Independent University **Bangladesh (IUB)**

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IUB Library Manual

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ABCD Integrated Library System installation and user guide

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User Manual

ABCD- Integrated Library System

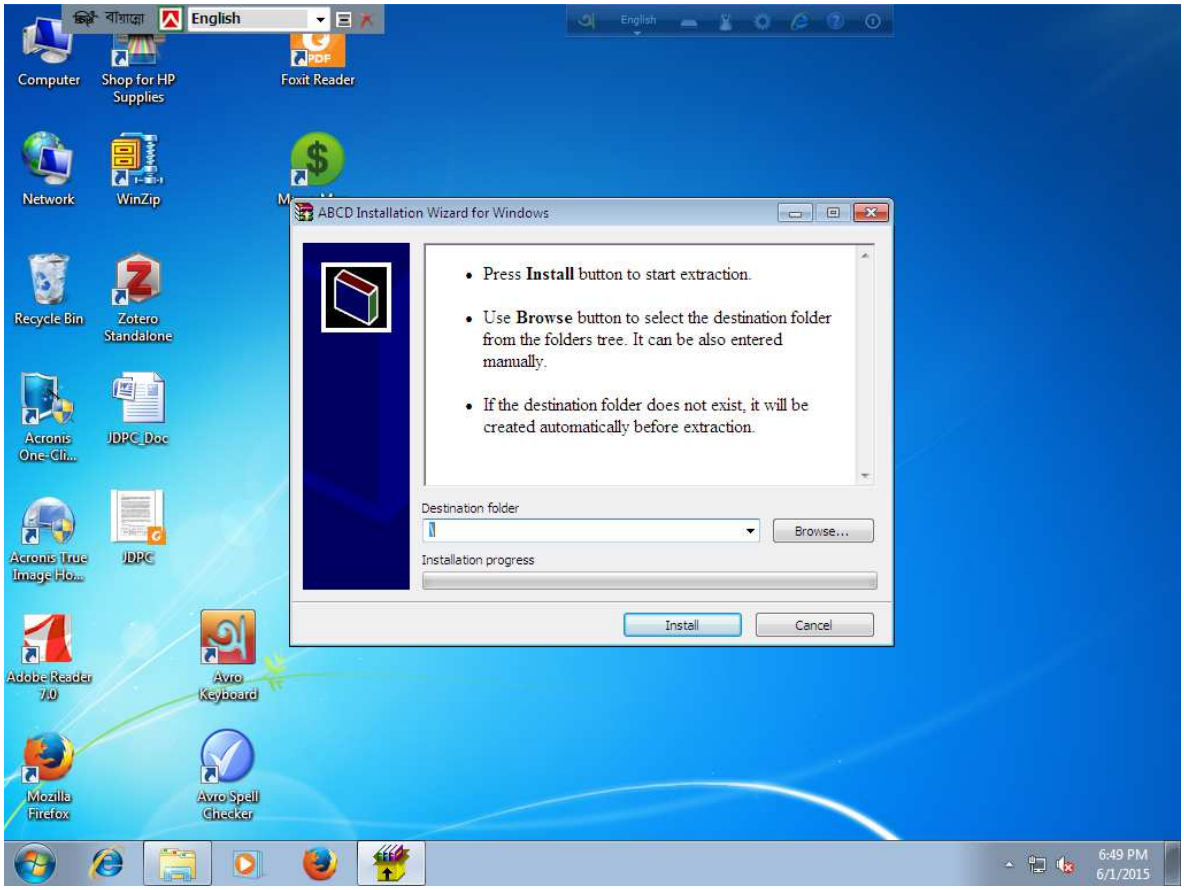
Prepared By

Md. Mukhlesur Rahman

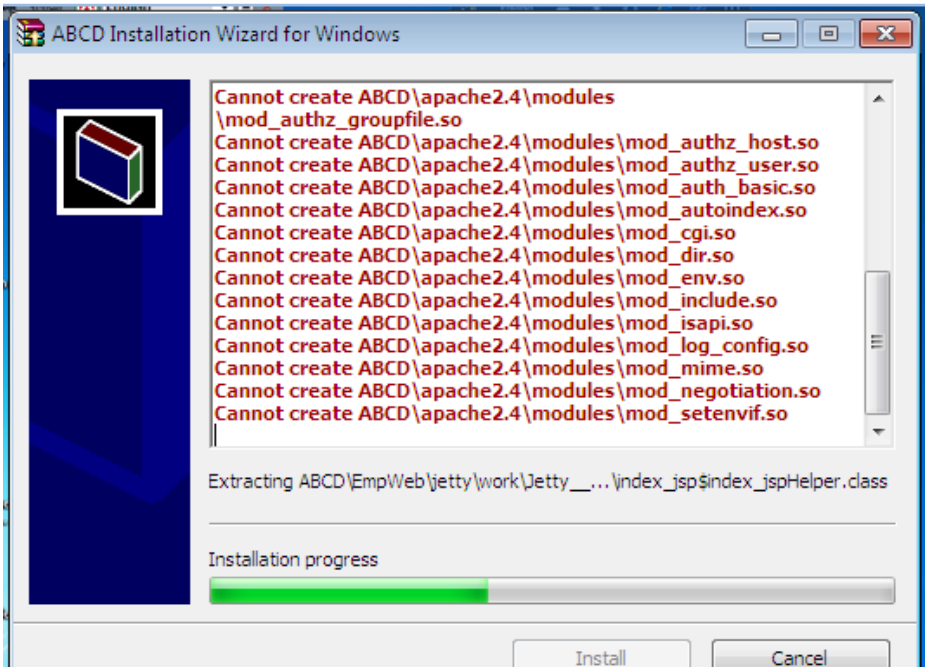
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ABCD Installation (Windows)

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



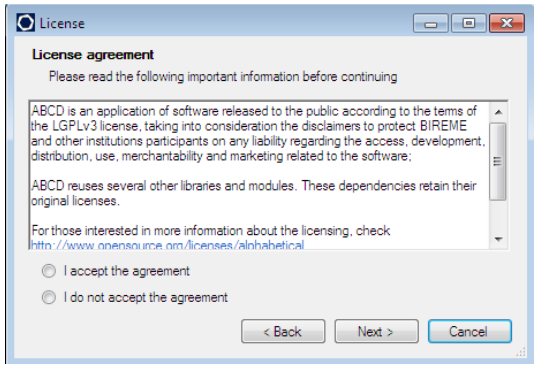
3. Follow the on screen progress.



