

**COBISS<sup>®</sup>**

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Co-operative Online Bibliographic System & Services

***COBISS3/Application  
Administration***

***V6.4-05***

User Manual

Institute of Information Science, Maribor, Slovenia

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The manual includes all updates from the first printed version of the manual published in February 1999 onwards. Its content corresponds with the COBISS3, V 6.4-05 software, and is also valid for all future software versions until it is either withdrawn, or another electronic version is published.

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## 2.1 ENTERING HOME LIBRARY DATA

Data on the home library is entered in the **Home library** editor. Under data on the home library, enter the data:

- that is used in the COBISS3 software
- that is used to update the COLIB database (this data is not used in the COBISS3 software)

The data that is used in the COBISS3 software is saved in the COBISS3 environment, some of the data is saved also to the COLIB database; the data that is used to update the COLIB database, however, is only saved to the COLIB database.

In the COBISS3 software, use the data that you enter under **General** and **Details** tabs in the **Home library** editor. Under the **General** tab, enter the general data on the home library (library name, library address, tax number or VAT ID number, etc.). Under the **Details** tab, enter the **detailed data** on the home library and **data on the contact persons** and the **contact departments**, and in libraries where loan is organised by departments (and the COBISS3/Loan software module is used), enter also the **data on the lending departments**.



Note:

*If parameters for fiscal cash registers are included in the library's initialization file, enter also the **data on business premises** under the **Details** tab. Entering the data will be described in the COBISS3/Loan User Manual (see chapter 7.10.1).*

The detailed data will be taken into account when performing certain procedures in the individual COBISS3 software module; data on the contact persons and data on the contact departments, together with certain general data, will be displayed as the sender's address on the documents, prepared to be sent by mail or e-mail (documents are prepared in the individual COBISS3 software modules for partners that have different roles, and for members).

The data on the home library that is used **exclusively** for updating the COLIB database is entered in the **Home library** editor under the **Data for COLIB (1)** and **Data for COLIB (2)** tabs.



Note:

*The home library data under the **Data for COLIB (1)** and **Data for COLIB (2)** tabs is used exclusively for updating the COLIB database and is **not used** in the COBISS3 software.*

Certain general home library data is already entered: library name, head office address, telephone and fax number, e-mail address, homepage URL, web address, where the conditions for ordering material and the price list for interlibrary loan services are published, VAT ID number or tax number, library acronym, and library code, i.e. library identification number in the COBISS system. The data is downloaded from the COLIB database. Before you start working with the individual COBISS3 software module, edit and add the data if necessary. Enter also the detailed data, which will be taken into account when performing certain procedures within the individual modules, and add the data on the contact persons and the contact departments. For every contact person or contact department, you can define whether the name and address will be displayed as the sender's address on the documents in the individual COBISS3 software modules. Define one contact person or contact department for each module only. If you do not define them, only the data on the head office address of the home library will be displayed on the document.

### **Procedure**

1. In the **Home library** class, find and select the object.<sup>1</sup>
2. Select the **Object / Edit** method.  
The **Home library/General** editor will open.
3. Edit or add the general data on the home library (see chapter 2.1.1).
4. Enter the detailed data (see chapter 2.1.2).
5. Enter the data on contacts (see chapter 2.1.3).
6. Enter the data on the lending departments if loan is organised by departments in the library (see chapter 2.1.4).
7. Enter the data on business premises (see chapter 7.10.1 in the COBISS3/Loan User Manual).
8. Enter the data for updating the COLIB database (see chapter 2.1.5).
9. Save the data.

In the **Home library** and **Partner** classes, the data under **General** and **Details** tabs will be saved; in the COLIB database, the data under **Data for COLIB (1)** and **Data for COLIB (2)**, and also the head office address, homepage URL and VAT ID number or tax number (from the **General** tab), and the web address where the conditions for ordering material and the price list for interlibrary loan services are published (from the **Details** tab) will be saved.

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## **2.1.1 Entering general data**

To enter general data on your home library, use the **Home library/General** editor.

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<sup>1</sup> Because there is only one object saved in the **Home library** class, it will be loaded to the workspace when you start the search.