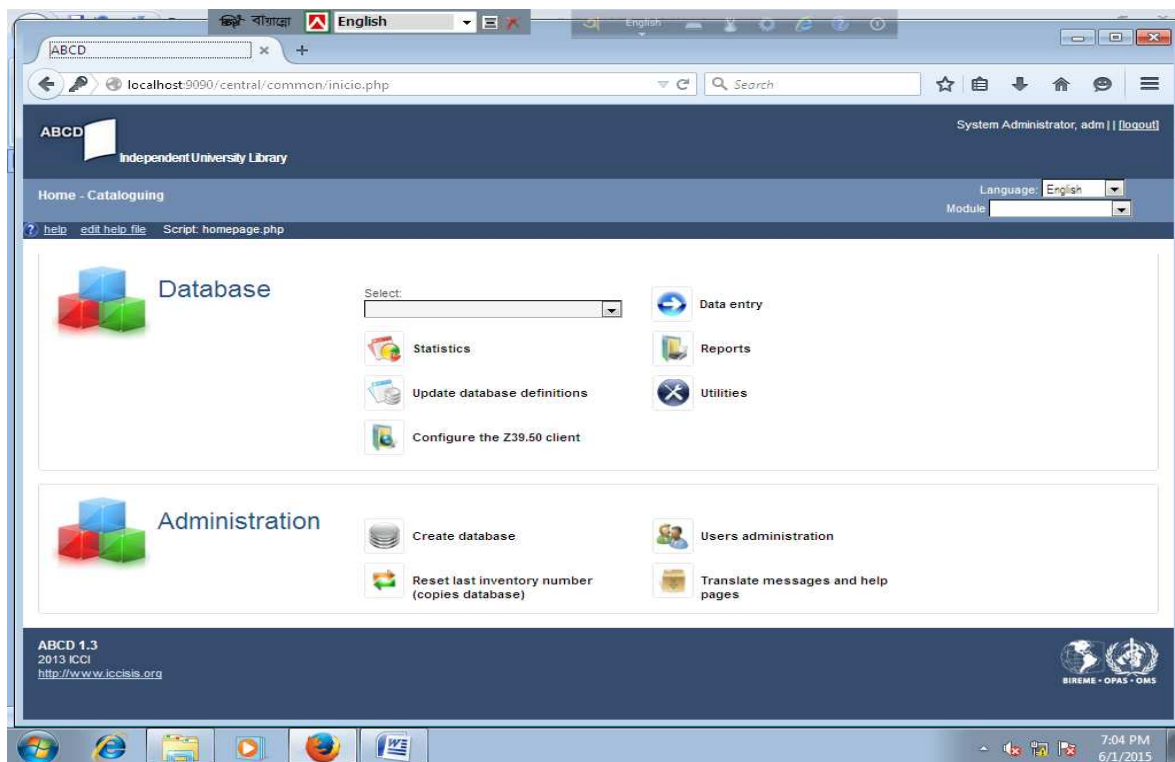
# Using ABCD

1. Go to your **destination folder>ABCD>** double click **ABCD\_start**. (the following screen will be promoted)



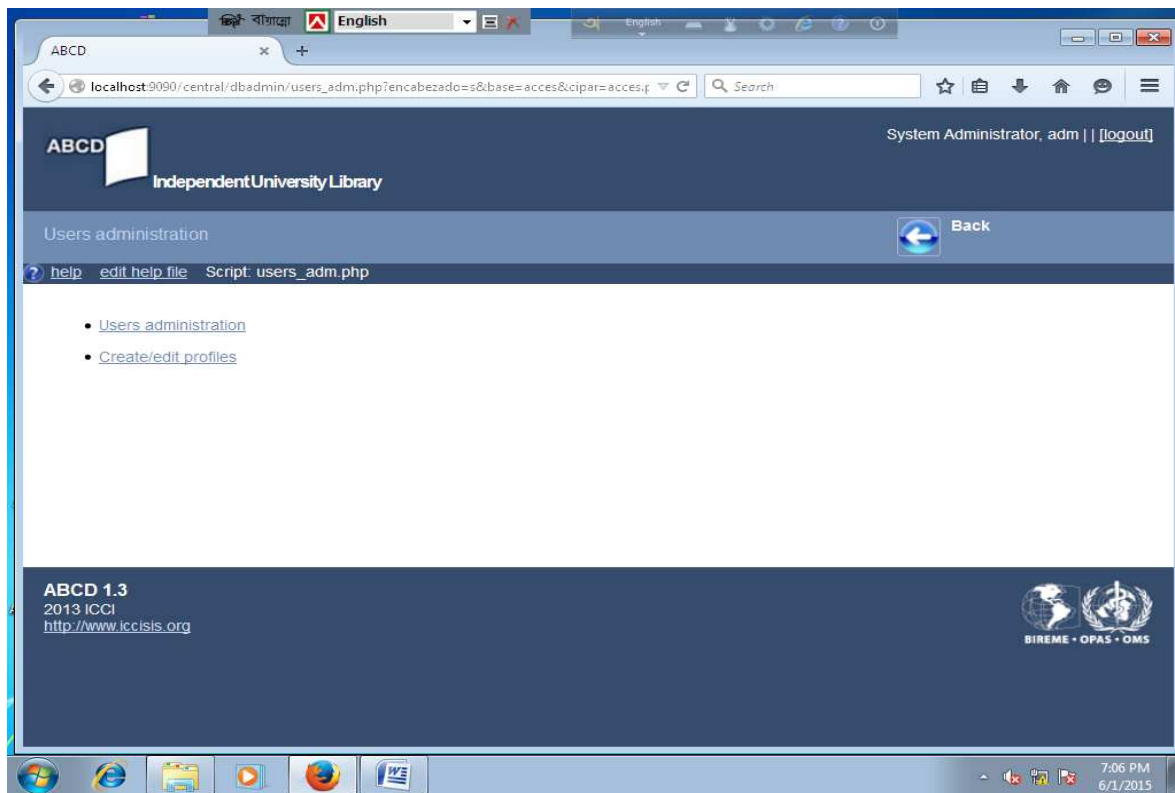
Alternative accessing: Go to any browser and type **localhost:9090** and press **Enter**

2. Use your **User name** and **Password** (Default **User Name: abcd**, **Password: adm**). (You will be promoted following screen)

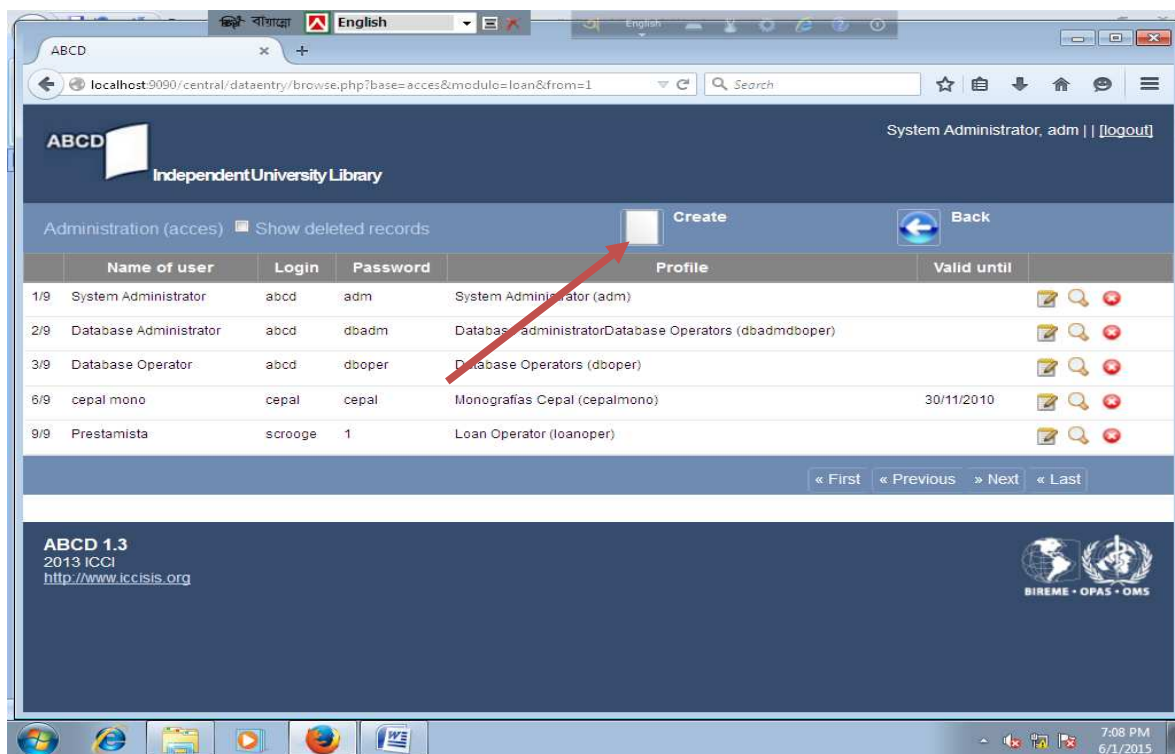


# Administration:

## User Administration



Click **User Administration** and you will be promoted following screen. Here you can see different the library operators. You can also create new administrator by clicking **Create**.

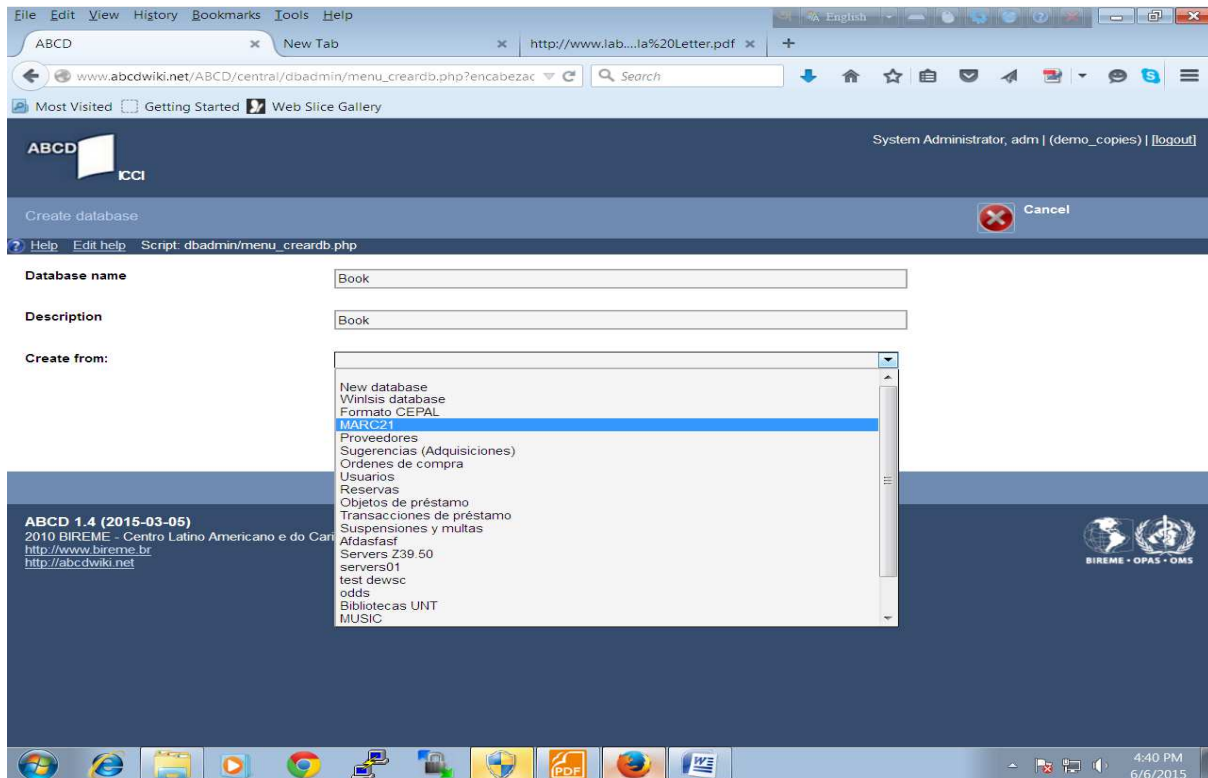




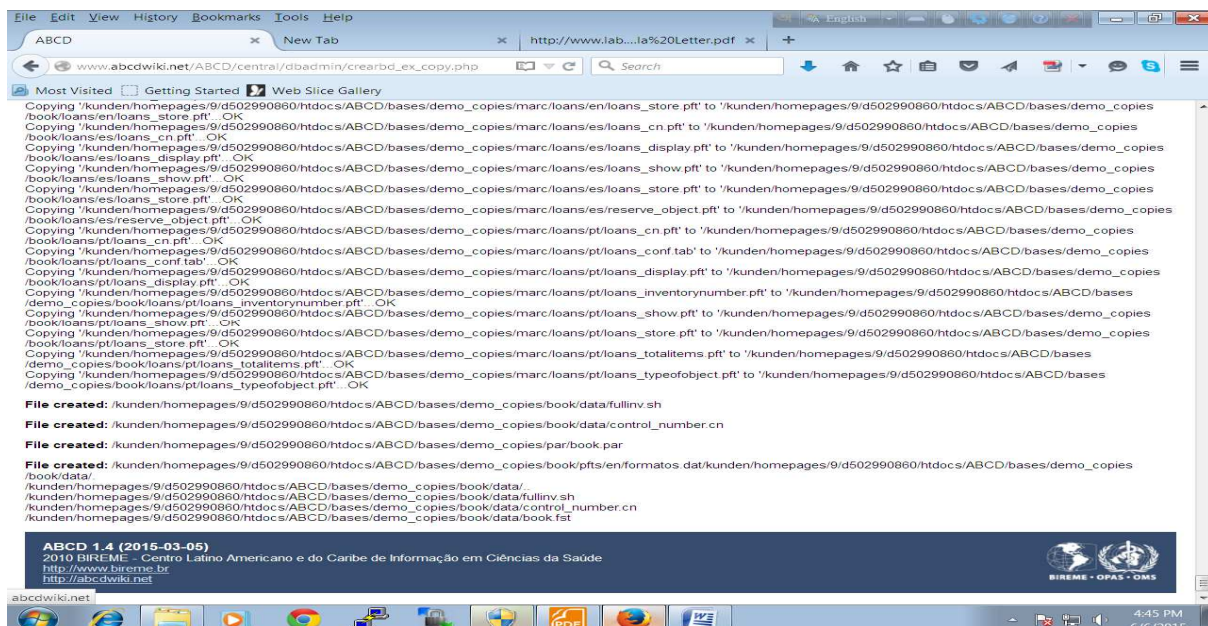
# Cataloguing

## Creating New Database:

1. Click **Administration> Create Database**
2. Write **Database Name** (Book), **Description** (Book) and **Create from** (any existing database like MARC or New Database, if you are competent)> click **Continue**.



3. Database creation confirmation will be shown as follows:



Your database is created.

