4.2.1
Institution Library Automation
-
Information Resource Centre

AUTOLIB (V 7.2)
Integrated Library Management Software

About Autolib V 7.2
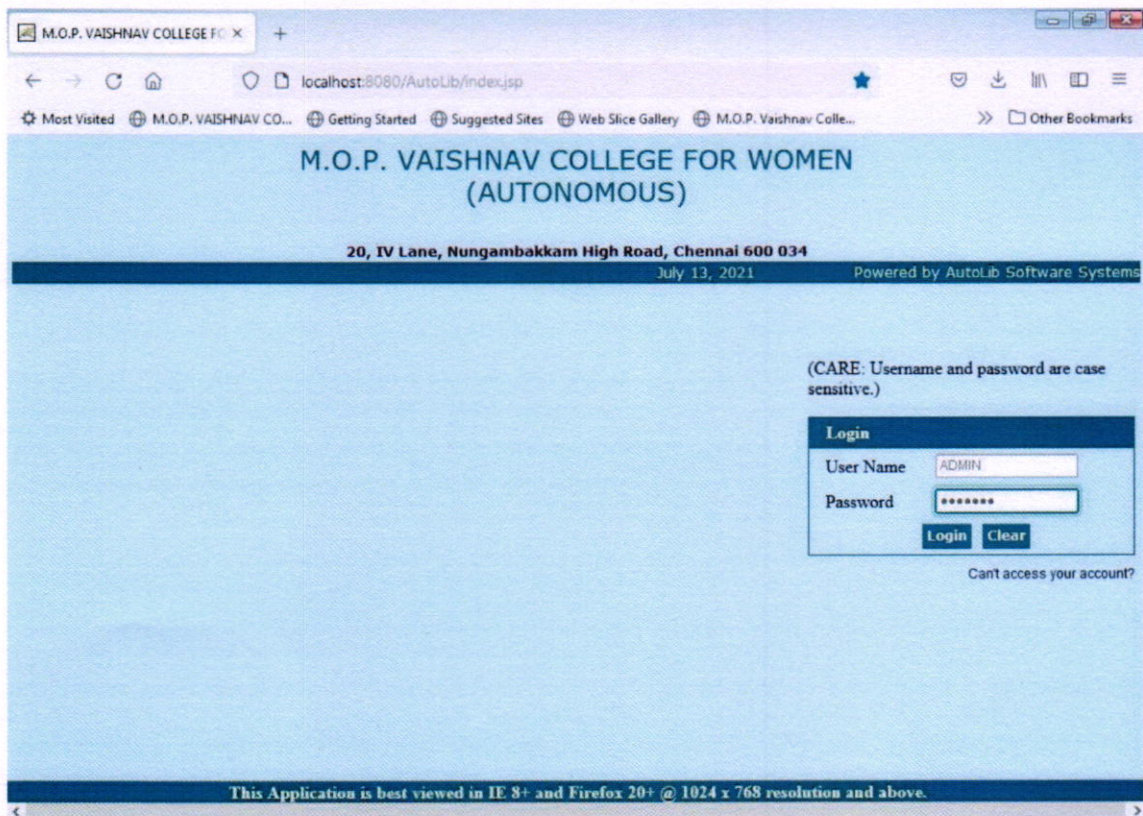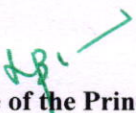
The institutional library uses Autolib, an Integrated Library Management Software that facilitates automation of core library functions. The version being used currently is V-7.2
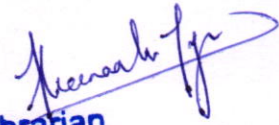
The software employs a minimalist interface designed to streamline workflow.

Library users may login with their individual login credentials from any of the networked computers at the library.

Admin (library staff) may access the entire range of Autolib features in order to organize library work, while other users (students, faculty and other staff) can access the functions that would be most relevant to them, such as search options, library holdings, their individual accounts, etc.

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User - centric Features: Simple Search and Advanced Search

Simple Search

The Simple Search feature allows users to search the library catalogue using standard search criteria. The advantage of this feature is the wider scope of results retrieved, which is especially useful when searching for a range of available resources.

Users can search by title, author, subject, ISBN, year of publication, and more.

Advanced Search

This option prioritizes specificity of search results. Users can search with the same criteria as those in the Simple Search option, but with the added feature of refining results using Boolean operators (AND, OR, and NOT), and modifiers that allow one to choose options for the keyword(s) used, such as its position in the search string.

This search option is appropriate in the case of users who have a specific resource in mind, and are keen to narrow search results to an optimum.

