



Lotus Domino® Application



GeoCom®
Library

Version 5.4 Build 410 – 03/20/2003

Update Build 410

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1 General

This documentation describes changes and enhancements of GeoCom[®] Library.

The update GeoCom[®] Library 5.4 Build 410 provides the database GeoCom[®] Library with some improvements which will be described in the following chapters.

1.1 Notes 5 client required

The changes and enhancements following the update of GeoCom[®] Library require use of a Notes client at least at version 5.09.

1.2 Action "Update view title" required

After having refreshed the design you have to adjust existing documents (titles and copies) by using the action

"Admin – Database: Update view titles"

This action is available from view 08. Title and copies.

Then use the action mentioned above to update all documents to the current data format. Thus an extended search for missing internal fields will be made and, if necessary, the new fields will be added. Depending on the size of your data stock this action may take up to 30 minutes.

2 Views

The update of GeoCom® Library has caused some views to change. Now instead of former 11 view groups there will be 15 view groups available. The view “Miscellaneous” is not available anymore.

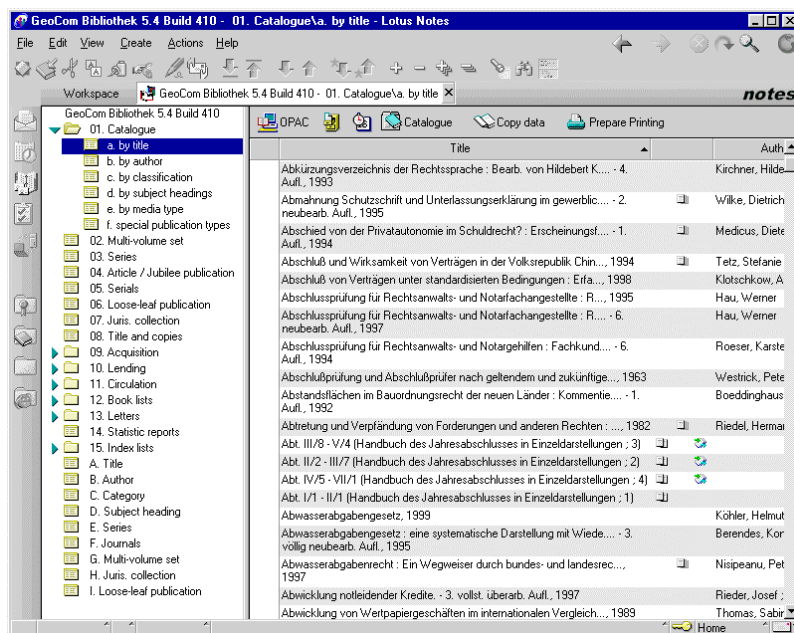


Illustration: New navigation system

2.1 Buttons in main views

In the course of better database handling all main views now contain all of the following buttons in the same order.

- OPAC
- Borrowing
- Tickler entries
- Catalogue
 1. Edit document
 2. New entry
 3. Create duplicate
 4. Add volume to multi-volume-set
 5. Multi-volume-set administration
 6. Add volume to series
 7. Sort series volumes
- Copy data
 1. Select and edit copy
 2. Selected copies: modify status
 3. Journal administration
 4. Lose-leaf administration
 5. Deadline monitoring
- Prepare printing

➤ **Note:** The actions available under the buttons “Catalogue” and “Copy data” may vary according to the selected view.

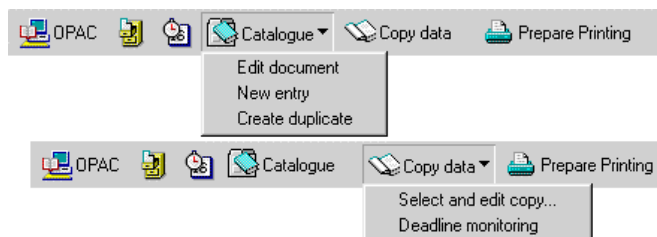


Illustration: Standard buttons in main views

2.2 View 05. Serials

The view 05 (up to now: “Journals”) has been renamed to “05. Serials”. Just like before all multi-volume entries, such as journals, yearbooks etc. will be shown here. To see these entries sorted by subtype, you can use the view “01. Catalogue\l. special publication types”.

2.3 View folder 11. Circulation

Administration of circulations will now be assisted by a group of views for this purpose. With these you can create an overview of all circulations as well as easily determine in which circulations each employee takes part.

If an employee quits a circulation, you can use the action

“Admin – Selected documents: Field search and replace”

in order to delete his or her name from all circulation lists.

