Instructions for using the Book Locator application

To create a locator or to view the library rooms, the librarian must have a user name and password in COBISS3 and they must have the privilege LOAN_BASIC. In order to create a space, you need to go to the link: https://plus.cobiss.net/locator/editor/ and log in with the username for COBISS3.

After registration, a window opens to start editing locations or rooms of the library. By clicking on the ⊕ (plus) icon, you open a modal window for entering basic data: *Library name* (library name), *Acronym* which is entered automatically and *Location* (address). After entering and clicking on the Save button, you can continue creating and editing the floors and individual rooms of the library. Enter the room editor by clicking on the icon ⊕ (plus) on the page *Floors and rooms for <acronym> - <location>*.
A new page opens, where by selecting the items in the menu at the top of the page, you draw the floor plan of the room in a 2D view.

The menu includes the following icons:

⬚ Cursor arrow – allows selection of the placed element that we want to edit

⬚ Directional arrows – allows you to move the entire drawn room

⬚ Add floor – allows you to add the floor outline of the room by showing dimensions without walls. Please note: it is a mandatory element without which we cannot save the room.

⬚ Add shelves – clicking on the icon opens an additional menu for choosing or specifying the shelves that we want to add to the room. You can choose the number of shelves in length, the number of shelves in height, the width of the shelf, the height from the floor, the rotation of the shelves from 0 to 360 degrees and the option for adding a double-sided shelf. For each shelf that has a different rotation in the room than the last one, a previous rotation change/selection is required. The added shelves have a numerical mark in the 2D view according to the number of registered UDCs or labels on each shelf. If we have drawn 4 shelves in height, the drawn shelves have the label 0/4, since none of the shelves have yet the UDC or shelving location entered.

Add book box – allows you to add a book box. In the additional menu, we can choose the rotation of the box in the room from 0 to 360 degrees. For each box that has a different rotation in the room than the last one, a previous rotation change/selection is required.

Add door – allows you to add doors in the room. The doors can be set to any width, height and rotation from 0 to 360 degrees. For each door that has a different rotation in the room than the last one, a previous rotation change/selection is required. Please note: the first door added to the room is also the starting point for displaying the location of the material, as the room is displayed to the user (member) from the perspective of the door.

Add walls – allows drawing and adding walls in the room by placing the mouse (cursor) at the initial location and clicking and holding the left mouse button and drawing wall in any orientation or length, which is drawn as a line in the 2D view.

Add chair – allows you to add one or more chairs to the room with any rotation from 0 to 360 degrees. For each chair that has a different rotation in the room than the last one, a previous rotation change/selection is required.

Add a table – allows you to add one or more tables to the room with any rotation from 0 to 360 degrees. For each table that has a different rotation in the room than the last one, a previous rotation change/selection is required.

Add desk for librarians – allows you to add a librarian desk or one or more information desks/tables to the room with any rotation from 0 to 360 degrees. For each desk that has a different rotation in the room than the last one, a previous rotation change/selection is required.

Add plant – allows you to add one or more green plants to the room.

Add general element – allows you to add one or more general elements to the space. For each element, we can define the length, width and height of the element, as well as any rotation from 0 to 360 degrees and add a label to it. For each general element that has a different rotation in space than the last one placed, a previous rotation change/selection is required.

Add navigation arrow with text – allows you to add an arrow whose length, width and rotation can be specified from 0 to 360 degrees. You can also enter any text for easier navigation in the room.

Edit UDCs – enables entering and editing the label on each shelf, namely the following information can be entered: Shelving location, UDC, Beginning of authors, End of authors and Additional description. Please note: the shelving location and UDC must also be properly entered in the bibliographic record. If you have a layout of material by author in the library, then enter an asterisk (*) in the UDC field and enter the corresponding value in the author start and end fields. It is also possible to enter a combination of an shelving location and an asterisk (*) in the UDC field. At the same time, it is important that no UDC label is entered in the same space on any shelf. With the (plus) icon, it is possible to enter an additional UDC on the same shelf.

In the preview and when the location of the material is displayed, the text from the Additional description field is displayed on the shelves. If no text is entered in the Additional description field, the shelving location or UDC is displayed on the shelf, depending on the data entered.

🗑 Delete element – allows you to delete the selected element in the room.

💾 Save – by clicking this icon, the drawn room is saved. Before saving, the following data about the room must be edited: Room label, Floor, Sublocations that are in this room. You can enter several sublocations, which must be listed without a space and separated by a comma. It is necessary to enter the CODE of the *Sublocation* (CODE 84), in the same format as it is entered in COBISS3. Please note: Entering a sublocation is mandatory for libraries with departments.

↺ Undo – allows you to undo the last change or return us to the previous step.

↻ Redo – enables us to (re)introduce the last change after undoing it.

📖 Instructions for use – provides access to short written instructions for using the locator editor.

After saving, each saved room can be viewed in a 3D view, edited or deleted The following icons are used for the described functionalities:

🔍 Preview – allows a preview of the room in 3D as the user will see it.

✏ Proceed to editing – allows you to edit the elements in this room by returning to the room editor.

⚙ Edit data – we rename/correct data about the library, floor or room.

🗑 Delete – click on this icon to delete a library, floor or room.

We also have additional icons in the list of library floors:

⌄ Show rooms – display the list of rooms of the selected floor.
⌃ Hide rooms – the list of rooms of the selected floor is hidden.

You can combine/assemble the rooms of one floor as desired. You can arrange this after you have drawn the individual rooms on the floor. Then, on the floor level, select the "Proceed to editing" option. All the drawn rooms are displayed, which can be moved and placed according to the actual floor plan of the entire floor.

Tips for use:

If you also enter surnames with non-Slovenian letters in the field beginning and ending of authors, the letters are taken into account as indicated below (applies to upper and lower case letters):

Ä is taken into account between A and B.

Ë is taken into account between E and F.

Ö is taken into account between O and P.

Ü is taken into account between U and V.

Đ is taken into account between D and E.

W, Y, X are taken into account before Ž.

Q is taken into account between P and R.

Ć is taken into account between Č and D.

If you have a room in which the walls do not touch each other at an angle of 90 degrees, it is also possible to draw such a room in the application. First, we draw the floor in dimensions 0/0 or an area slightly larger than the room, and then we draw walls in the room that correspond to the actual state. Example of drawing and display in pictures: