



Bringing Knowledge & People Closer

EASYLIB

Entire Automation System for Libraries

**A Tool for
Automation
Efficiency
Satisfaction
Growth**



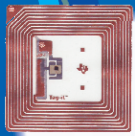
Helping you to follow
Dr. S. R. Ranganathan's
Five Principles of a Library

**Books are for use
Every reader his or her book
Every book its reader
Save the time of the reader**

The library is a growing organism

*“Define, Measure, Analyze, Improve & Control (DMAIC)”
Six Sigma Principle for continuous improvement*

LIBRARY



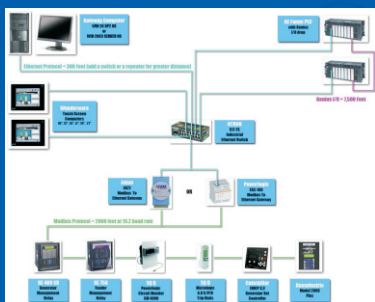
RFID



TABLET P.C.



BARCODE



NETWORKING ARCHITECTURE



IDENTITY CARD

ID CARDS



BLUETOOTH SCANNER

EASYLIB :

ENTIRE AUTOMATION SYSTEM FOR LIBRARIES

Now a days, library operations are getting complex with the information explosion and collection of books and non-book materials growing exponentially. Managing library operations manually now a days is a very tedious task. A positive solution to ease this burden is total automation of library management system.

Easylib that stands for Entire Automation System for Libraries is a solution offering you various tools and flexibility to operate your library in a very efficient and productive way.

Why Easylib?

It is an integrated system with all the necessary modules needed for running a library very professionally and efficiently

Being one of the finest software entries into the market (i.e. Since January 2001), it has embedded the concepts of client server, RDBMS, web environment, email integration and so on right from the start itself.

It runs on GUI (graphical user interface) environment giving you ease of data entry and operation. In addition, it also has extensive keyboard shortcuts that help a person preferring keyboard entry over mouse clicks. In addition, the OPAC also supports touch screen monitor.

It has web component that enables you to share library data across the campus. It also has built in email and web publication support. Your members would be able to access library resources with no installation of any software on their machine.

It is time-tested software. It has been refined time and again with the help of library science professionals, computer science experts and experience of many live implementations. It is a proven system with over 400 successful and running installations.

It uses a standard RDBMS database. So, your data is not 'locked' and integration with other systems of your organization is easy. In case, in future if you want to enhance your library system by developing some in-house reports or functions, it is easy with Easylib.

It follows internationally accepted library science standards like MARC, AACR2, ISO 2709, Dublin core etc. So, this ensures that your database is well designed as well as in future when you would like to interconnect your library with other libraries, it is easy with Easylib.

Continuous innovation is a way of life at Easylib. The system is enhanced regularly.

In addition, the system has some of the unique features like multiple language support, build your own reports, library map and location view, multiple library connectivity, statistical analysis tools to improve your library operation, data import and export and so on. Easylib Software Supports Barcode, RFID, & Biometric

❖ Online Public Access Catalogue :

Easylib Web - OPAC runs on intranet / internet without any necessity installation on the machine. The client only connects at runtime.

The modules provides the following features:

- Search on the library items
- Real time availability status
- Place reservation and renewal requests
- View items one has borrowed and reserved along with due details
- Look at serials subscribed
- Look at volumes and issues of each serial
- Search on indexed articles
- Look at digital library of the organization
- Search on the digital library
- Multi Language Catalogue Search
- Learn more about library
- See new arrivals list
- Library map by rack wise
- Title details as well as copy details
- Combo box search
- Print Reports
- Search by Word, beginning of a word, letter, Search all, etc

In addition, as a part of our continuous improvement process, more and more features are being added in every release. Digital library is a mechanism for storing information in digital form and giving easy access to the material. Easylib provides:

Track Subscriptions

- Enter digital library subscription information
- Import subscriptions information and enter here
- Customized search
- Customized Reporting
- Ability to classify subscriptions

Article Indexing

- Index various digital articles
- Classify each of them
- Enter data in Dublin core standard format
- Index video, audio and other kind of material
- Interface with scanners and digital camera
- Customized Reporting
- Import metadata from other Digital Libraries

Digital Library on Web

- Ability to search on subscriptions
- Ability to search on digital library
- View articles directly

❖ Accession/Cataloguing System:

This system provides cataloguing and complete stock details of all the books, reference books, gift books, SC/ST books, manuals, project reports, ISI codes, Exam tables/code books, CD's, maps, video cassettes, news papers, journals, serials, periodicals and other non-book materials available in your library. Following is the detailed list of functions provided.