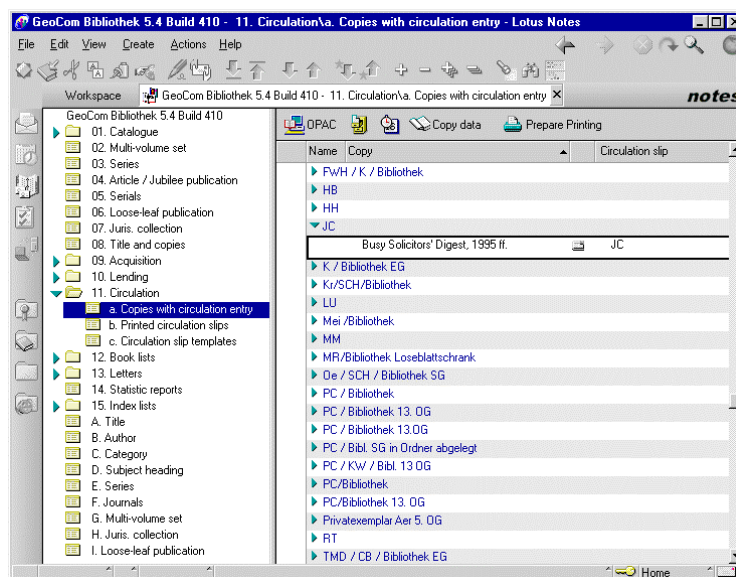


Illustration: Copies with circulation entry

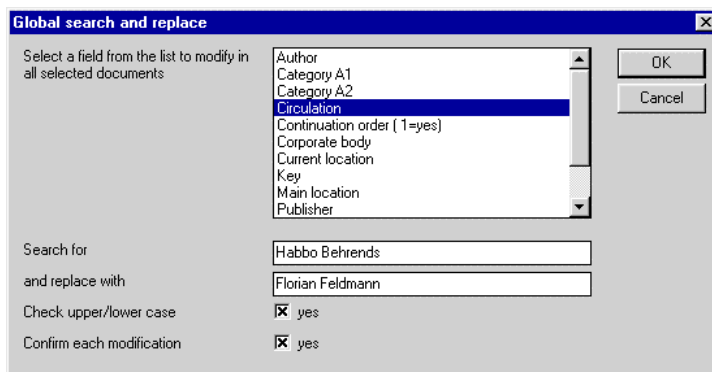


Illustration: "Field search and replace"

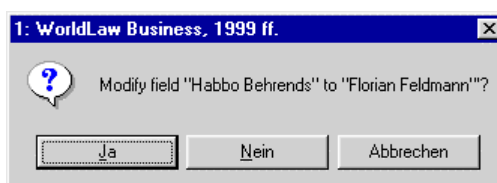


Illustration: Replace one name by another

In case a name should not be replaced by another one, but deleted from the list, you have to replace the name with an empty string. Just enter two inverted commas into the "Replace"-field:

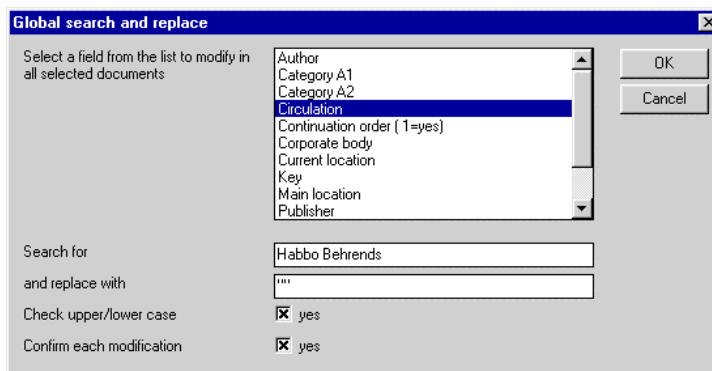


Illustration: Dialogue "Field search and replace"



Illustration: Cancel name from circulation list

2.4 View group 12. Book lists

Book lists will now be presented in a separate view group. Besides the documents themselves you will also find templates for book lists in this group of views.

