



**AUTO LIBRARIAN™ Library Server SE** is a full-featured computerized library management system utilizing optional bar codes to handle all library functions. Check in, check out, fine generation, reports, reserves, online card catalog, inventory and its own bar code label generator and Reports Wizard to create custom reports are many of the features included. Single MARC records can be searched, downloaded and added easily by ISBN number, MARC/AL enables importing of MARC records from book vendors. Internet functionality has been added with capability to synch book records and circulation to the Internet Catalog. Due Dates can be preset to intervals; backup and other database utilities are automatically launched at startup and shutdown.

## FEATURES

### Version Selection

**AUTO LIBRARIAN™ SE Library Server Version** ships with 5 versions onboard to choose from: School, Corporate, Public, Audio-Visual, and Correctional Institution Versions. Simply click the menu option for the version most suitable for your library. The **AUTO LIBRARIAN™ SE Library Server Version** also is the server for the Remote Card Catalog “client” stations which can be networked to it. (For 3.0 users the **AUTO LIBRARIAN™ SE Library Server Version** replaces the Auto Librarian Ver. 3.0 School, Corporate, Public, and Audio-Visual versions.)

### File Folder Tab Format for Quick Access

File folder tab format with 5 main file folders: Borrowers, Books, Circulation, Reports, Utilities, and Help provide access to each set of options easily. The entire Borrower and Book database are located on their file folders in grid format with a Navigator for instant access to those databases. Circulation Reports and Utilities folders have buttons to access the various options and functions on those folders as well as live circulation and record statistics.

### Easy Access and Searching of Book and Borrower Databases

**AUTO LIBRARIAN™ SE** has Book and Borrower databases in all versions except Audio-Visual which has an Item database in place of the Book database. For descriptive purposes on this fact sheet the word Book will be used throughout. Features include: **AUTO LIBRARIAN™ SE's** Borrower database, indexed on a unique borrower number, (hereinafter referred to as borronum ), and last name. Borrower record includes email address hyperlink to Internet Explorer for quick email messages to borrowers. Fast screen entry of borrower's city, state and zip code and Homeroom Teacher and Number (School version) based on predefined editors in the Information Editor.

Grid listing, on Borrower file folder, and button access of Form View of Borrower Database with a Navigator for fast maneuvering within the database. Easy searching of Borrower database with Search window for entry of partial search information.

Grid list scrolls to display closest matches as search information is typed. From the Form View all information about the Borrower can be viewed: Borrower History, (a listing of what books the borrower has checked in), Fines, Reserves and Check Outs. Fines can be reconciled, History and Check Outs can be printed and Reserves can be viewed all with the click of a mouse button.

A Book database, indexed on a unique book number (hereinafter referred to as booknum), title, author, call number and subject which also can serve as an online card catalog. Book database includes the following fields: Booknum, Title, Author, Callnum, Publisher, 4 subject fields, ISBN, LCCN, Cost, Pages, Copyright, Illustrator, Media Type, Location, Due Date Type and one additional User-Defined field. Book information can be added easily by searching, downloading and adding the MARC record by ISBN# with the Search MARC Add MARC record buttons with optional MARC Record Locator annual service. (See MARC Record Compatibility for information regarding importing groups of MARC records). Subject field data can be selected from over 5500 predefined categories in Subjects Editor. Subjects can be added to and deleted from listing. Subject headings are unlimited. Global subject update feature changes subject headings in Book database.

Grid listing on the Books file folder and button access Form View of Book Database with a Navigator for fast maneuvering within the database. Easy searching of Book database with Search window for entry of partial search information. Books can be sorted by Title, Author, Subject, Booknum or Callnum. Grid list scrolls to display closest matches as search information is typed. From the Form View all information about the book can be accessed. Book status: Checked Out (and to whom), Checked In, or Missing; Book History (a listing of borrowers who have checked in the Book), Reserves (what borrowers have reserved the book in order of date and time). An Amazon.com button to access book reviews, excerpts from the work and more works by the author adds another dimension to book searching (ISBN# and Internet connection required). Books can be edited, deleted and captured (copied for entry as a new book record - used for encyclopedias, etc) from the Form View all with the click of a mouse button. Articles "a", "an", and "the" are automatically placed at the end of titles.

Keyword searches can be performed on the Title, Title and Author, or All Fields: Title, Author, Subject, Publisher and Summary fields. Searches can be widened and narrowed using and, or and not search criteria. Results of search can be viewed and/or printed.