Cataloguing

- Catalogue on a simple and user-friendly screen
- Handles multiple copies by grouping them together
- Enter multiple copies of a title only once and link others
- Extensive Non Book Cataloguing
- Cataloguing with Extensive Details
- Cataloguing of non book material including bound volumes
- Customization of the Accession Register View

Data Transfer

- Ability to transfer data to and from MARC/ISO2709 Files.
- Import data from Text, Excel and RDBMS Databases.
- Export data to Text, Excel files.

Stock Verification

- Maintain multiple years stock entry positions
- Stock entry by each accession number, range, barcode label or data capture unit
- Import facility for already verified stock list
- Import facility for already identified as missing' items list
- Customized search and reporting facility
- Mass withdrawal and Write off feature

Salient Features

- Ability to read and print barcodes
- Definition of Multi Level Subject Tree
- Semi Automatic Classification
- Multi Linguistic Data Entry
- Catalogue Cards as per AACR2
- Multi Language Catalogue Cards
- Library map and location help
- Ability to print data sheet
- Customizable reports

❖ Budget, Finance and Acquisition System:

This system provides you facilities related to budgeting and acquisition of books and non-book materials. Here is the list of features in the system.

Budget and Finance

- Define account heads for earnings and expenses
- Tree view structure for defining account heads
- Ability to track sources of budget
- Track allocation to different departments/account heads
- Collection of fees and deposits by library members
- Fee collection and deposit reports
- Entry of Invoices
- Entry of Payments
- Price reports with allocated, ordered, invoiced, paid and balance amounts
- Summary of expenses by each financial year

Requisitions

- Accept requisitions from departments
- Import requisitions data from other library OPAC systems on Web
- Duplication check
- Customized Search
- Customized report facility
- Direct transfer to Purchase orders

Acquisitions

- Compile all the requisitions and prepare an indent
- Sending indents to all the vendors
- Compilation of prices and lowest price reports
- Preparation of purchase orders
- Handle repeated, standing and approval type orders

- Handles amounts in multiple currencies
- Multiple shipping and billing (for shipments to branch)
- Tracking deliveries by consignments
- Generation of vendor reminders
- Quality assurance check
- Passing of invoice and bills to accounts section

Accessioning with respect to finance

- Mass accessioning
- Barcode label generation
- Daily progress report.
- Various reports

❖ Serial Control (Periodicals) :

Handling periodicals is one of the most complicated things in library operation. Easylib has extensive periodical handling mechanism.

Past Collection/Bound Volumes Management

- Ability to make entries of all past collection without having to enter all the purchase details
- Ability to enter bound volume data
- Maintaining Accession Register of the same
- Reports of available and missing issues of each serial

Subscription Management

- Track various names of journals and subscription status
- Track subscriptions to Journals
- Maintain concurrent multiple orders of journals if necessary
- Maintain multiple copy subscriptions
- Automatic Generation of Receivables
- Easy entry of received journals and delivery tracking
- Automatic alerts
- Reminder generation and maintenance
- Handling supplementary, split, merged Issues
- Handling change in name, periodicity merging etc.
- Handling multiple currencies
- Vendor wise payment reports
- Link to finance portion

Loose Issues Management

- Ability to accession loose issues
- Ability to circulate them
- Creating binding orders and binding them
- Maintaining bound volumes
- Automatic transition of article indexing to bound volumes

Article Indexing

- Index the articles by volume and issue numbers
- Ability to scan and store softcopies (subject copyright issues)
- Searching on the articles
- Indexing by Dublin Core standards
- Customized search and reports
- Import index of article from various databases
- And various other supporting functions.