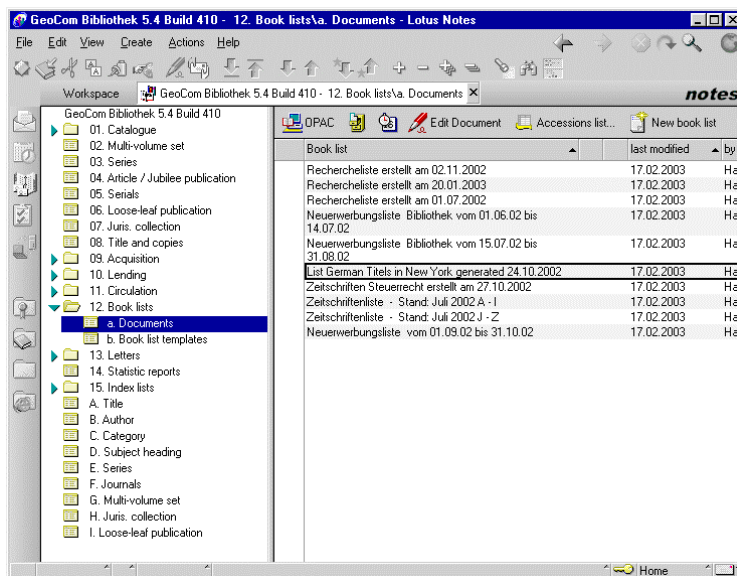


Illustration: View 12. Book lists

2.5 View group 13. Letters

All letter correspondences will also be shown in a separate view group.

Just like the view group “Book lists” this group of views contains two subgroups:

- a. Documents (here all existing correspondence documents will be shown, including information to subject, recipient, type of the document (e.g. MS Word), date of last modification and author)
- b. Letter templates (here all existing letter templates will be shown, including information to subject, recipient, type of the document (e.g. MS Word), date of last modification and author)

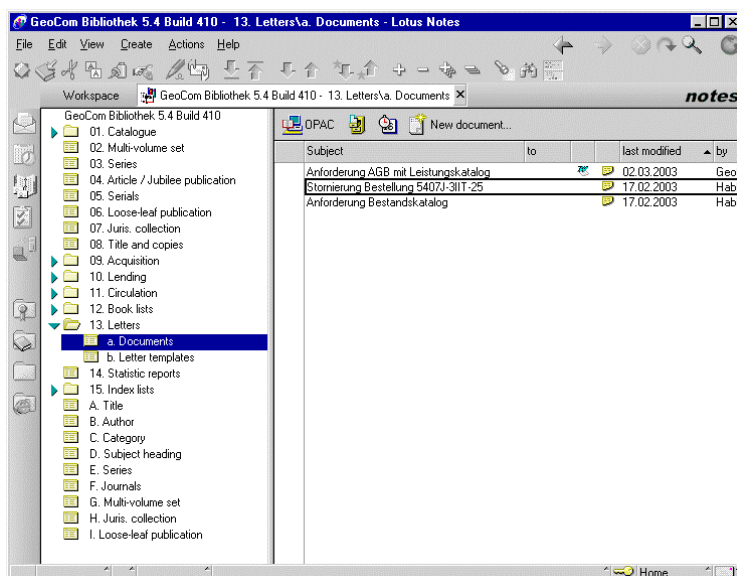


Illustration: View group 13. Letters

2.6 View 14. Statistic reports

Statistical reports are shown in a separate view, sorted by year and month.

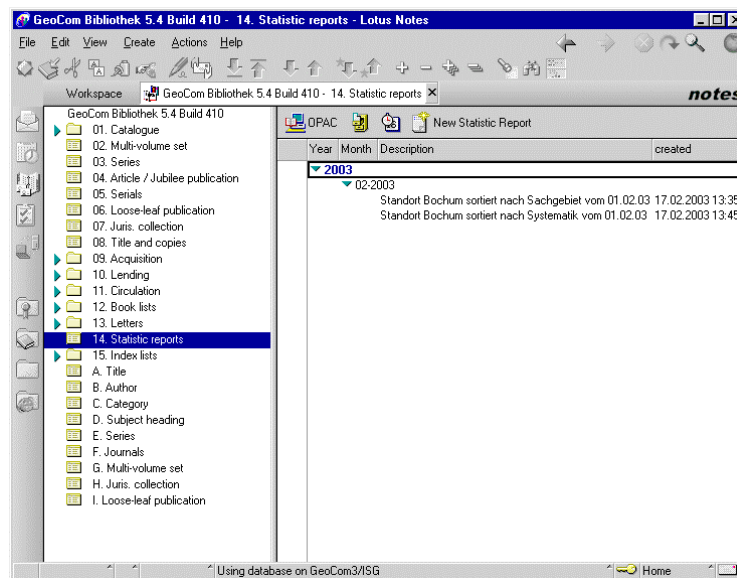


Illustration: View 14. Statistic reports

2.7 View group 15. Index lists

This view group contains – sorted by sub views – the contents of the corresponding index lists during title recording (e.g. list of authors). Up to now these lists were hidden and not been visible to users. Now all suggestion lists are shown in form of indices. These lists will automatically be generated.

Entries, which are deleted from these lists (required access rights assumed), will not be available in the suggestion lists during title recording.

The view group “15. Index lists” contains the following lists:

- a. Author
- b. Corporate body
- c. Series
- d. Locations

Series titles will now also be saved in an index list, just like authors etc.