### Unlimited Reporting Capability

Shazam Report Wizard, an easy to use report maker, included with AUTO LIBRARIAN™ SE, allows for quick, easy, and virtually unlimited reporting capability!

We've included three levels of Borrower reporting capability:

Prebuilt Borrower Reports including: Borrowers sorted by Last Name, Borrownum, Expiration Date, Homeroom Teacher (School Version), Department (Corporate), Dorm (Correctional Institution), Last Name with email address. Prebuilt Borrower Reports with Filters includes all of the reports above and allows for Boolean searches of the Borrower database, and Custom Borrower Report Wizard allows virtually any report to be created from the Borrower database. Reports can be viewed and/or printed. Rotary Cards and borrower address labels sorted by last name or zip code can be printed from the Prebuilt Reports Wizard.

Three levels of Book reporting capability are included: Prebuilt Book Reports including Books sorted by Title, Booknum, Subject, Author and Callnum, with Booknum, with Summary, Bibliography. Gate keeping reports—frequency checked out, checkouts by date, call number with count and cost. Prebuilt Book Reports with Filters includes all of the above reports and allows Boolean searching of the Book database. Custom Report Wizard allows virtually any report to be created from the Book Database.

You want to create your own reports? No problem! A Custom Report Wizard allows you to choose any of the databases within AUTO LIBRARIAN™ SE, define the search, layout the report and preview it and print it in minutes. Extensive onboard help is available.

### Fast and Efficient Circulation Management

Book check out with check out limits and fines warning, reserve warning and preselected user-defined due dates. Booknum and borrownum can be searched and automatically inserted from the check out selection. Info button will bring up the Form View for Book and Borrower at checkout for easy fines reconciliation on previous check outs, viewing of books checked out, and borrower or book history.

Optional checkout receipt lists borrownum, name, title, and due date. Book check in with manual or automatic fine calculation. The fines editor can be accessed from this selection for easy fines reconciliation.

Information editor sets predefined cities, zip codes, single or multiple fine rates for various expiration dates (School version only), reserve limit, hold time and check out book limit and various levels of password protection can be selected. Special Edition feature setup for setting fixed due date intervals, skip fine dates, emedia center pin#, location and media type book database field editors and user defined field name for the book record.

Book reserve which holds a book for a preselected time, produces a letter and releases the book after the hold time period. Each book can be reserved an unlimited amount of times.

Tracks and reports call numbers used in circulation. 13 predefined Dewey Decimal categories and 26 user-defined categories, one for each letter of the alphabet.

## Overdue and Fines Reports

The following overdue and fines reports are produced by AUTO LIBRARIAN™ SE: Overdue books, sorted by borrower last name or homeroom teacher (School Ver.), Department (Corporate Ver.), Dorm (Correctional Institution Ver.), and due date indicating which have had notices sent; 1st and 2nd overdue notices are sorted by the same fields above. Final notice letter suitable for mailing in a window envelope; Books checked out sorted by last name or fields above; List of borrowers with fines sorted by last name indicating fines notices sent; Fines notices sorted by fields above; Reserves list indicating book in date and limit date; Reserves notice to borrower when item is checked in. All reports are printed on plain paper - (NO SPECIAL FORMS ARE NEEDED). Messages on notices can be edited to customize for your library.

## MARC Record Compatibility

The MARC/AL INTERFACE UTILITY VER. 4.0(purchased separately) will import the MARC records included with the purchase of books from major book vendors into AUTO LIBRARIAN™ SE. This eliminates the need to input newly purchased books manually. This utility also enables users who have a union disk or MARC records from another source including MARCExplorer or MARC LOC to upload their books into AUTO LIBRARIAN™ SE using the MARC record. This is an import feature only - the utility does not export AUTO LIBRARIAN book records into the MARC format. MARCExplorer is used for searching and downloading multiple records (up to 20 at a session) by ISBN#, MARC LOC for downloading records by Title, Author or Subject from the Library of Congress website. MARC/AL is used to import these records into AUTO LIBRARIAN™ SE. See MARC Trio for a discount on all three MARC utilities.

## Easy Integration with Internet Features

New book data and circulation status can be synchronized to the Auto Librarian.net Internet Catalog from the AUTO LIBRARIAN™ SE desktop. Keep patron searches up to date with current book and circulation information via the Internet Catalog. Patrons can search from any Internet computer, PC or MAC, even from an iPad or iPhone! Internet Catalog service requires separate purchase.