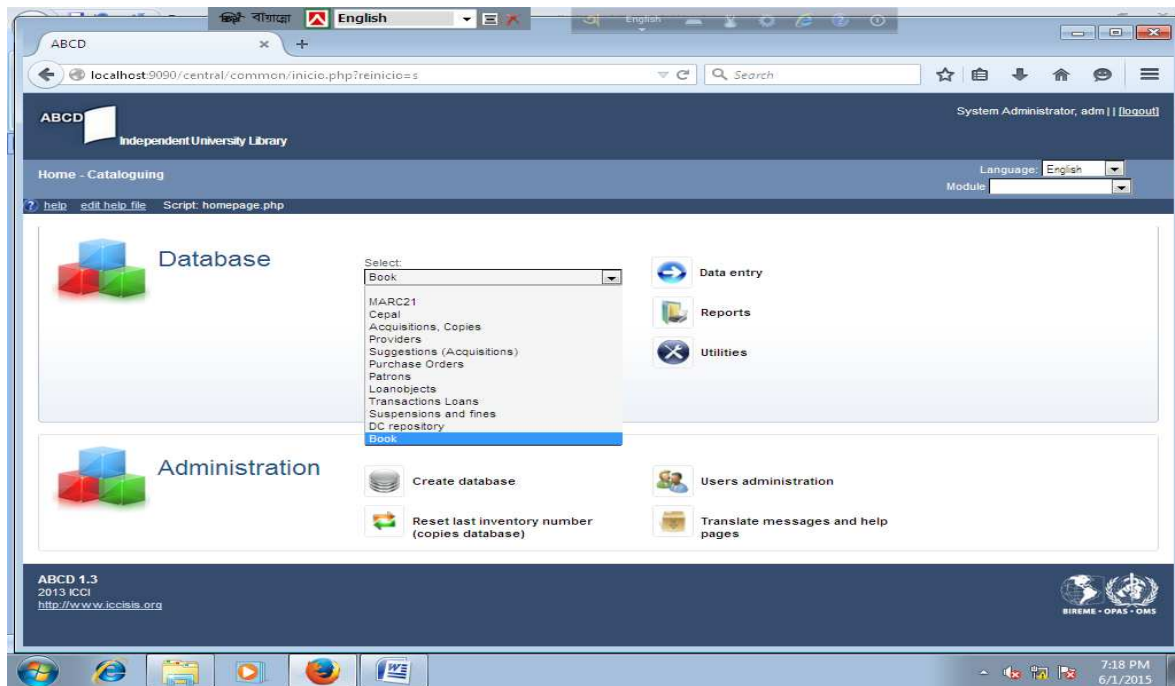


Now go back to your home screen by clicking **Go Back** Button

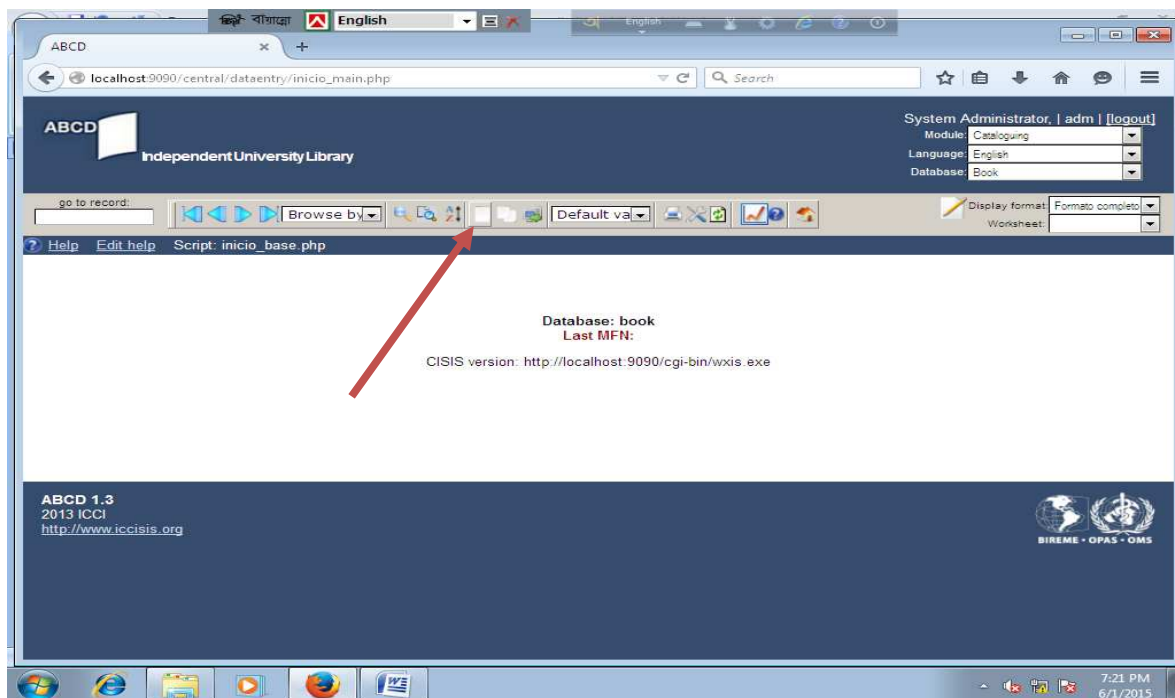
### Adding Record to new Database

Select your database **Book** from Database Pane and click **Data Entry** as below window