3 Form sheets

3.1 Title recording

The form sheet for title recording now contains two more selection fields in the section “Subject indexing”. *Classification system B* lets you also specify *Country* and *Language*, which can be used in an OPAC search.

While recording title documents for journals you can now additionally select “Loose-leaf publication” as edition type. Thus, journals can be saved as

- "serial" and "journal"

as well as

- "serial" and "Loose-leaf publication, journal"

If the latter is activated (generally more than one property is selected), administration will automatically prefer “journal”.

3.2 Copy data

The form sheet for copy data now contains an RTF-field labelled “Content information” which can be used for textual information as well as file attachments.

The screenshot shows the Lotus Notes interface with a form titled "notes". The form contains the following data:

Title: Craig, W. Laurence 20-4-56
Author: Annotated Guide to the 1998 ICC Arbitration Rules : With Commentary / W. Laurence Craig ; William W. Park ; Jan Paulsson
Location: New York : Oceana Publ., 1998. - 236 S.
ISBN: 0-379-21391-5

catalogued on **06.03.2003**

Serial copy number	2	Serial accession number (stock)	48799854
Bar code-nr.		Other signature information	
Signature	20-4-56	Location	Library third floor
Main location	Bochum	Read access restricted to	
Lending: base status	Bibl. lending collection	Price Currency	89,00 USD
Supplier	Kerst	Order comment	
Continuation order	<input type="checkbox"/> yes	Accounting	
Order reference no.		Cost center	
Comments			
Folder			

Content information: table of content
 toc_48799854.pdf

Illustration: Copy data with field “Content information”

3.3 Circulation

For better handling the height of lines within the circulation form has been extended. Thus handwritten entries (e.g. signatures) can be made more comfortably.

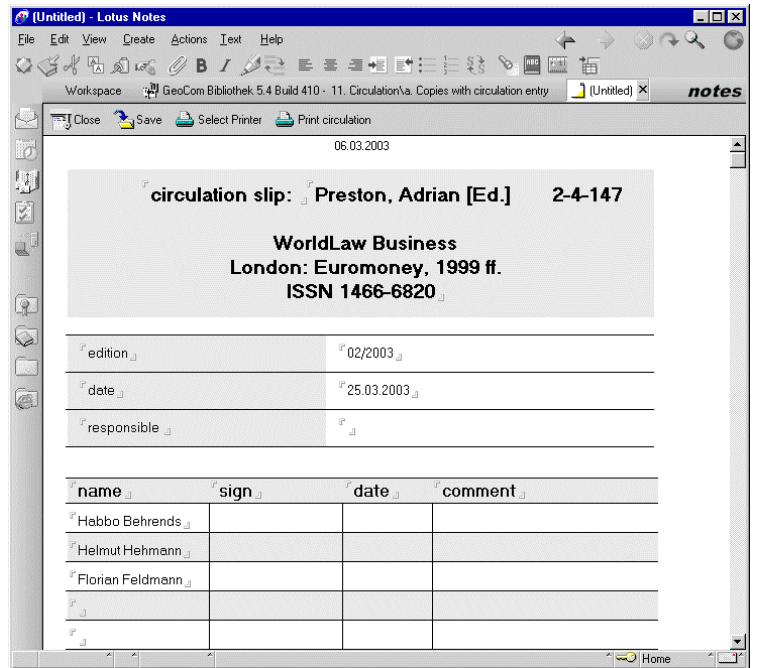


Illustration: Circulation form with extended height of lines

4 New form for user comments

Users who dispose of the roles [AddComment] and [ReadComments] can now make public comments concerning particular title documents.

The view “A. Title” shows these comments, which are shown in blue colour for better clarity.

Comments can also be marked as “private”. This means, the corresponding comments will not be visible to other users!

The button “Add comment” grants you the comment form.

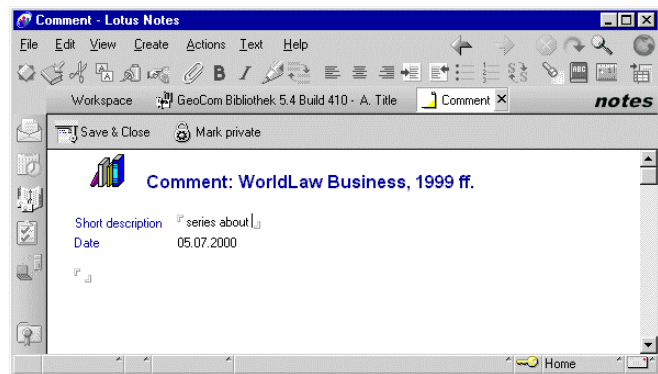


Illustration: Comment

5 Actions

All view actions have been revised, so now multiple actions are collected into one button (see 2.1 “Buttons in main views”).

Additionally all actions are now also available from the menu.

5.1 Changes to the action "Create duplicate"

The function “Create duplicate“ has been changed as follows:

- Only the language and publisher-part will be copied from the ISBN
- The edition will not be copied

5.2 Action "Prepare printing"

Now the documents can also be sorted by publication year. Entries will be sorted descending, that is recent issues first.

5.3 Deadline monitoring

Up to now, only the return date of trial orders could be monitored. Now this action also monitors continuation orders, such as journals and loose-leaf publications, and book orders.

This action will automatically be carried out on database start (assuming corresponding personal configuration) or by clicking the button from one of the main views.



Illustration: Action “Deadline monitoring“

The results will be shown in a list:

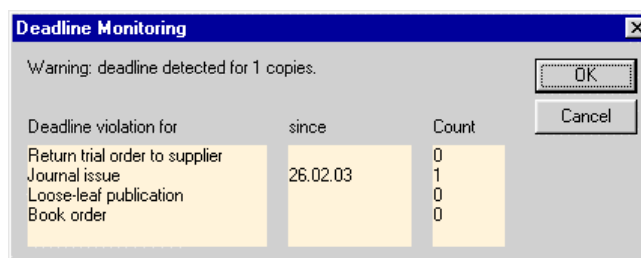


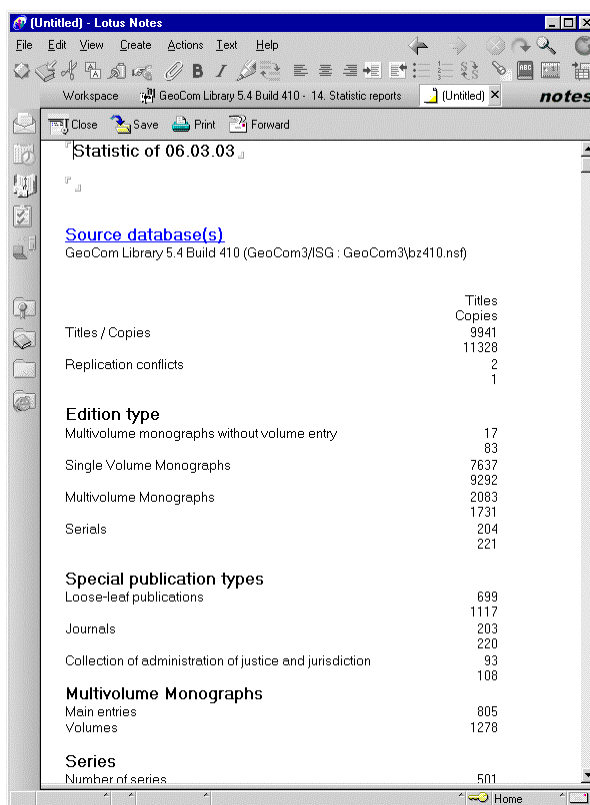
Illustration: Deadline Monitoring

When the action has been called from a view, you can automatically jump into the view “09. Acquisition\Deadline detected” by clicking OK. Leaving the dialogue by clicking “Cancel” lets you remain in the currently opened view.

5.4 Create statistic reports

The new action “New Statistic Report” in view “14. Statistic reports” provides you with an overview of one or more databases. The action automatically uses the databases specified in the global configuration document.

Statistic reports can show the following values in a flat list:



Statistic of 06.03.03

Source database(s)
GeoCom Library 5.4 Build 410 (GeoCom3\ISG : GeoCom3\bz410.nsf)

	Titles	
	Copies	
Titles / Copies	9941	
	11328	
Replication conflicts	2	
	1	
Edition type		
Multivolume monographs without volume entry	17	
	83	
Single Volume Monographs	7637	
	9292	
Multivolume Monographs	2083	
	1731	
Serials	204	
	221	
Special publication types		
Loose-leaf publications	699	
	1117	
Journals	203	
	220	
Collection of administration of justice and jurisdiction	93	
	108	
Multivolume Monographs		
Main entries	805	
Volumes	1278	
Series		
Number of series	501	

Illustration: Statistic report

6 Journal administration

6.1 New binding status: Year finished

Up to now, finished years of journals did not have a separate status. Now there is a special status for finished volumes of journals. This status “year finished” can be used to remove the administration entry from the view “05. Serials”. Journals which have been given the status “year finished” will only show up in view “08. Title and copies”.

The view now contains a column that shows the binding status.