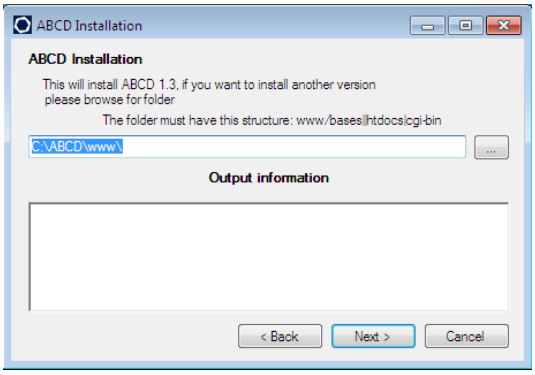
4. Click **Next**.



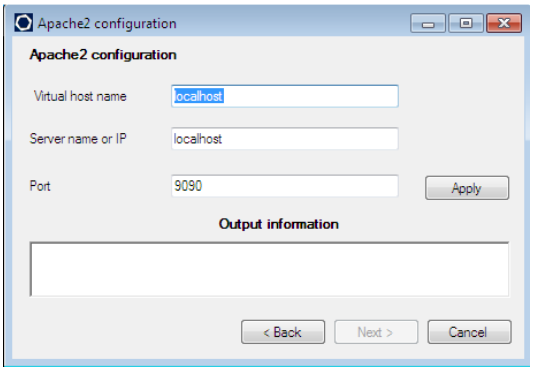
5. Select **I accept the agreement** and click **Next**.



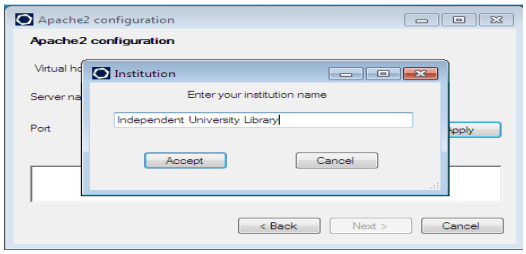
6. Click **Next**.



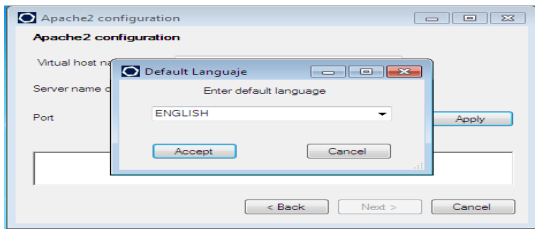
7. Click **Apply**.



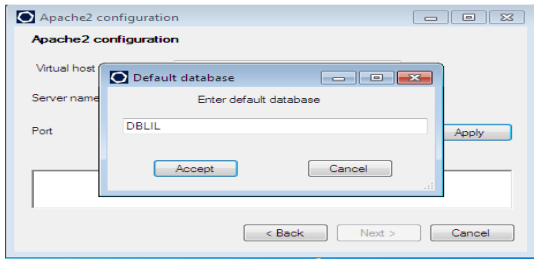
8. Write your **Institution name** and click **Accept**.



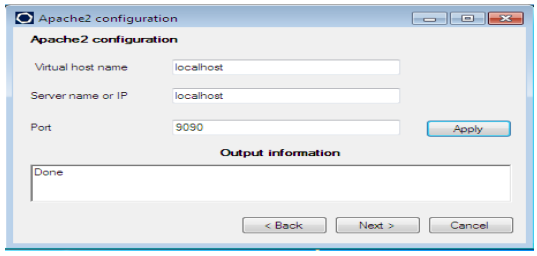
9. Click **Accept**.



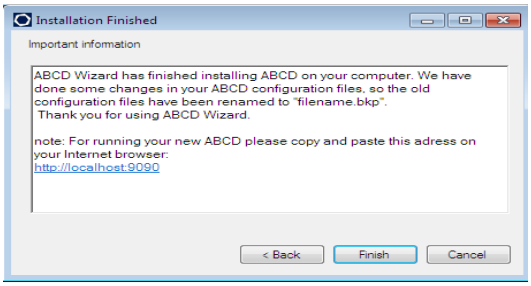
10. Click **Accept**.