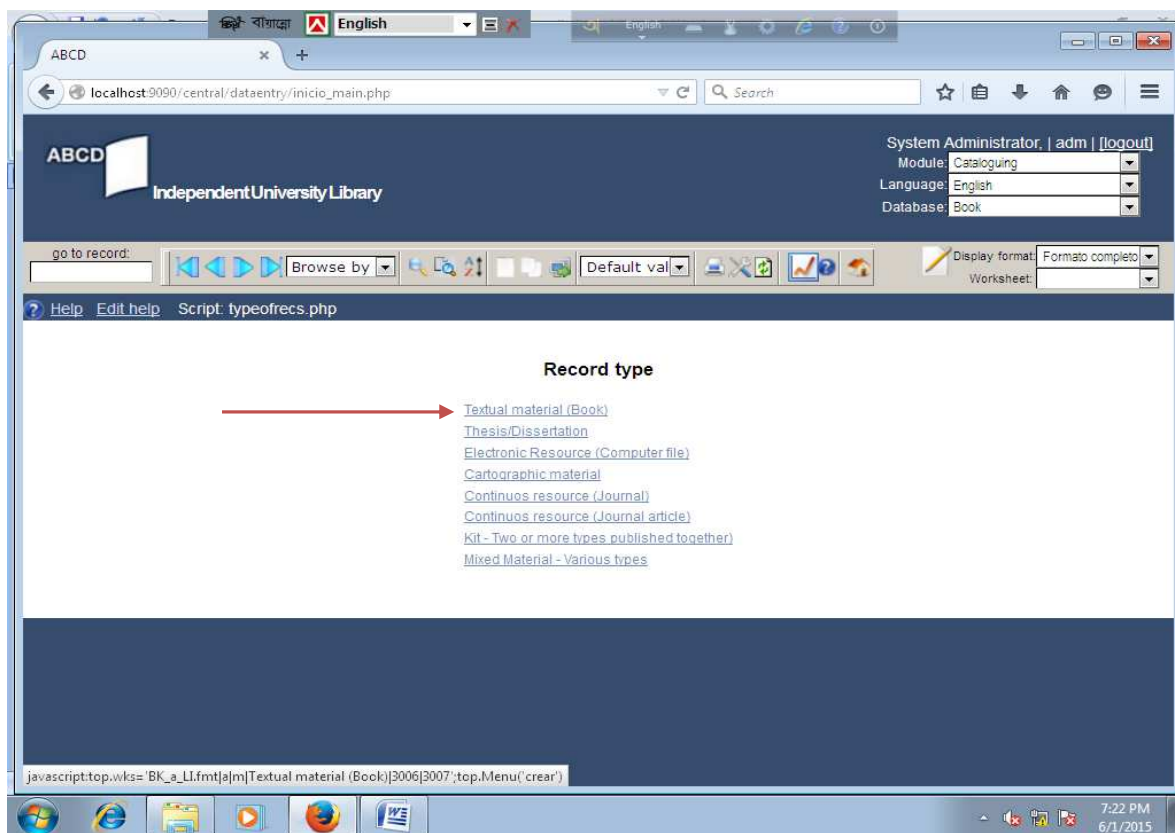
1. Select your newly created **Database** name and click **Data Entry**.