❖ Membership System : Member Information

- Record member data with photograph
- Manage member profiles and groups
- Import member listing from other systems
- Subscription expiry dates to suit your organization
- Ability to take their digital signature and store them
- System to promote members from one grade to next
- Ability to store history of member data

Printing

- Ability to print borrower cards
- Ability to print identity cards in over 10 formats
- Barcodes printed on identity cards
- Data interface to smart card printing

Fee Collection

- Ability to collect deposits and fees
- Refund of deposits when they go out
- Automatic deduction from deposits if dues not paid
- Ability to accept amounts by cash, cheque, smart card or bank payment
- Booking the earnings and expenses against an account head
- Daily collection reports
- Periodical collection reports
- Reports of received amounts by account heads

Member Login on WEB OPAC

- A member id and password for each member ID
- Ability to view one's own data in details
- Circulation and reservation history display

- Setting up member preferences
- Link to selective dissemination of information

❖ Circulation System :

Circulation is one of the major functions in library operations. It deals with charging and discharging of books (issue and return). Various types of circulation including regular circulation, reference circulation, overnight circulation, loose issue circulation etc., can be performed. The system keeps a track of what member has borrowed, due details and reservations. Reservation facility works on a queuing mechanism where it keeps the reservation on open status till the book requested is available. When it is available, it allots it to the person as well as sends an email to the person on the availability. In addition, circulation is backed up by digital signature and print on charging facility that act as proof of borrowing a book. List of functions in this module are:

Charging and Discharging (Issue and Return)

- Issue, return and renewals of books, non-book items and loose issues of serials
- Charging based on lending rules and parameters set up
- Ability to issue multiple books with one keystroke
- Ability to take digital signature as a proof of borrowing
- Ability to print a slip and take signature as proof of borrowing
- Overnight circulation facility
- Facility to support drop box facility

Reservations

- Ability to reserve from OPAC / WEB-OPAC
- Limit on reservations
- Item pick-up notice generation

Circulation Parameters and Overdue Calculation

- Ability to set circulation parameters by each category of the book for each member profile
- Ability to set circulation parameters by non book material type
- Controls number of items, days allowed, renewals allowed and fine per day
- Surcharge and staircase kind of due calculation facility (incremental charges)
- Blanket coverage on total number of items that can be borrowed
- Automatic suspension of a member id if overdue limit exceeded

Reports

- Customized search and reporting on circulation and due information
- Ability to send individualized mass emails on dues
- Circulation load pattern related dues
- Statistical reports on circulation
- Circulation parameters by profiles
- Load factor analysis reports
- Recommendation of books that need binding, more copies or weeding out
- Various others

❖ Easylib Batch :

Easylib batch runs in the background acting as a watchdog for your system. It carries out many functions that otherwise you may be doing manually on a periodical basis.

You may schedule each of the job and reports to run at a specified time on a daily, weekly or a monthly basis. The system wakes up at that time, carries out the operation and then sleeps again.

Jobs Provided in Easylib Batch

- Automatic Backup
- Daily due calculation
- Automatic due reminder generation and E-mail
- Automatic reservation pick-up notice generation and E-mail
- Selective dissemination of information to members

Reports Provided in Easylib Batch

- New Arrival Alerts
- Librarian Alerts
- Daily circulation report
- Due letters
- And many more.

❖ SDI Selective Dissemination of Information :

The purpose of SDI is to deliver information to members as and when it arrives rather than they having to search for something and then know of it. In the SDI feature:

- Members can set their subject preferences
- Set delivery preferences: e-mail, save to a directory or print
- Become a member of the predefined SDI user group
- Mention how often they would like to get the information

The system would take care of delivering the same on a periodical basis.