11. Click **Next**.

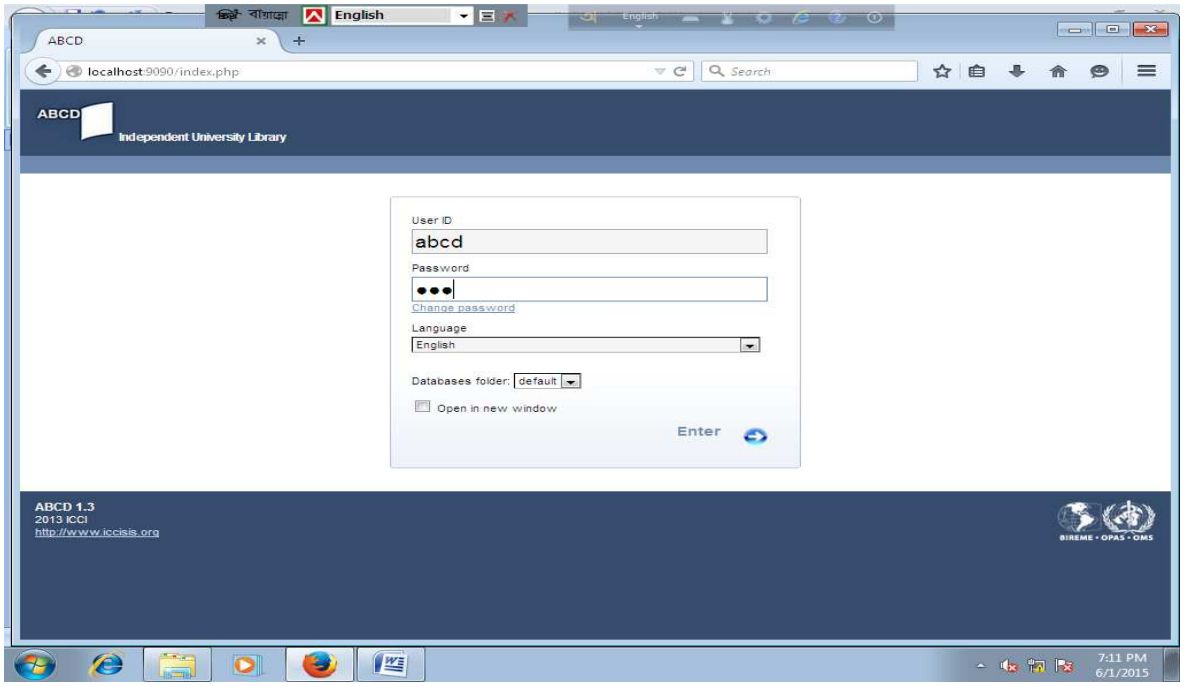


12. Click **Finish**. (Installation complete)



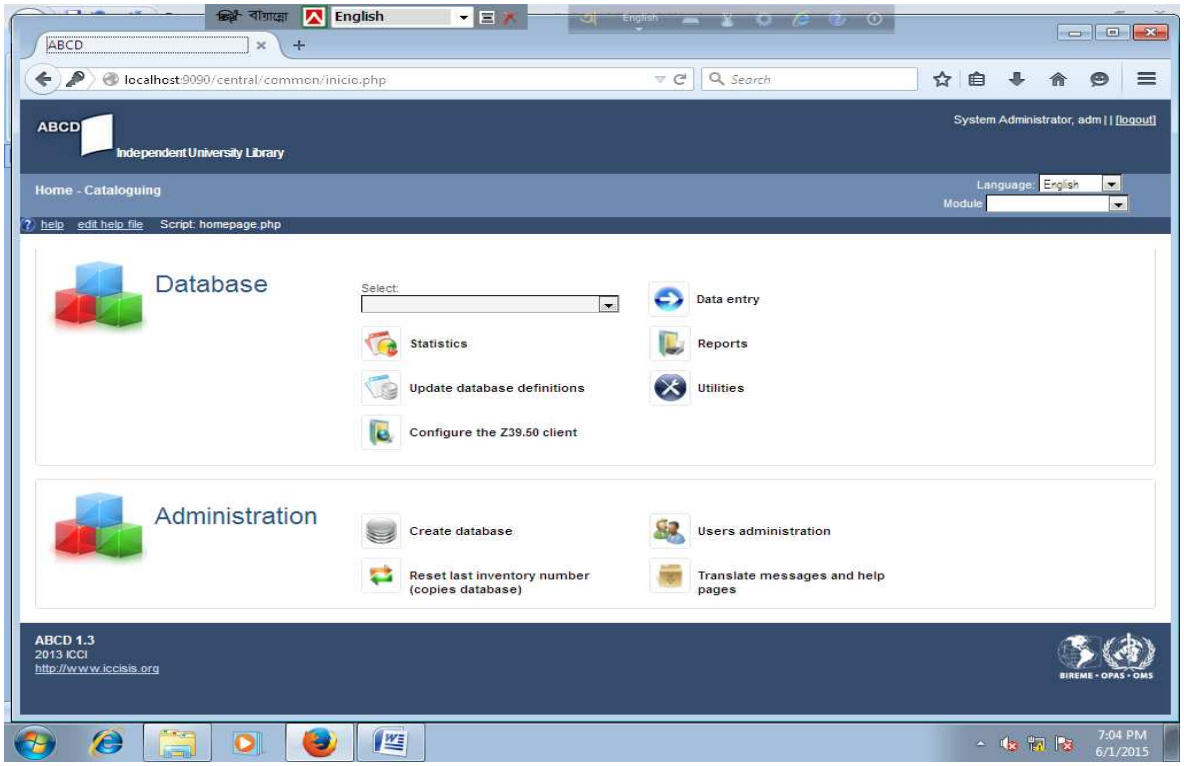
Using ABCD

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



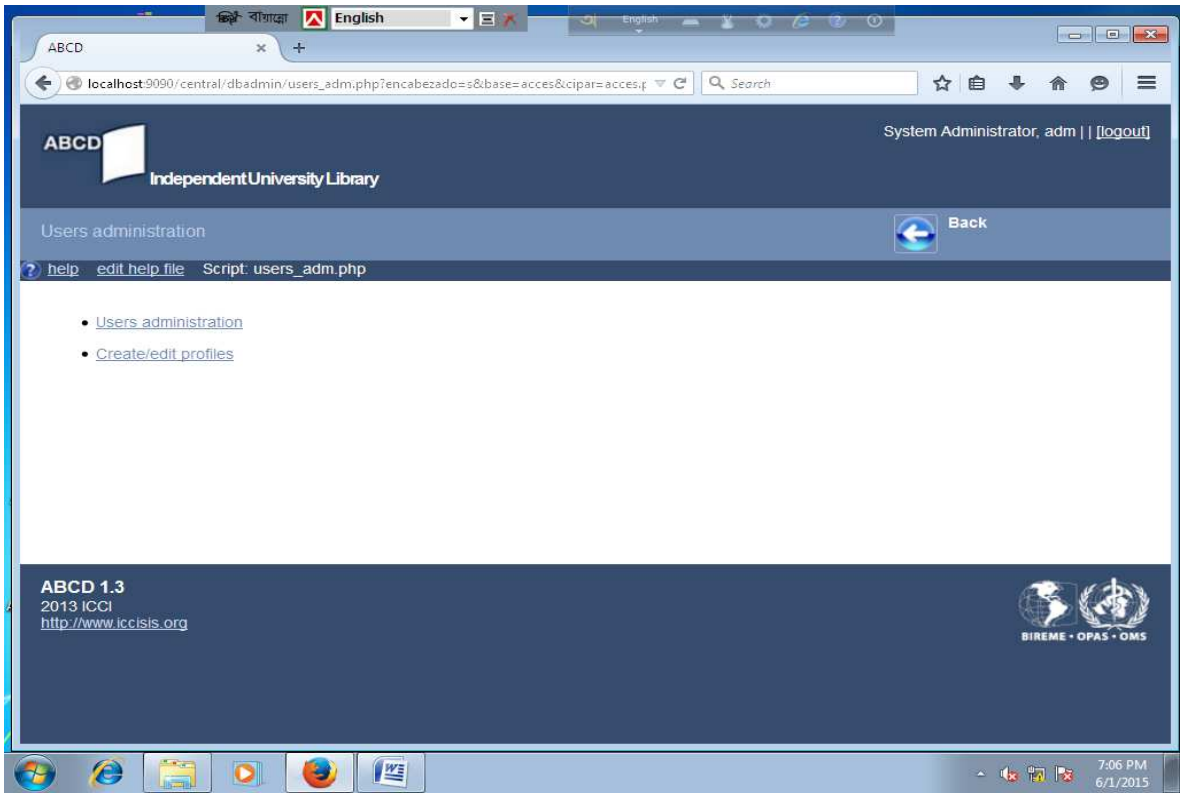
Alternative accessing: Go to any browser and type **localhost:9090** and press **Enter**

