

Instructions for Use and Maintenance of Library Catalog

Adding a Book by Lookup

1. Click the **Cataloging** tab at the top (may require administrator login).
2. Click **Z39.50 Search** on the left side menu.
3. Enter the ISBN of the book in the first box, then click the **Search** button.
 1. If the search is successful, you will see a page with detailed information of the book.
 2. If the search is unsuccessful, try searching using parameters other than the ISBN. If the search is still unsuccessful, add the book manually (see instructions below).
4. Click the **Submit** button at the bottom of the page.
5. Click the **Autogenerate** checkbox for the barcode number, then click the **Submit** button.
 1. A confirmation page with the words "Copy successfully created" and detailed information of the book should appear.
 2. To add another copy of the book, click the **Add New Copy** link on the confirmation page.
 3. To add another different book, click **Z39.50 Search** on the left side menu.

Adding a Book Manually

1. Click the **Cataloging** tab at the top (may require administrator login).
2. Click **New Bibliography** on the left side menu.
3. Enter information of the book into the fields, then click the **Submit** button.
 - o The book author should go under "Personal name", in the format "Lastname, Firstname".
4. Click the **Autogenerate** checkbox for the barcode number, then click the **Submit** button.
 - o A confirmation page with the words "Copy successfully created" and detailed information of the book should appear.
 - o To add another copy of the book, click the **Add New Copy** link on the confirmation page.
 - o To add another different book, click **Z39.50 Search** on the left side menu.

Viewing the Public Catalog

Click the **OPAC** (Open Public Access Catalog) link on the bottom of any page.

Printing Labels (with call number and barcode)

1. Click the **Reports** tab at the top (may require administrator login).
2. Click the **Copy Search** link.
3. Enter your search criteria, then click the **Submit** button.

- The "Newer than" field accepts dates in many formats, including m-d-yy.
- 4. Click **Labels** on the left side menu.
- 5. Click the **Submit** button.
 - A file (in PDF format) of call numbers, barcodes, and brief descriptions of the books will be downloaded to your computer.

Backing Up Data

Export using PHPMySQL

1. Go to <http://localhost/phpmyadmin>
2. Login using whichever username and password you use for the OpenBiblio database
3. Using the dropdown menu on the left, select the OpenBiblio database
4. Click the **Export** tab
5. Near the bottom of the page, check the **Save as file** checkbox and type a desired filename in the File name template textbox.
 1. You may select a compression method if you prefer
6. Click the **Go** button.
 1. You will be prompted to download the database file.

Restoring Data

Assuming you lost just data (and not other site/app functionality), you can restore the previously exported data.

1. Go to <http://localhost/phpmyadmin>
2. Login using whichever username and password you use for the OpenBiblio database
3. Using the dropdown menu on the left, select the OpenBiblio database
4. Click the **Import** tab
5. In the **File to import** section, click the **Browse** button and select the data file you want to restore.
6. Click the **Go** button.

Login Information

Fill this in for your reference:

	Username	Password
Ubuntu (operating system)		
MySQL		
OpenBiblio		