Operations Improvement Module

This module helps you to improve the library operations. The first step in improving operations is measuring the data. The next step is analyzing them. Where is the third step taking actions based on the data is many times manual, the system helps you to measure and analyze the data by giving the necessary reports. Some of the reports are:

❖ Circulation Analysis :

The system keeps a track of how many copies of each book you have in your library. It measures the number of times a specific book was borrowed, average how many days it was kept, how many times it was due and so on. Then, based on these facts it gives the following analysis for each book.

- Title Number
- Number of copies
- Number of times borrowed
- Number of times due
- Average borrowing period
- Circulation Percentage
- Additional copies recommended
- Copies to be weeded out
- Cost of adding new copies
- Then it sums up the data for every department.

Category wise library usage

It tracks the usage of library by each category of members. Then it gives reports on:

- Percentage break-up of library usage by various categories
- Comparison of category wise usage with categories members' strength

Reference Book Usage Analysis

Every time a reference book is taken out for reference, you can measure the usage by incrementing the usage count. Periodically you take an aggregated report of reference book title v/s number of times referred. This helps you making a decision such as do you need to procure one more set of reference books, is it essential to procure newer edition and so on.

Many more reports such as:

- Peak hour analysis: Measured by circulation times
- Vendor performance analysis: Measured by meeting the deliverables
- Recommendation of items that need to go for binding: Measured by taking list of highly borrowed paperback books and obtained certain number of years back in the library
- These reports in general are designed to help you utilize your budget more efficiently.

❖ Other Services offered by Easylib

1. Supply of - Barcode Printer, Barcode Labels, Ribbons and Scanners.
2. Supply of - UHF Tags, UHF Passive PVC Card, Desktop Reader- UHF Staff Station, UHF Basic Hand-held Reader, UHF Gate System and RFID library KIOSK
3. Consultancy of Data Entry and Barcode Pasting
4. Soft Skills Training.

Easylib Clients

- Universities
- Medical Colleges
- Engineering Colleges
- Management Colleges
- Degree Colleges
- PU Colleges & Schools
- Corporate Companies & many More

❖ Additional Items included along with the software :

- Easylib help in softcopy
- Printed user manual
- Free upgrades during the warranty period

❖ In / Out Management :

- Library Users In / Out
- Can used by Barcode / RFID / Fingerprint
- You can track number of visits made by department wise / course wise
- Time spent in library by a user
- Visitors entry

❖ Advanced data correction

- Will enable data correction for all entered fields
- Help to remove multiple entries
- Will help to make data entry unique.

❖ Technical Details :

Architecture

Majority portion of EASYLIB used client-server technology and runs on Windows. Easylib uses a standard RDBMS.

Hardware Requirements (Minimum) :

- Server** - P- IV and above. 2 GB RAM. 320 GB Hard disk, CD ROM / CD Writer
- Clients** - P - IV and above. 1 GB RAM. 160 GB Hard disk
- WLAN / LAN Connection

Modules covered in Easylib :

1. Requisition and Acquisition.
2. Accession and Catalogue.
3. Circulation.
4. Members.
5. Periodicals / Serials.
6. Digital Library.
7. Reports.
8. OPAC.
9. WEB OPAC.
10. Setup and Security.
11. Advanced Data Correction / Member Id Card generation.
12. In / Out Management.
13. Touch Screen.
14. Easylib Personal.
15. RFID Interface.

EDULITE - Intergated education institute admin package

Edulite is a complete administration tool for the colleges. It provides the functions starting from admissions to managing the entire academic activities of students and staff.

Modules offered in Edulite

1. Admission Process
2. Student Information Maintenance
3. Time Table Process
4. Attendance Process
5. Examination Process
6. Staff Information
7. Fee Collection
8. Syllabus Information
9. Official Communication
10. Event Management
11. Reports and many more

For further information contact Easylib office



Bringing Knowledge & People Closer

Easylib Software Private Limited

#1147/B, 1st Floor, 18th 'B' Main Road, Behind National Public School, 5th Block, Rajajinagar, Bangalore - 560 010

Ph : 080-65591051, 2012 3420. Telefax-080-2315 3279 Cell : +91-98440 81710,

E-mail : info@easylibsoft.com Website: www.easylibsoft.com, www.easylib.net