More features from Auto Librarian.net are brought to the AUTO LIBRARIAN™ SE Windows desktop! Search the Internet Catalog via the Auto Librarian.net eMedia Center, edit the eMedia Center Info and Events Calendar, view On This Day facts and LOC Today In History as well as Auto Librarian News or easily send a tech support request via email to MC<sup>2</sup> SYSTEMS (Internet connection required).

## Remote Inventory

Inventory system whereby a book's bar code is scanned with a portable handheld bar code reader. Data from the portable unit is then dumped back into the computer with AUTO LIBRARIAN™ SE. A printed list of missing books is produced. Inventory discrepancies can be reconciled individually. Books are tagged with a MISSING label when searched from the Book database. After inventory process is completed a list of missing books can be printed at any time. See our price sheet for current barcode pricing.

## Onboard Help/Getting Started Manual

Context sensitive help is available anywhere within the program. The F1 key will bring up help at any screen. Getting started manual gives step-by-step instructions for installation, first time start up, and book and borrower database building.

## Password Protection

Password protection can be activated and deactivated for one or more different functions such as: editing forms, check in, check out, reporting, and many others. Passwords are saved in an encrypted format on the hard drive, cannot be seen when typed, and remains until edited.

## Bar Codes, Spine and Pocket Labels, Card Catalog Cards

Barcode Label 39 program allows for printing of Code 39 barcodes on the AVERY 5160 form for laser printers Barcode program prints a bar code label with a title up to 20 characters and numbers up to 12 digits with readable numbers for use with or without a bar code reader. Bar code labels can be printed for borrowers and books.

Spine labels are printed on 1" x 1-1/2" laser labels 49 to a sheet. The callnumber field is printed on the label. After each period inserted into a callnumber the label will print a new line. Spine labels are available from Demco, Inc. (#WR14217670) and print only on laser printers. Pocket Labels print on Avery 5160 labels for laser printers and include callnumber, author and title.

Non-standard Author, Title and Subject card catalog cards are printed on (Demco # WS14201580) on laser printers. (3 to a sheet)

### **Automatic Data Backup & Maintenance**

AUTO LIBRARIAN™ SE has incorporated automated data backup and maintenance. Data maintenance utilities are run on the database automatically every 5 days at startup and the database backup is created and saved upon closing to a user-designated drive location—either local or networked drive. AUTO LIBRARIAN™ SE takes the hassle out of library automation.

### **System Requirements**

(mirror those of Windows OS)

#### **OPERATING**

**SYSTEM:** Microsoft Windows (32-bit or 64-bit)

**PRINTER:** Laser Printer required for all label printing.

**OPTIONAL:** TriCoder™ portable bar code reader or WDP non-portable bar code reader. The portable bar code reader serves both as a non-portable reader for circulation and as a portable reader for inventory. The LZ series laser triggered gun scanner is used at the desk for circulation only. All units include USB cable.

### **FREE PREVIEW AUTO LIBRARIAN™ SE**

AUTO LIBRARIAN™ SE DEMO Free interactive demo—see first-hand all of the features, functionality and convenience AUTO LIBRARIAN™ SE has to offer at a price that is hard to beat.

### **NEED EVEN MORE REASONS TO CHOOSE AUTO LIBRARIAN™ SE?**

#### ***Unlimited Technical Support***

Technical support is available at no additional cost via email or non-toll free number.

See online or printed price sheet for current prices.

- **AUTO LIBRARIAN SE** is priced well within even the tightest library budget. There are no hidden costs or annual service agreements. Spend your library dollars on library materials not the software that manages them.
- **Internet Catalog Service:** Patrons can search book data from any computer, PC or MAC, iPad or iPhone.
- **Import Data:** Existing book/borrower data can be imported with a utility (purchased separately—email for details).
- **Convert Legacy Data:** Existing AUTO LIBRARIAN VER. 4.0 and V.3 (School, Corporate, Public, and Audio-Visual Version) can upgrade to AUTO LIBRARIAN SE. All data will convert. AUTO LIBRARIAN VER. 2.0 and 2.5 users must upgrade to 3.0 before AUTO LIBRARIAN™ SE for data conversion to take place.
- **AUTO LIBRARIAN REMOTE CARD CATALOG** is a networked remote book station for patrons to search and print lists from the Book database.