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User-centric Features: Reserving a Book
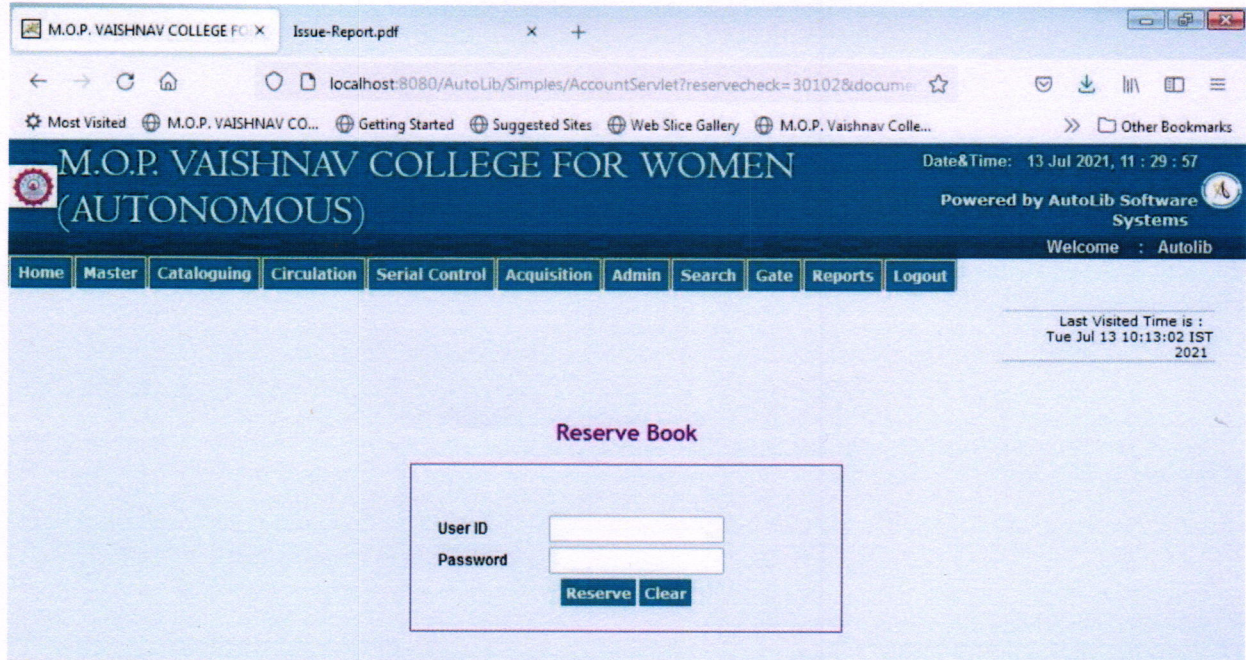
If a book that a user is interested in is currently issued to another, the user may reserve the book by using this feature. Once the user ID and password are entered, the book is reserved to the particular user. When the book is available for borrowing, the user is sent an alert about the update.

Library users may also access their individual accounts, to check the books currently borrowed by them. This helps users keep track of their library transactions, and encourages timely return of borrowed material.

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Core Features

The following Autolib features facilitate bibliographic control and workflows in core library processes.

Bibliographic Control

Books

Books acquired at the library are catalogued using Autolib's Resource Entry feature, wherein all pertinent bibliographic information are fed into the database.

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Periodicals

Similarly, subscriptions to periodicals (journals, magazines and newsletters) are added using the Journal Subscriptions feature. This allows for selection of different periodicities, depending on the publication of the periodical (yearly, biannual, monthly, weekly, etc.), and automatically generates corresponding records for the subscription period. This in turn allows staff to track and record the issues of the periodical received at the library during the subscription period.

User Directory

This allows the library administrators to maintain a directory of all library users.

Counter Reports

The Counter Reports feature allows library staff to track the issue and return status of books, fines due, etc.

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User Logs

Library users' IDs are scanned at the entrance and exit of the library. These logs are stored in the Gate Register.

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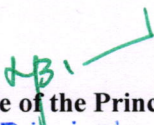No. 20, IV Lane, Nungambakkam High Road
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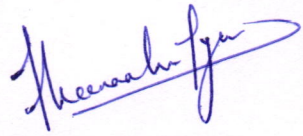## Library Holdings Statistics

Statistics and details of library's holdings may be accessed via the Statistics Report feature, with refinements based on several search criteria made possible.

While these are the core features of Autolib used extensively on a regular basis, several advanced features are designed to support other library functions as well. The software features and interface are also customizable as per the institution's needs and preferences.

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