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

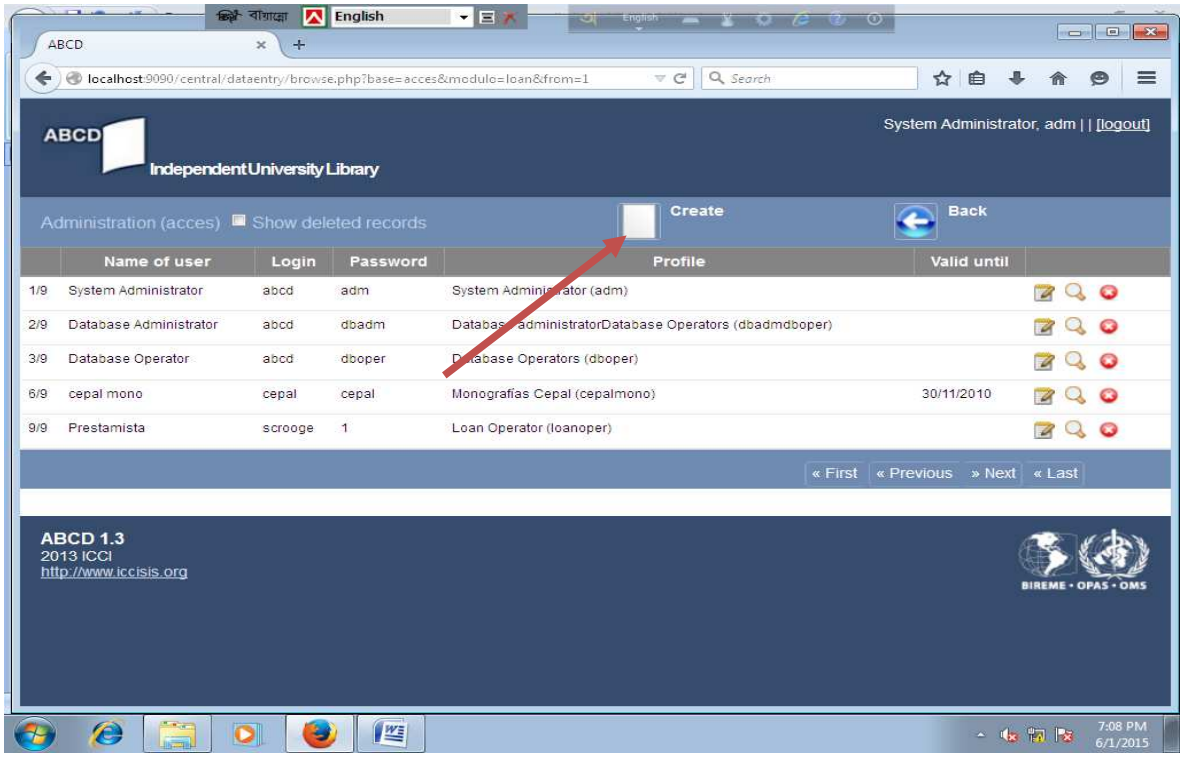


Administration:

User Administration



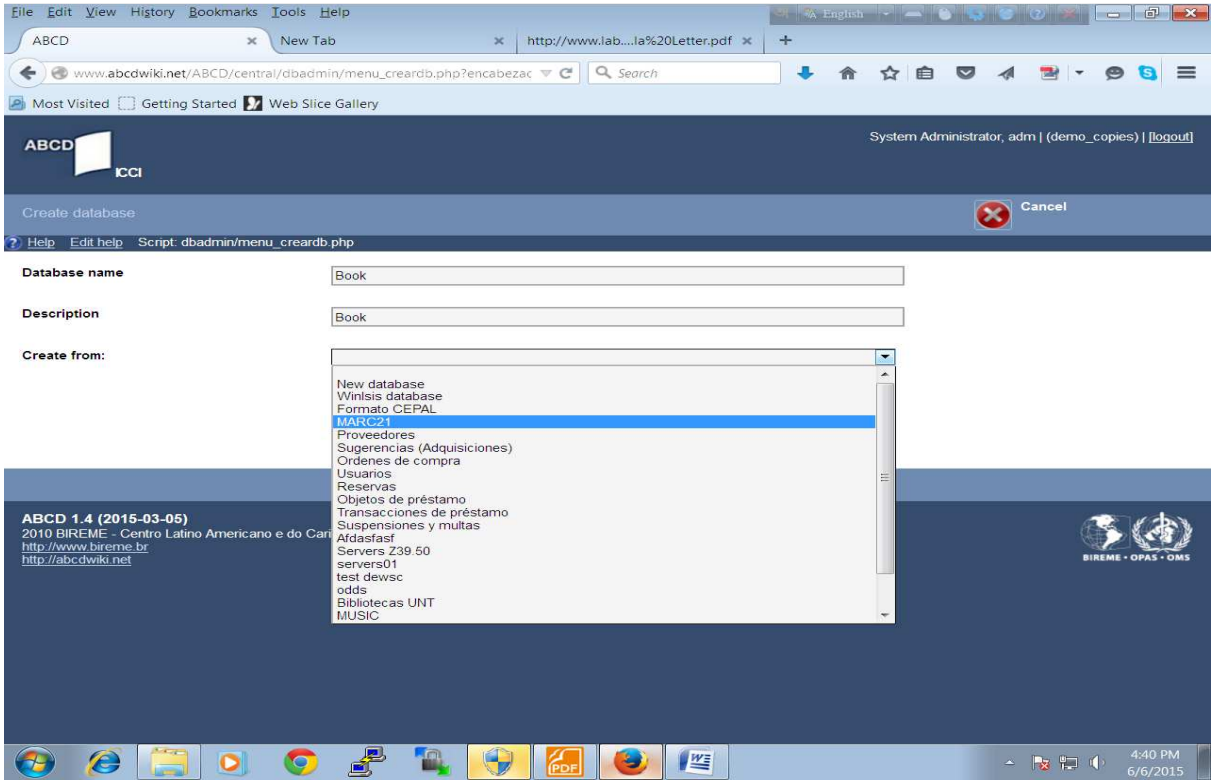
Click **User Administration** and you will be promoted following screen. Here you can see different the library operators. You can also create new administrator by clicking **Create**.



