

USB Version Note (Feb. 2007):

PAL

PERFECTLY-AUTOMATED LIBRARY

AUTOMATION SYSTEM

(c) 1997,2006 Neuton Data Systems
<http://www.neuton.net>

Your version of PAL is on USB Flash memory drive:

- 1. Please disregard installation instructions in the Guide herein. PAL has already been installed, registered to your library and is ready to begin using.**
- 2. Please develop a backup system for your important library data. USB flash memory drives are small. They can be lost or damaged much more easily than a large computer. Consider copying your library data on a regular basis to another USB drive or to your computer s hard disk.**

BRIEF GUIDE TO THE USE OF

PAL

PERFECTLY-AUTOMATED LIBRARY

AUTOMATION SYSTEM

(c) 1997,2006 Neuton Data Systems
<http://www.neuton.net>

By Larry Neuton
(E-Mail: info@neuton.net)

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NEUTON DATA SYSTEMS
Internet: <http://www.neuton.net>
440 NO. CURSON AVE
LOS ANGELES, CA 90036
Email: info@neuton.net
Fax: 888-291-8247

Thank you for choosing **PAL Library Automation Software**.

Installing PAL:

(If you download PAL from our website first copy the three files you download (these are the following: pal34.zip , unzip.exe , and install.bat) onto a floppy disk, then proceed as follows:)

Place the floppy disk in your computer s A drive.

From the DOS prompt (C:\) type **A:INSTALL .** (Note: running under DOS make sure files=40" is in you config.sys file.) **[In Windows 95, 98, ME, click START button, click on RUN , then type A:INSTALL]**

A batch file program will create a directory on your C: drive (C\pal34), then copy the files from the floppy to that directory, unzip the files, and start the program..

When prompted, enter **SEE for your User ID** and **PASS for your password**.

Once in the program you can create your own User ID s and Passwords (User ID panel off the Administration menu).

[Note: Be careful not to re-install PAL from the floppy without first having a FULL, UP-TO-DATE, BACKUP of all your library s data files]

Register your copy: (NOTE: YOUR COPY MAY ALREADY HAVE BEEN REGISTERED!!)

From the main menu choose "11" [Press 11" then ENTER key] ("Administration") and then enter the password ("0" - zero) [then press the ENTER key].

At the Administrator's Menu choose 4" (Product Registration) the password here is **08XT**.

Now, type in your Registration Number: _____ . Then press the ENTER key. Now, at the prompt, type in the Name of your library or organization exactly as you

want it to appear in PAL reports. After this, type in a 3-character code for your library. [This code may be useful later if you share catalog data with other libraries]

Adjust your Default settings:

From the main menu choose "11" ("Administration") and then enter the password ("0" - zero). At the Administrator's Menu go to System Settings panel (choice "1" from Administrator's Menu). Type in the address information for your library and make any other changes to this record you wish. Enter the default settings you want. For example, if you are going to be cataloging a large number of Hardcover books at one time then make this the default for "media", etc.. Press F10 key to save and F7 key to exit.

Passwords

From the Administrator's Menu press menu choice # "2" and password "0", to go to the USER ID panel. Enter your own USER ID's and passwords. Security Level "0" means that the user can enter the program at the main menu level. Security level "5" means that the user would go directly to the Circulation Menu and exit the program on exiting the Circulation Menu, never having access to other parts of the program, etc..

Information about PAL

PAL is a full-featured library automation system intended for school libraries on a limited budget seeking a simple, economical automation solution. PAL is a DOS program (which runs fine under Windows 95, 98, or ME). It includes cataloging, circulation, inventory, and much more! It provides for cataloging of nearly any media type, a robust barcode-driven circulation system, and many more features, such as ready-reference, and periodicals check-in capability. It is designed to be usable with a barcode reader - or manually, without one. Written by a professional librarian, PAL takes into account the realities of the school library environment. You'll appreciate PAL's quick checkouts. Simply scan in the library card - then scan in the item's barcode. There is no need to even touch the keyboard (unless you are alerted by a beep to a problem (e.g., borrower already has too many books checked out, etc)). You can take a tour of PAL on the web at <http://www.neuton.net/paltour.htm>.

Product support is available from our Web site at <http://www.neuton.net/support.htm>., by email from info@neuton.net, from the forums on web site (<http://www.libraryavenue.com/forums>) and from the FAQ message board on our support page at <http://www.neuton.net/support>.

ABOUT PAL SOFTWARE

PAL (PERFECTLY AUTOMATED LIBRARY) is a DOS program created using DataPerfect, a product of the former WordPerfect Corporation. Learn more about DataPerfect from the following web site: <<http://www.mailinglist.nu/dataperfect/>>

ABOUT DATAPERFECT:

DataPerfect is a fully-relational, industrial strength, database. The program supports one-to-one, one-to-many, many-to-one, and many-to-many relationships.

DataPerfect applications took two of the top three places at the largest database developers competition in the world (85 teams), the November 6 & 7, 1993 Developers' Competition (Durham, North Carolina) ahead of Paradox, Clipper, Clarian, FoxPro, and many other products.