2. Click **New Record**

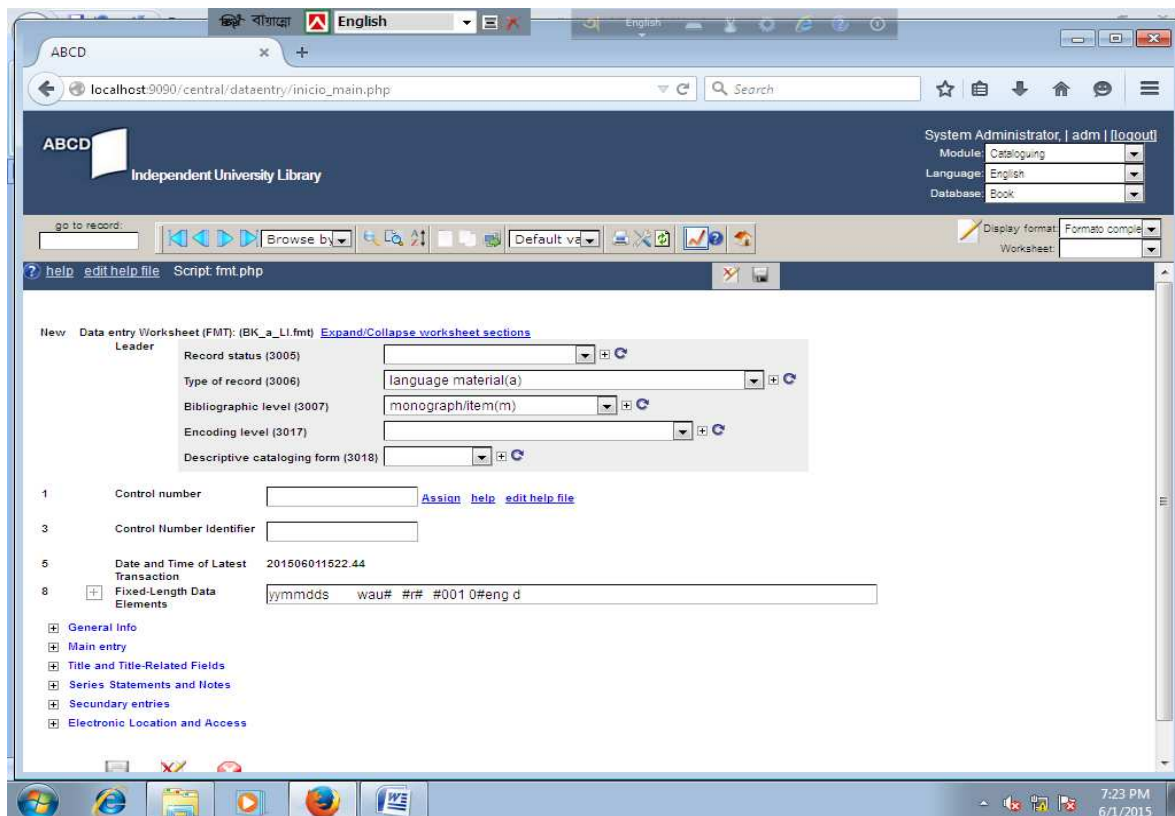


3. Click [Textual material \(Book\)](#)



4. Fill the essential following MARC rule.

For example: **Leader** (Tag 3005-n, 3006-a, 3007-m, 3017-#, 3018-a)



**Fixed-Length Data Elements** (lick the + sign and you will see data entry window)

ABCD - Mozilla Firefox

localhost:9090/central/dataentry/campofijo.php?formato=a|bk\_8.fdt&base=book&Tag=tag8&tm=

language material. (a) bk\_8.fdt

00-05 Date entered on file 150601

06-06 Type of date/Pub Single known date/probable date (s)

07-10 Date 1

11-14 Date 2

15-17 Place of pub/prod/exec Bangladesh (bg)

18-21 Illustrations

No illustrations (#)

Illustrations (a)

Maps (b)

22-22 Target audience Adult (e)

23-23 Form of item Regular print reproduction (eye-readable print) (r)

24-27 Nature of contents

Not specified (#)

Abstracts/Summaries (a)

Bibliographies (b)

28-28 Gov. pubs Not a government publication (#)

29-29 Conference Not a conference publication (0)

30-30 Festschrift Not a festschrift (0)

31-31 Index Index present (1)

General Info: Tag 20-ISBN, 41-eng/ben, 90-call no,cutter figure, year)

General Info

20 + ISBN ^a9840513710

40 + Cataloging Source

41 + Language Code ^aeng

44 + Country of Publishing/Producing Entity Code

82 + Dewey Decimal Classification Number ^a954.92

90 + Local call number ^a952.92^bK45d^c1996

Local call number(90)

^a952.92^bK45d^c1996

1 1 Indicator 1

2 2 Indicator 2

a Classification number 952.92 add

b Cutter code K45d add

c Edition/year 1996 add

d Additional information add

Accept Update Cancel

ABCD 1.3  
2013 ICCI  
http://www.iccisis.org

BIREME • OPAS • OMS