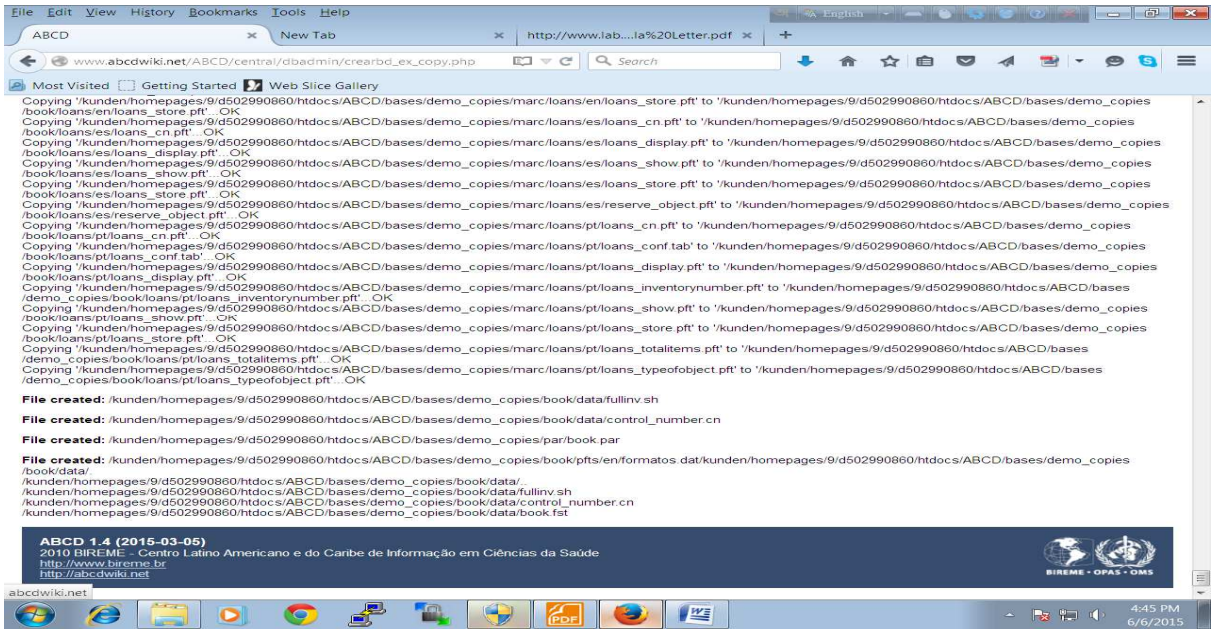
Cataloguing

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:



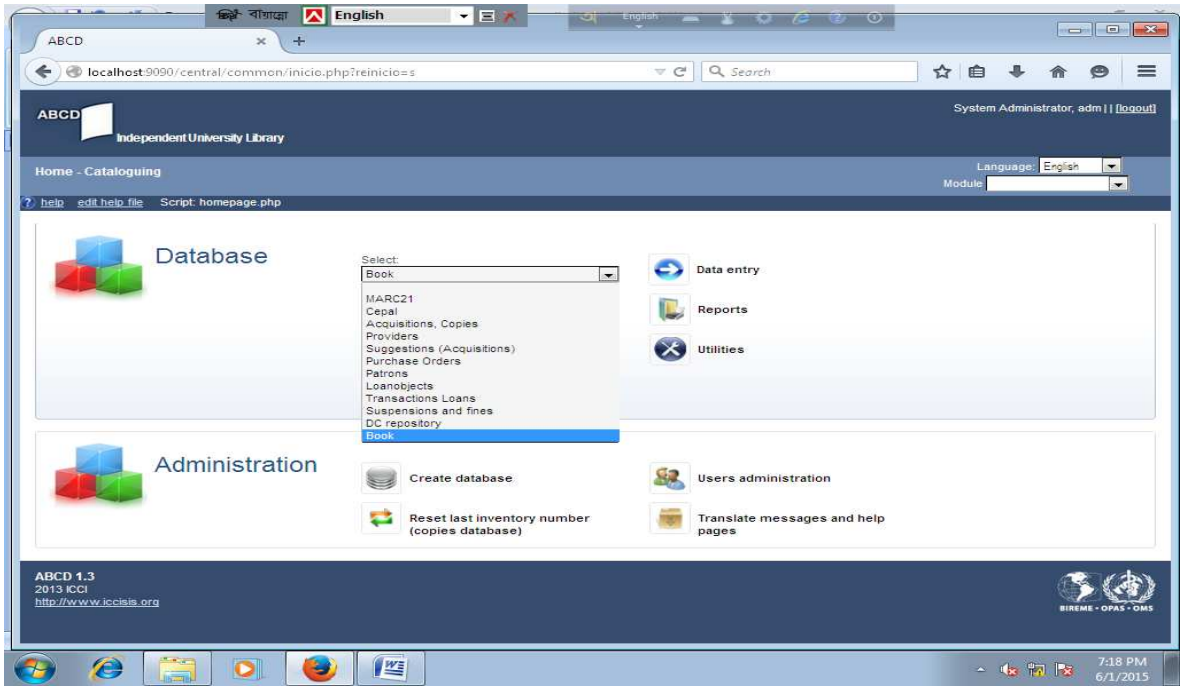
Your database is created.