Title	Signature	Accession	Barcode	Last modification	Status	last entry	bind status
▶ Working for Justice in America and Justice in the World : An Aut....							1995
▶ World Directory of Tax Advisers 1994 : (including The Corporate ...							1993
▶ World Directory of Tax Advisers 1995 : (including The Corporate ...							1995
▶ World Dispute-resolution Contacts Handbook: 1997, 1997							
▶ World Intellectual Property Guidebook: Federal Republic of German...							1991
▶ World Intellectual Property Report : Monthly News and Analysis o...							1990 ff
▶ World Securities Law Report, 1999 ff.							
▼ WorldLaw Business, 1999 ff.							
2002: 2-147	4578875		06.03.2003	catalogued		25.12.02	Year 2002 annual-case arrived
2003: 2-147	45587998		06.03.2003	catalogued		01.01.03	01/2003 journal arrived
2-147			03.03.2003				
▶ Worldwide Forum on the Arbitration of Intellectual Property Disp...							1994
▶ WP-Handbuch der Unternehmensbesteuerung - 2. Aufl., 1994							
▶ WP-Handbuch der Unternehmensbesteuerung: Ergänzungsband 1995 - 2. Aufl., 1995							
▶ WRS-Musterverträge							
▶ Wsjo ob akcionernych obschestwach Rossii 1996 (Wsjo ob akcionernych obschestwach Rossii 1996 ; Kniga 1), 1996							
▶ Wsjo ob akcionernych obschestwach Rossii 1996 (Wsjo ob akcionernych obschestwach Rossii 1996 ; Kniga 2), 1996							
▶ Wsjo ob akcionernych obschestwach Rossii 1996 (Wsjo ob akcionernych obschestwach Rossii 1996 ; Kniga 2), 1996							
▶ Wsjo ob akcionernych obschestwach Rossii 1996 : (Alles über Akti...							

Illustration: Journal with finished year

6.2 New circulation status

For journal administration the status fields “circulating” and “back from circulation” are now available.

6.3 Check for duplicates

On adding a new entry, the application now checks, whether there already is an entry identical with new one. If necessary, an error message will be appear.

6.4 Check for unsaved changes in the form

The form “journal administration” now checks for unsaved changes. An error message will occur, if the prepared entry has not been activated yet.

6.5 Automatic suggestion for date of next expected issue

According to the entries in the global configuration document (section “Deadline monitoring”) a proposal for the expected next issue of all journals, which are marked as continuation order, is made. The date of the next expected delivery will automatically be computed.

The screenshot shows a software window titled "WorldLaw Business" with a close button (X) in the top right corner. The window contains the following information:

- Title:** WorldLaw Business (2- -147)
- Author/Editor:** Preston, Adian [Ed.]2- -147
- Location:** London; Eutononey, 1999 ff. (ISSN 1468-6820)
- Lending base:** Bibl. lending collection
- Supplier:** Kerst
- Order reference:** Kerst
- Frequency:** monthly
- Location:** Library first Floor
- Continuation order:** yes
- Subscription reference:** yes
- More frequency info:** More frequency info
- Comments:** Habbo Behrends; Helmut Hehmann; Florian Feldmann
- Next issue expected at:** 01.02.2003 (highlighted with a red circle)
- Current entries:** 1: 01.01.03 01/2003 journal arrived
- Options:**
 - new entry
 - update selected entry
- New entry:**
 - Date:** 07.03.2003
 - Edition:** 02/2003
 - Additional Information:** (empty field)
- Binding status:** (empty field)

Illustration: Configuration “Next issue expected“

7 Personal configuration

The action

"Personal configuration"

grants you your personal configuration document.

7.1 Configuration options

The personal configuration document lets you now control the following options:

- User interface (german – english)
- Path of VLB CDRROM
- Key selection
 1. only own location
 2. all locations
 3. ask always
- Background colour (for forms)
- Tickler: Days in advance
- Deadline monitoring automatically
- Button Save & Close
- Print circulation slips
 1. Select before printing
 2. Standard

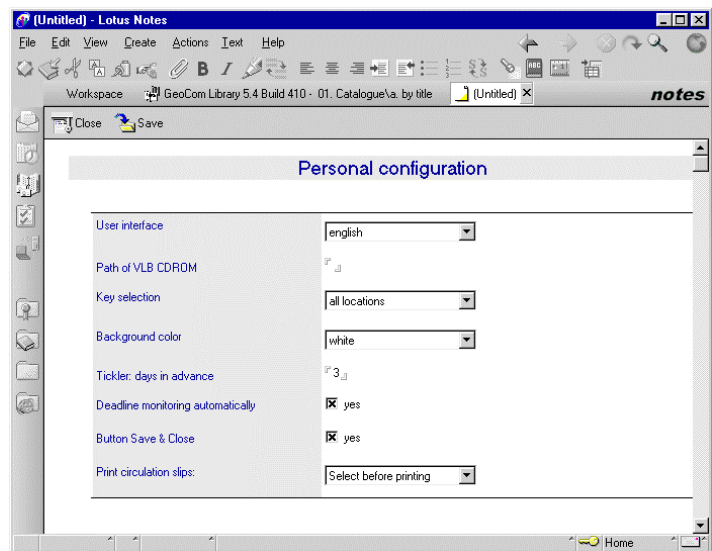


Illustration: Personal configuration document

8 OPAC via Notes Client

8.1 Sorting

In the OPAC-search form now the results of a search can be sorted by certain categories:

- Year
- Author
- Title
- Classification
- Relevance

To force the results to be sorted by a certain category, first select a category from the field “sort results by” and then confirm with OK.