**Main entry** (Use the first author name in Tag 100)

The screenshot shows the ABCD 1.3 web interface in a Mozilla Firefox browser. The URL is localhost:9090/central/dataentry/campos.php. The form is titled 'Personal Name(100)' and contains the following fields:

- 1 Indicator 1: [Empty field]
- 2 Indicator 2: [Empty field]
- a Personal name: Khan
- b Numeration: [Empty field]
- c Titles and words associated with a name: [Empty field]
- d Dates associated with a name: [Empty field]
- q Fuller form of name: Akbar Ali

Below the form are three buttons: Accept (green checkmark), Update (blue circular arrow), and Cancel (red X). The footer of the page displays 'ABCD 1.3 2013 ICCI http://www.iccisis.org' and the BIREME • OPAS • OMS logo.

### Title and Title-Related Fields

(Tag 245- Title, 250-Edition, 260-Imprint: Place, Pub, Year)

The screenshot shows the ABCD 1.3 web interface in a Mozilla Firefox browser. The URL is localhost:9090/central/dataentry/campos.php. The form is titled 'Publication, Distribution, etc. (Imprint)(260)' and contains the following fields:

- 1 Indicator 1: [Empty field]
- 2 Indicator 2: [Empty field]
- a Place of publication, distribution, etc.: Dhaka
- b Name of publisher, distributor, etc.: The University Press Ltd.
- c Date of meeting: 2005

Below the form are three buttons: Accept (green checkmark), Update (blue circular arrow), and Cancel (red X). The footer of the page displays 'ABCD 1.3 2013 ICCI http://www.iccisis.org' and the BIREME • OPAS • OMS logo. The bottom of the browser window shows a taskbar with various application icons and a system clock indicating 7:40 PM on 6/1/2015.