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

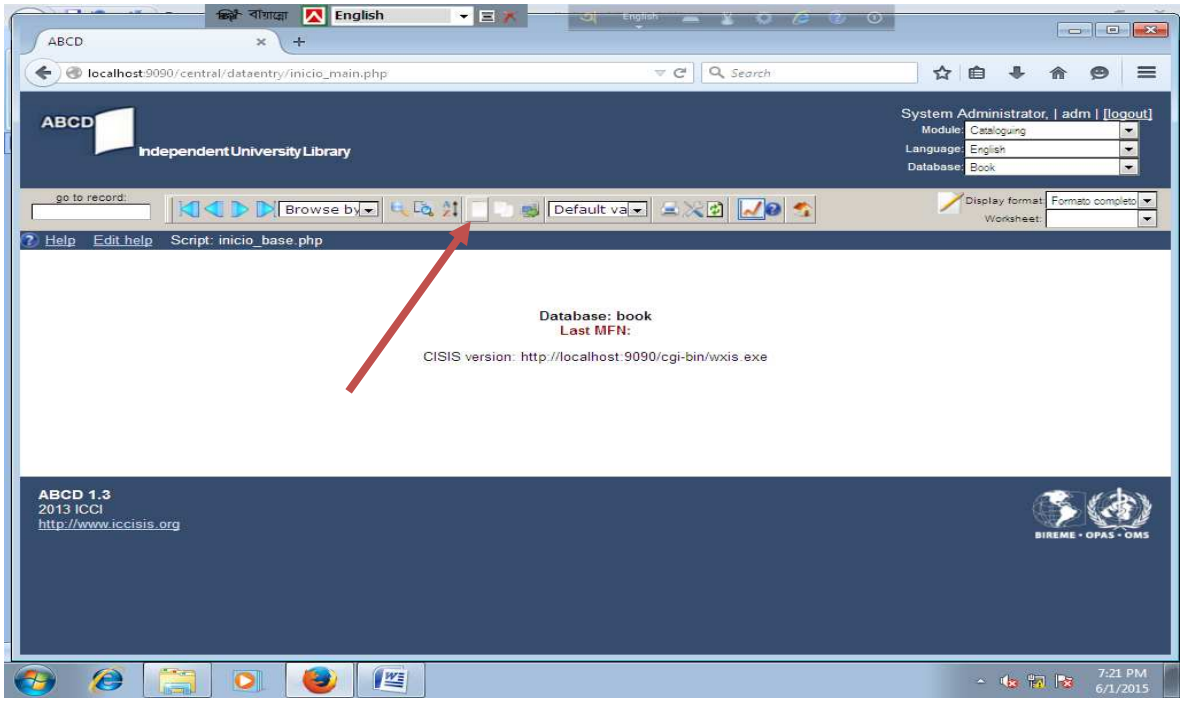
Adding Record to new Database

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

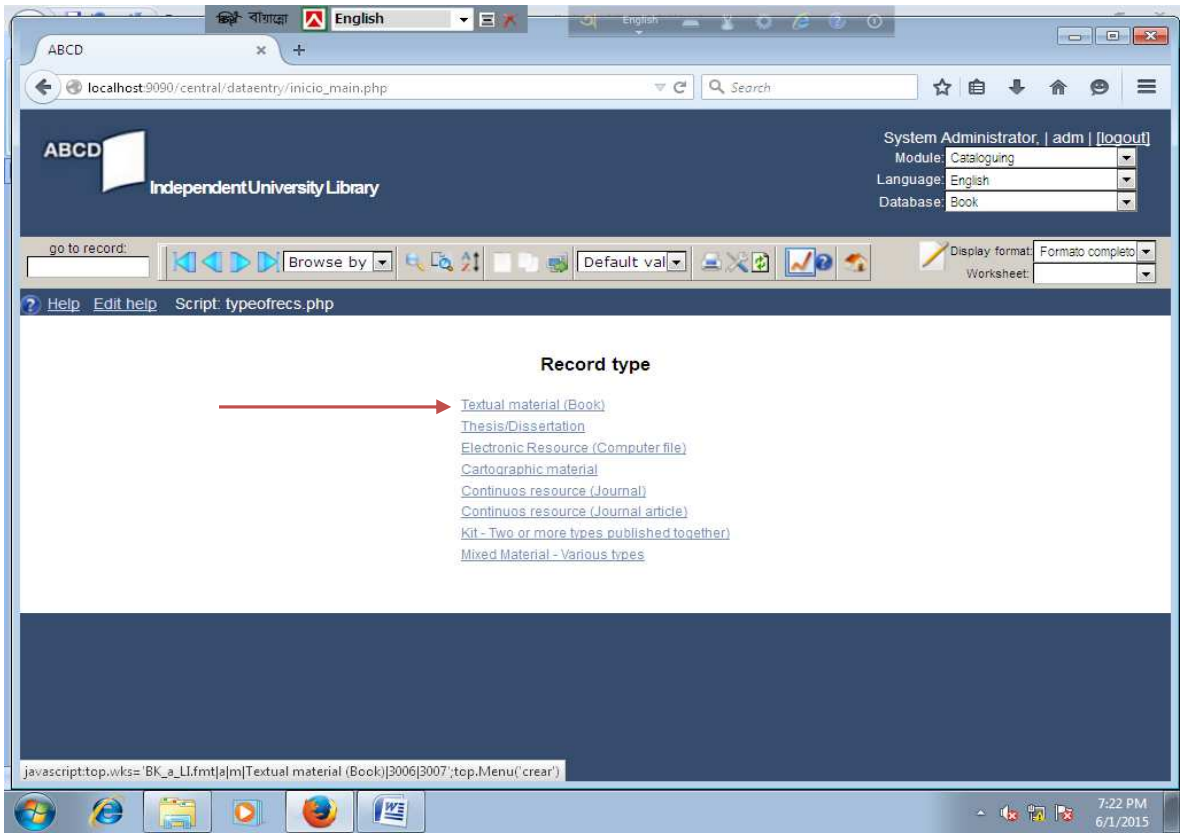
1. Select your newly created **Database** name and click **Data Entry.**