8.2 Pre-sort results by ISBN

Pre-sort by ISBN means the possibility to concertedly present title entries with identical ISBN.

Example: If a search yields **three** titles with identical ISBN and one copy each (for example the same title is available at three different locations), then the result set will show only **one** title with three copies.

The pre-sort can especially be useful while starting search requests over multiple locations (databases). The search in a single database normally yields the same result with, as without pre-sort by ISBN, as here instead of multiple records of a title with identical ISBN, copies should be entered.

Within the OPAC search box you can specify whether or not you want to pre-sort your result set.

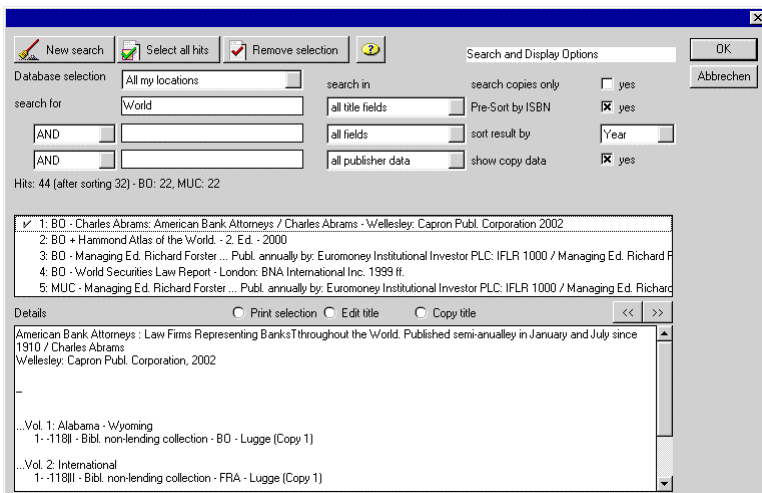


Illustration: OPAC search box with pre-sort checkbox

8.3 Configuration pre-sort

The pre-sort option can be configured within the global configuration

document in the section OPAC. In particular the following parameters can be specified:

Presorting via ISBN is default	<input checked="" type="checkbox"/> yes
Hide checkbox "Pre-Sort by ISBN"	<input type="checkbox"/> yes
Pre-Sort by the following fields	<input type="radio"/> ISBN or ISSN <input checked="" type="radio"/> ISBN + Edition or ISSN

Illustration: Global configuration pre-sort

Presorting via ISBN is default

This parameter specifies the default search behaviour of the OPAC.

Hide checkbox "Pre-Sort by ISBN"

Check this box, if you do not want the option pre-sort by ISBN to be available in the OPAC search form. If this option is activated, the default behaviour depends on the setting mentioned above.

Pre-Sort by the following fields

Here you can choose, if ISBN, respectively ISSN, should only make pre-sort. If you activate the option "ISBN + Edition or ISSN" the edition information will also be used to distinguish between titles with the same ISBN.

If no ISBN is available, the application tries to pre-sort by ISSN in both cases.

8.4 Display format

The display formats of the search results from OPAC can be separately defined for librarians and normal users. The global configuration document holds these settings in section "Title format".

9 webOPAC

The user-friendliness of the webOPAC has been improved. Certain actions and buttons grant present information to the user. There is information to:

- Selection of dialogue speech
- Selection field "authors" (marked by "i")
- Selection field "title" (marked "i")

Further, comments, which were attached to a document under Notes, are also visible via the webOPAC, but users have to log in with their proper Notes ID and password to gain access to these comments.

10 Configuration

The action:

"Admin - Configuration"

starts the global configuration document.

Users who dispose the corresponding access rights (i.e. administrative rights) can make changes to the global configuration document.

10.1 Display formats

The global configuration document provides the section "Title format", which grants the possibility to configure the display formats of results in OPAC for librarians and normal users.