### Secondary entries

If there are more than one author, use second, third ... author in 700 Tag like as 100.

**Finally click Save.**

### Adding item to Loan object:

1. Select **Catalogue> Data Entry>** Go to specific **record**.
2. Click **Add Copies>**(Write **Inventory Number** i.e Barcode/Accession number, and other information like Main Library, Acquisition Type and Date Acquisition)> Select **Verified, stamped, in Process in tech. Office** > Click **Update**
3. **Go back>** Click **Add to Loan Object>**Select **(2) Add to Loan Object>**Select type of Object>Click **Update**.

## Circulation:

### Administration> Configuration:

1. **Loan Policy> Source Database>** Select the **Database** you want to loan>Click **Continue**
2. **Loan Policy> Borrowers Type, Description, Number of allowed loans** (e.g st-Student, te-Teacher etc., 5)> Click **Update**
3. **Loan Policy> Item Loan policy** (Here you have to mention what **type of materials** can be borrowed by a user, **how long** can he/she keep a book, what will be the **fine** etc.)>Click **Update**.
4. **Loan Policy> Item Types** (B-Books, V-Videos and so on)> Click **Update**
5. **Loan Policy> Set currency, Library opening hour** etc. > Click **Update**.

### Databases:

1. **Databases> Borrowers** (Here you will find list of all borrowers of your library.
2. If you want to add new borrowers click **Create>**Fill appropriate information especially **User Type, Sex, Expiration Date, Name, ID, Barcode (also ID), Address, upload photo** and click **Save Record**.

### Transaction

#### Loan/Borrow

**Transaction>** Click **Lend>** Write/Select **Accession Number** and **Borrower Number>**Click **Lend** or Press Enter.

#### Loan/Borrow

The screenshot shows the 'Lend' transaction page of the ABCD 1.4 system. The header includes the ABCD logo and the user 'System Administrator, adm | (demo\_copies) | [logout]'. A navigation bar contains links: MENU | Lend | Renew | Return | Reserve | Suspend/Fines | Borrower statement | Item statement | History of a borrower. Below this is a sub-header with 'Lend' and a script path 'Script: prestar.php'. The main form area has three input fields: 'Accession number' with a 'List' button, 'Borrower number' with a 'List' button, and 'Comments'. A 'Lend' button is at the bottom right of the form. A message at the bottom of the form says 'Please supply the required data. To continue, click on [Lend] or press [Enter]'. The footer contains version information 'ABCD 1.4 (2015-03-05)', contact details for BIREME, and logos for BIREME, OPAS, and OMS.

## Book Renew

Put the **Accession Number** in the box and click **Renew**

ABCD  
ICCI

System Administrator, adm | (demo\_copies) | [logout](#)

Renew

MENU | [Lend](#) | [Renew](#) | [Return](#) | [Reserve](#) | [Suspend/Fines](#)  
[Borrower statement](#) | [Item statement](#) | [History of a borrower](#)

[? Help](#) | [Edit help file](#) | Script: renovar.php

Accession number

Please supply the required data. To continue, click on [/Renew](#) or press [Enter]

ABCD 1.4 (2015-03-05)  
2010 BIREME - Centro Latino Americano e do Caribe de Informação em Ciências da Saúde  
<http://www.bireme.br>  
<http://abcdwiki.net>



## Book Return:

Put the **Accession Number** in the box and click **Return**

ABCD  
ICCI

System Administrator, adm | (demo\_copies) | [logout](#)

Return

MENU | [Lend](#) | [Renew](#) | [Return](#) | [Reserve](#) | [Suspend/Fines](#)  
[Borrower statement](#) | [Item statement](#) | [History of a borrower](#)

[? Help](#) | [Help](#) | [Edit help](#) | Script: devolver.php

Return date  (DD/MM/YYYY)

Accession number

Please supply the required data. To continue, click on [/Return](#) or press [Enter]

ABCD 1.4 (2015-03-05)  
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<http://www.bireme.br>  
<http://abcdwiki.net>