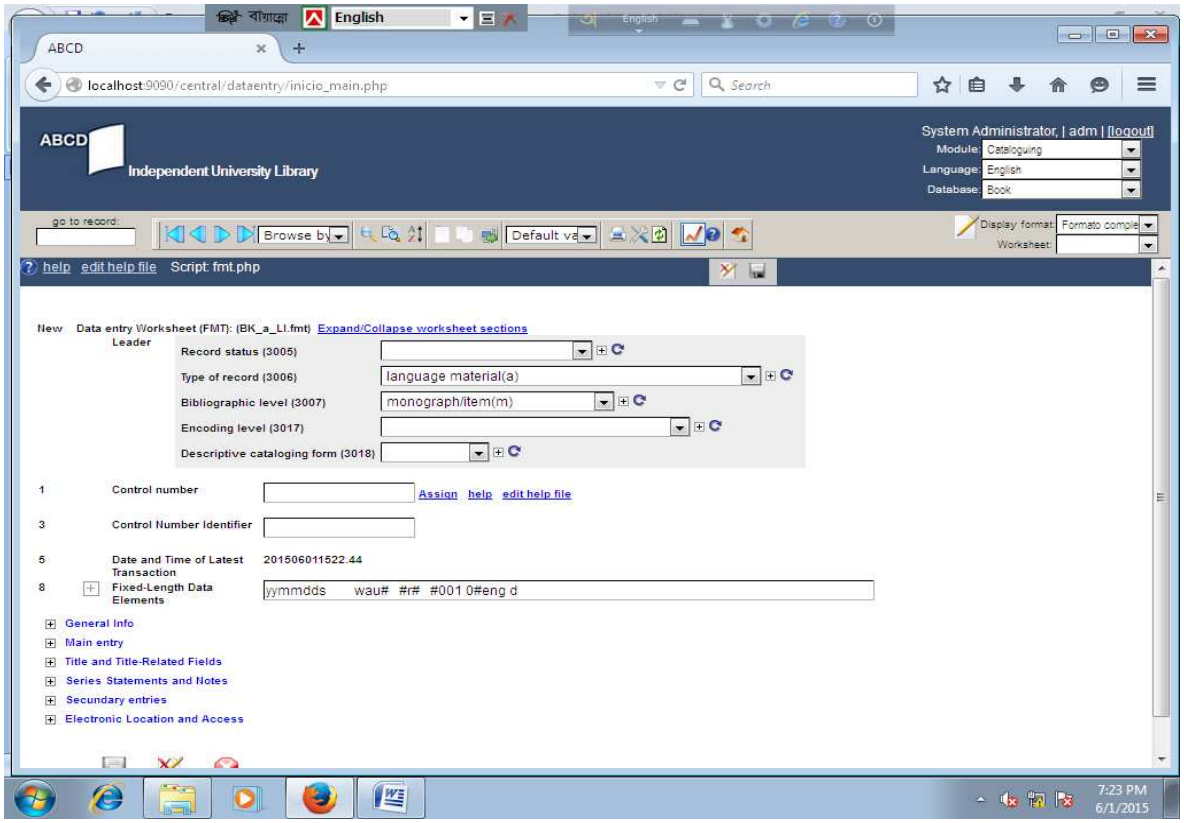
2. Click **New Record**



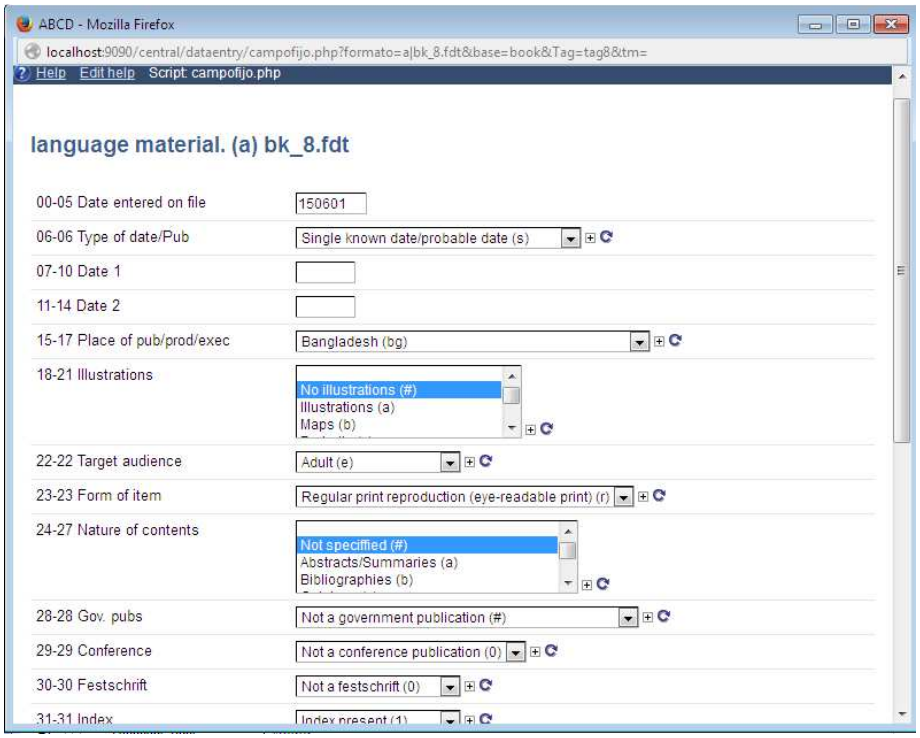
3. Click Textual material (Book)



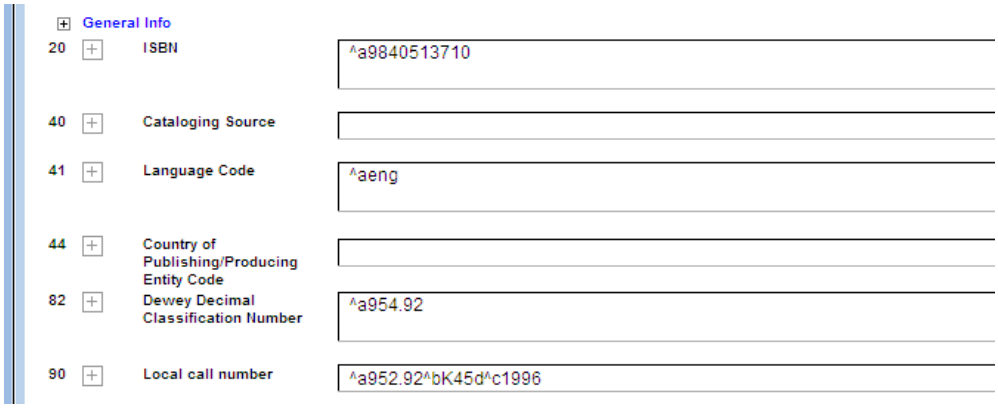
4. Fill the essential following MARC rule.
   For example: ***Leader*** (Tag 3005-n, 3006-a, 3007-m, 3017-#, 3018-a)

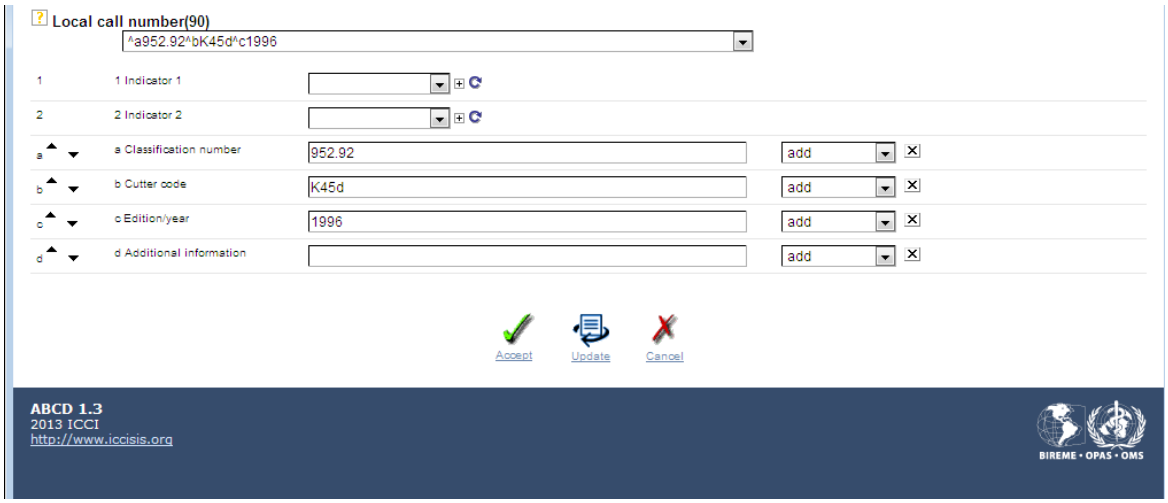


Fixed-Length Data Elements *(lick the* ***+*** *sign and you will see data entry window)*

