COBISS®

Co-operative Online Bibliographic System & Services

COBISS3/Application Administration

V6.2-01

User Manual

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IZUM®

Contents

Appendix

Precondition   A library with department uses the COBISS3/Loan software module. In the configuration file, a parameter that allows you to link the selected department with one or more partners, which are entered to the partner database, is set up.

Procedure   1. To define a superior partner, click the **Add** button in the **Department/General** editor.

The **Search – Partner** search window will open.

2. Find partners that you wish to link the selected department to.

In the list of found objects, you can highlight several partners and transfer them to the list of partners that are superior to the selected department. In the list of superior partners, identification data on the selected partners – symbol, name, and second name – will be displayed.

Data on the department and the department's superior partner can be taken into account as the sender's address in documents, created in the COBISS3/Interlibrary Loan software module. The procedure of adding data on a specific department to the ILL requests is described in the *COBISS3/Interlibrary Loan* User Manual (see chapter *2.1.6*).

2.1.5   Entering data for updating the COLIB database

COLIB is a shared database that contains data on libraries within the COBISS system. The database is administrated by IZUM; the COBISS3 software enables transferring the relevant data on the home library into the COLIB database.

You can enter data on the home library for updating the COLIB database in the **Home library** editor under the **Data for COLIB (1)** and **Data for COLIB (2)** tabs.

Under the **Data for COLIB (1)** tab, you can enter data on:

- the responsible person (i.e. principal, director or library head), his/her academic title as well as the name and surname of the responsible person, his/her e-mail address, telephone number and fax number (you can enter the values in the **Contact person** editor, which will open after you click the **Principle**, **director** or **library head** button); the data on the contact person is mandatory; you must enter at least the name and surname of the responsible person, his/her e-mail address and telephone number

- the COBISS contact person, his/her academic title as well as the name and surname of the COBISS contact person, post or department, e-mail address and telephone number or fax number (you can enter the values on the **Contact person** editor, which will open after you click the **COBISS contact person** button); data on the COBISS contact person is mandatory; at least a name and surname of the person, his/her e-mail address and telephone number must be entered

- the other persons in charge (e.g. department heads), their academic title as well as the name and surname of the responsible person, his/her post or department, e-mail address, telephone number and fax number (values are entered in the **Contact person** editor, which will open after you click the **New object** button under the **Other persons in charge** tab); data on the other persons in charge of COBISS is not mandatory; if you decide to enter the data, at least the name and surname of these persons must be entered

- for interlibrary loan, the academic title as well as the name and surname of the ILL contact person, his/her post or department, e-mail address as well as telephone number and fax number (values are entered in the **Contact person** editor, which will open after you click the **New object** button under the **ILL data** tab); none if this data is mandatory

> Note:
>
> *When a library changes the ILL data (e.g. e-mail address or telephone number), you must change the data under the ILL contact data, which is used in the COBISS3 software (**Details** tab), and also under ILL data that is used for updating the COLIB database (**Data for COLIB (1)** tab). If a library changes its e-mail address, a notification must be sent to IZUM.*

Under the **Data for COLIB (2)** tab, enter:

- data on the material availability and accessibility of user services (values under "accessibility of services")

- data on library facilities and employees (values under "Net usable area in m^2", "Number of reading room seats", "Number of employees")

- data on the library's opening times for users and contact details of the library and its departments (i.e. organizational units, professional and administrative services, etc.); enter values in the **Contact department** editor, which will open after you click the **New object** button under the **Departments/opening times** tab)

- contact details of the library and its lending departments for the needs of mCOBISS application (enter values in the **Contact department** editor, which will open after you click the **New object** button under the **Departments (mCOBISS)** tab).

2.1.5.1   Entering contact details of the library and its departments as well as data on the library's opening times

Contact details of the library and its departments (i.e. organizational units, professional and administrative services, etc.) and data on the library's opening times for users are entered in the **Home library** editor under the **Data for COLIB (2)/Departments/opening times** tab.

When you enter data on the new department, you must enter the name of the department and also at least its telephone number and e-mail address (for saving department contact details) or the opening times in days and hours (for saving data on the opening times of the department for users) or you will not be able to save the data.

In every library, at least one department, where you maintain library contact details (library's e-mail address, telephone number and fax number) and data on the library's opening times for users (opening times in days and hours as well as notes), is entered under department data that we use for updating the COLIB database (**Data for COLIB (2)/Departments/opening times** tab. If data on several departments are entered for the library, the library contact details are **always** maintained under the department that is placed first on the list of departments.

Note:

*Data on the department that is placed first on the list of departments (**Data for COLIB (2)/Departments/Opening times** tab) cannot be deleted!*

Note:

*When a library changes its e-mail address, telephone number or fax number, the data must be changed also under general home library data (**General** tab), under the library department data, where the library data is entered (i.e. the first department in the list of departments). If loan is not organized by departments in a library, the data must also be changed under the data where contact details of the library for the needs of mCOBISS application are entered (**Data for COLIB (2)/Departments/opening times** tab). Based on this data, the so called distribution lists for library notifications are prepared daily by IZUM.*

Note:

The opening times of the library and its departments are entered separately by days and hours, and you can also enter the note. The data is linked within the COLIB database.