▼ Title format

▼ Display format selection

	preview	OPAC	book list	book card	Comments
User	Default	Default	Default	Default	
Main entry of multi-volume set	Format 1	Format 1	Format 1	Format 1	
Volume	Format 1	Format 1	Format 1	Format 1	
Article	Format 1	Format 1	Format 1	Format 1	
Volume of multi-volume set (short form) / Signature	Format 4	Format 4	Format 4	Format 6	
Header left	Format 2	Format 2	Format 2	Format 2	
Header right	Format 3	Format 3	Format 3	Format 3	
Librarian	Default	Default	Default	Default	
Main entry of multi-volume set	Format 1	Format 1	Format 1	Format 1	
Volume	Format 1	Format 1	Format 1	Format 1	
Article	Format 1	Format 1	Format 1	Format 1	
Volume of multi-volume set (short form) / Signature	Format 4	Format 4	Format 4	Format 6	
Header left	Format 2	Format 2	Format 2	Format 2	
Header right	Format 3	Format 3	Format 3	Format 3	

► Display formats

Illustration: Display format selection

The section "Display formats" lets you freely define the form of representation behind the notations "Format 1" etc.

▼ Title format

▶ Display format selection

▼ Display formats

F1	Default	<pre> <VOLUME> }<TITLE> }[: <SUBTITLE>] [= <PST>] [/ <AUTHORV>] [<YEAR>] [- <EDITION>] [/ <CORPBODY>]<CR> [[<PUBPLACE>] [<PUBLISHER>] [<PUBYEAR>] [- <PAGEINFO>] [: <ILLUSTRATION>] [+ <ACCMAT>]<CR> [[<SERIES>] [<SERIESINDEX>]]<CR> [<DISSNOTE>]<CR> [<WEBURL>] : <WEBURL> <CR> [<FOOTNOTE>] : <FOOTNOTE> <CR> [<ISBN>] <ISBN> <CR> [<ISSN>] <ISSN> <CR> [<OUTOFFPRINT>] : <OUTOFFPRINT> <CR> [<INTERCOMMENT>] : <INTERCOMMENT> <CR>] </pre>	
F2	Default	<AUTHOR>]	
F3	Default	<SIGPRINT>]	
F4	Default	<VOLUME> }<TITLE.50> [- <EDITION>] [<PUBYEAR>]]	
F5	Default	<pre> [<NAME>] [<VOLUME>]<TITLE.50> [/ <AUTHORV>] [<YEAR>] [- <EDITION>] [[<PUBPLACE>] : [<PUBLISHER>] [<PUBYEAR>]]] </pre>	
F6	Default	<SIGLABEL>]	
F7	Default		
F8	Default		
F9	Default		
F10	Default		
F11			
F12			
F13			
F14			

Illustration: Configuration display formats

10.2 Time configuration for tickler entries

The section “Deadline monitoring” lets you specify the time monitoring for ordered copies and loose-leaves over a definable period by:

- Day(s)
- Week(s)
- Month(s)
- Year(s)

Example: Select a time period (e.g. week(s)) and insert a number (e.g. 2). After two weeks there will be a message that the period for ordered copies has been exceeded.

A time monitoring can also be made at the arrival of a journal over a pre-calculated period. In analogy the deadline monitoring the period for the delivery of journals can be entered here. According to the frequency specified in the copy data the section “Delivery of journals” can be used to form a time frame for the magazine delivery.

In order to automatically calculate the field “Next issue expected” in the journal administration, you have to check the box “continuation order” and select the frequency of appearance within the copy data.

To activate deadline monitoring (i.e. to automatically get a message when the term of delivery is exceeded), you have to activate the checkbox “Deadline monitoring automatically” in the personal configuration document (see also 7, “Personal configuration”).

10.3 Signature proposal

On recording of an entry the application will make a signature proposal according to the classification and the corresponding configuration settings.

Up to now, these proposals could only be made, if the classification system was all one-leveled or all two-leveled, now a proposal is being made after the first classification system has been specified. When the second classification is specified, this proposal will be extended.

11 Debugging

11.1 Journal administration

Administration copies of journals now will not be taken from view "05. Journals" until status "2. half-year back from bindery" is being placed (up to now, "1. half-year back from bindery" would also take the entries from view 05.).

11.2 Display of journals

The most recent issue will also be shown of journals which are also "collections of administration of justice and jurisdiction" at the same time.

11.3 Sorting of book lists

The option "no sort" did not yield the expected result of having the same order as in the corresponding view. Because this sort order is not available, the option "no sort" was removed.

11.4 Unwanted copy data in book cards

While preparing to print, the option book card automatically sets the displaying of copy data to "no". Nevertheless copy data would be displayed, if beforehand a book list with copy data has been created. The error has been remedied.

11.5 Copy data not selectable

On selecting a copy an error occurred, if the field Year / Folder / Map contained multiple text lines. In this case the copy could not be selected. This error has been remedied.