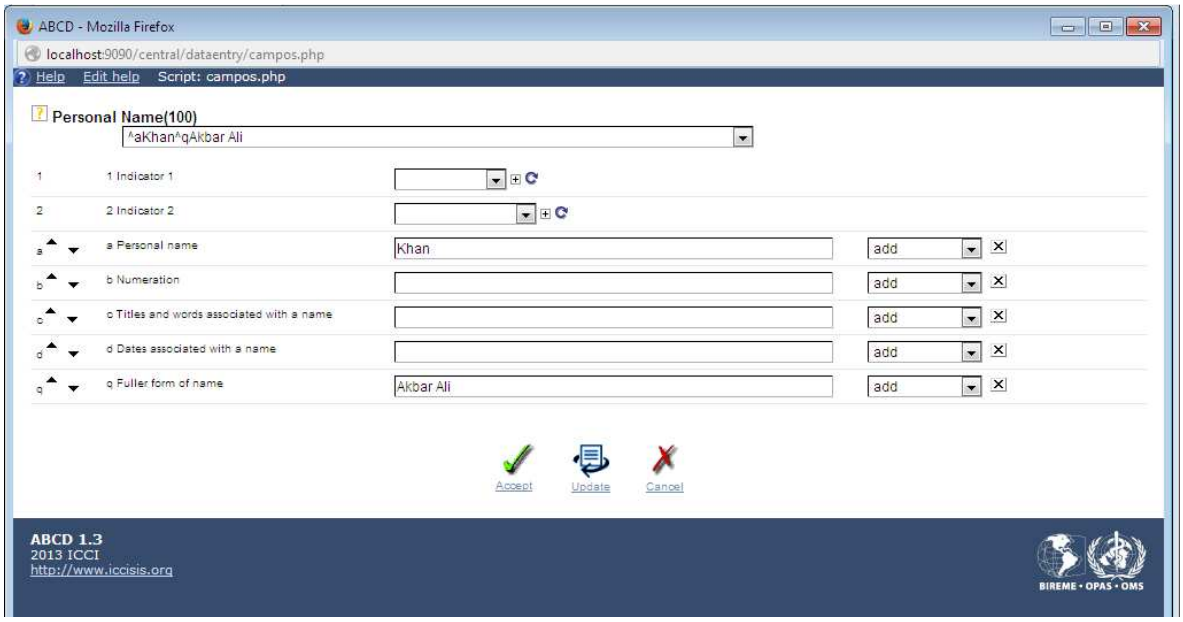


General Info: Tag **20**-ISBN, 41-eng/ben, **90**-call no,cutter figure, year)



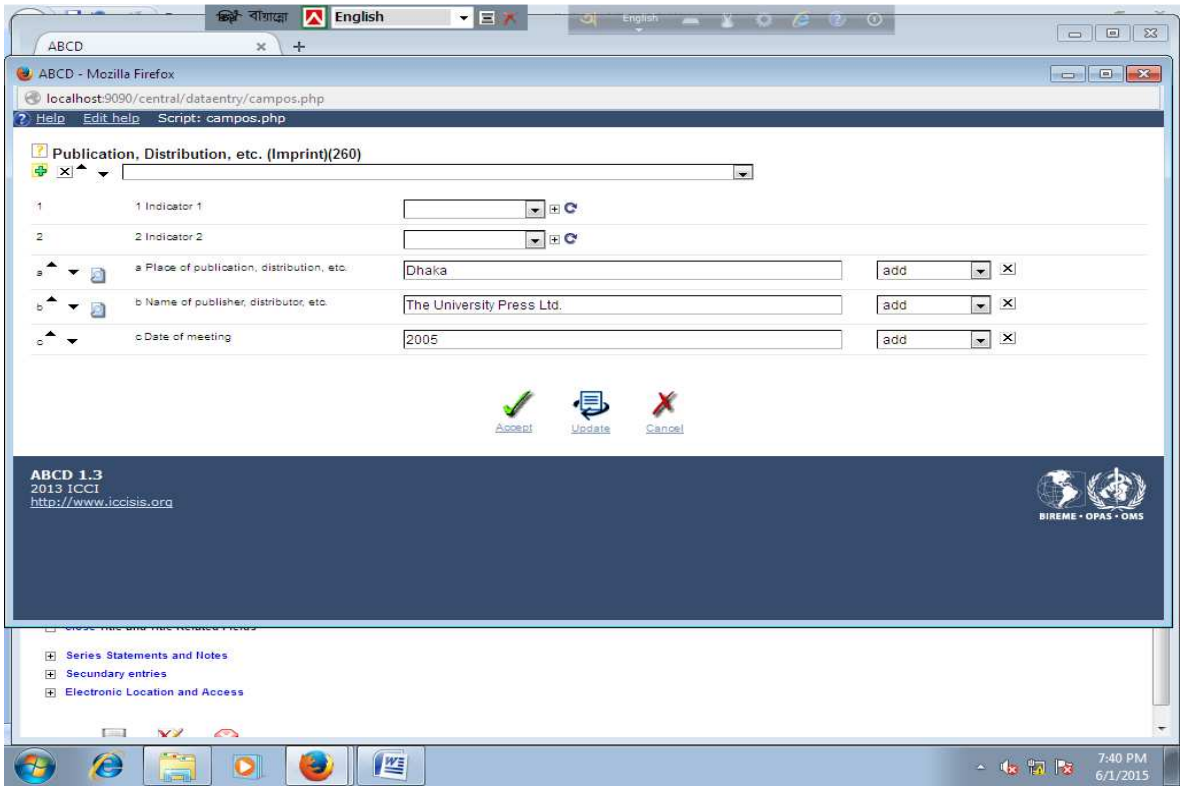


Main entry (Use the first author name in Tag 100)



Title and Title-Related Fields

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



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



Book Renew

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





Book Return:

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