Example:

In the **Opening times – days** window, enter two values, e.g.:
1. *from Monday to Wednesday:*
2. *on Thursday and Friday:*

In the **Opening times – hours**, enter also two values, which corresponds to the values of the opening times in days:
1. *from 10 am to 7 pm* (i.e. opening times for the first three working days of the week)
2. *from 9 am to 4 pm* (i.e. opening times for Thursday and Friday)

In the **Note** window, enter one value:
1. *summer opening times*

When searching for the library data in the COLIB database (online), the data on the opening times will be displayed in the following form:

... from Monday to Wednesday: from 10 am to 7 pm, on Thursday and Friday: from 9 am to 4 pm, summer opening times

Note:

Under contact persons and departments, you can enter several telephone numbers, fax numbers and e-mail addresses. You can find instructions for entering data in the COBISS3 Basic Guidelines User Manual; see chapter 4.2.1.3.

The data that is entered under the **Data for COLIB(2)/Departments/opening times** tab will be transferred to the COLIB database when the home library data is saved (in the **Home library** editor, click the **OK** button). Next to these data, the data that is entered under the **Data for COLIB (2)/Departments (mCOBISS)** tab and some other data on the home library, which is normally saved in the COBISS3 environment in the **Home library** and **Partner** classes, will also be transferred to the COLIB database: head office address, library's URL and VAT ID number or tax number (from the **General** tab) and the URL address where the conditions for ordering material and the price list for interlibrary loan services are published (from the **Details** tab).

2.1.5.2   Entering contact details of the library and its lending departments for the needs of mCOBISS application

Contact details of the library and its lending departments for the needs of the mCOBISS application are entered in the **Home library** editor under the **Data for COLIB (2)/Departments (mCOBISS)** tab.

In libraries where loan is organized by departments, every department where material is put on loan (even departments without computerized loan) is normally entered; (however, in school libraries where loan is organized by departments, data on the department that is defined as textbook fund is **not entered**). When entering data on the new department, enter a two-digit department code or select it from the code list that includes library departments from the local code list of departments (CODE 301). After you enter the department code, the department name will be transferred to the edit box under "Department name (for mCOBISS)", where you can change it. Entering this data is mandatory. Enter also the following data: postal address, telephone number, e-mail address and GPS coordinates (in decimal degrees) for viewing the department's location on the map. The GPS coordinates must be entered within the specified range (the X coordinate in the range of –90.0 to 90.0, and the Y coordinate in the range of –180.0 to 180.0 decimal degrees).

Note for libraries where loan is organized by departments:

In school libraries where loan is organized by departments, data on the department that is defined as text fund is not entered!

In a library where loan is organized by departments, only general data on the library can be entered. In this case, leave the »Department« edit box empty.

If loan in your library is not organized by departments, enter the following contact details of the library under the **Home library/Data for COLIB (2)/Departments (mCOBISS)** tab: short library name, postal address, telephone number, e-mail address, and coordinates for viewing the library location on the map.

Note:

In libraries where loan is not organized by departments, only contact details of the library can be saved in the COLIB database for the needs of the mCOBISS application (you can create only one object)!

Note:

*When a library changes its e-mail address, telephone number or fax number, you must change the data under the general home library data (**General** tab), under the library department data (**Data for COLIB (2)/Departments/opening times** tab), where the library data is entered (i.e. the first department in the list of departments). If loan in the library is not organized by departments, the data must also be changed under the data where contact details of the library for the needs of the mCOBISS application are entered (**Data for COLIB (2)/Departments (mCOBISS)** tab). Based on this data, the so-called distribution lists for library notifications are created daily by IZUM.*

*When the postal address of a specific lending department is changed (if loan in a library is organized by departments), change it under the department data under the **Details/Lending departments** tab and under the **Data for COLIB (2)/Departments (mCOBISS)** tab.*

2.1.5.3   Sorting data in the COLIB record

In the COLIB record, you can sort:

- library departments
- library's opening times
- lending departments for the needs of mCOBISS application

Procedure

1. Find and select the **Home library** object.
2. Select the **Object / Sort data in COLIB record** method.

A window will open, where you can select the type of data that you wish to edit.

3. Select the type of data and click the **OK** button.

- If you select library departments for editing, a window will open with a list of names of the departments that you entered in the **Home library** editor under the **Data for COLIB (2)/Departments/opening times** tab, where at least contact details are entered (e-mail address, telephone numbers and fax numbers).

- If you select data on the library's opening times for editing, a window will open with a list of names of the departments that you entered in the **Home library** editor under the **Data for COLIB (2)/Departments/opening times** tab, where at least opening times are entered (in days and hours).

- If you select lending departments for the needs of mCOBISS application for editing, a window will open with a list of the departments that you entered in the **Home library** editor under the **Data for COLIB (2)/Departments (mCOBISS)** tab.

4. Sort the data. You can move the department in the list one place *up*, if you highlight it in the list and click the **Up** button, or you can move it one place *down* if you click the **Down** button. If you wish to move the selected department up or down for several places, enter the selected number under "Number of places" and then click the **Up** or **Down** button.

5. Close the window by clicking the **OK** button.