Lightning-fast look ups

Up to 16 million records per panel

Text fields can hold up to 64,000 characters of information (some 20 pages per field)

DataPerfect is compatible with the DOS versions of WordPerfect® and WordPerfect Office. For example, reports can be made to create merge files for use with WordPerfect.

WordPerfect (DOS) users will feel at home with most keystrokes (e.g., [F7] = Exit, [F3] = Help, [F10] = Save, [F1] = Cancel, etc.)

PAL can be customized to fit your needs (contact Neuton Data Systems for details).

HARDWARE AND OPERATING SYSTEM REQUIREMENTS:

Requires DOS 2.1 or higher to run in a stand-alone environment, DOS 3.0 recommended.

Requires DOS 3.0 or higher to run on a network

PAL IS FULLY NETWORKABLE

Runs fine under Windows 95, WIN98, WIN ME XP and other PC based operating systems.

PAL (DATAPERFECT) PROGRAM MAXIMUM CAPACITIES:

Data file size, 2 billion bytes

Records per file, 16 million

Index entries per data file, 16 million

Index size, 8 Gigabytes

TXX file, 534,773,728 bytes

Text field size, 64,000 bytes

INCLUDED UTILITY:

Included with PAL is DPBackup, a (former) WordPerfect Corporation utility to make your database backups fast and easy;

Database Fundamentals

Database Concepts

A *database* is a collection of data. Databases come in many forms. Common databases include mailing lists, encyclopedias, and card files. These examples may not seem to have much in common, but they all share one common feature they contain information that can be stored and retrieved.

A card file containing customer addresses and telephone numbers is an example of a database. Usually, the cards are sorted alphabetically and are separated by tabs so you can find basic information (such as a customer's address) quickly. If the cards were simply scattered in a shoebox, this process would take much longer.

In the card file, the alphabetized tabs act as an *index* that can direct you to the needed information. However, finding related information (such as all the customers on file who live in Colorado) is much more difficult because the cards are not cross-referenced. Updating the card file is also difficult because it must be performed manually, and the file space often is limited.

A file cabinet is a more organized database. Information can be grouped into labeled drawers, with each drawer divided into sections by tabbed folders. Each folder can then be sorted alphabetically. This type of organization (or indexing) lets you classify information into groups and subgroups, and then locate specific information easily. You can also cross-reference information by filing copies of the same material in different tabbed folders.

A file cabinet may take more time to maintain, but accessing information is much faster than a card file system. Unfortunately, outdated information stored in additional file cabinets may take up a great deal of space.

Using a Computer Database

A computer database applies many of the principles of organization discussed above. With its many indexing capabilities, a computer database can locate a particular piece of information much more quickly than a person using a card file or file cabinet.

Also, information stored on a computer disk takes up much less space than the

same amount of information stored in a file cabinet. Information can be retrieved more easily, and a printed report can be generated when needed. Considering all available methods, a computer database provides the easiest and fastest way to store and retrieve large amounts of information.

Information stored in a DataPerfect database is organized into manageable units called fields, records, and files. An explanation of each of these terms is given below.

Field

A *field* is the smallest unit of information in DataPerfect. For example, a book's title, the author's first name, and the author's last name are three separate fields in a record. One or more fields make a record. A record in any one panel may contain as many as 80 fields.

Record

A *record* is a group of fields that contains related information. For example, records that contain bibliographic information contain fields for the book's author, title, publisher, subject headings, etc.. One or more records make a file.

File

A *file* is the largest unit of data in a database. A file stores the records that contain similar information. For example, PAL contains the following data files:

- * □ PAL.16 (Subject Headings Picklist)
 - * □ PAL.2 (Library Catalog)
 - * □ PAL.27 (Library Checkout Transactions)
 - * □ PAL.20 (Library Patron Information)
- Etc.

Panel

In DataPerfect, the records in a file are displayed through a *panel*, a viewing area on the screen which makes the file more readable. Each file in each database has its own panel. Panels define where the fields in each record appear on the screen. Records are viewed one at a time in the panel.

For example, if the patron information for a small library is simply jotted down on blank slips of paper, it is not as readable as if the information were recorded on some kind of form. Depending on the size of the panel, more than one panel may be displayed on the screen at the same time, if the panels are linked together.

Menu

A list of choices. Menus provide direct access to panels, reports, or other functions through menu number choices.

Link

DataPerfect uses the terms *data link* and *panel link* to describe the links that form relationships between panels. Data links and panel links both allow you to move to other panels without having to exit the current panel. However, they differ in their ability to check data values in other files and their ability to display related records from other files.

Data Link

A data link can be used to check for certain data values in another panel. For example, if you enter data in a field that contains a data link, DataPerfect can check to see if identical data exists in the linked panel and can allow only data that is common between panels to be entered. This is referred to as data checking.

Panel Link

A panel link cannot be used to check for certain data values in another panel. However, a panel link does let you access related records from a linked panel. A panel link can also use a window to let you view related records without moving the cursor to the linked panel.

Index

An *index* in a book is a sorted list of key words that refer you to a specific page to find more information on a particular subject. In DataPerfect, an index is a sorted list, comprised of selected fields, that is used to locate records.

Dial Telephone

A function key, Shift-F4, has been added to direct your modem to dial a phone number from a field.

Editing Data

You can edit a record by deleting or replacing existing information in a field (in Browse mode). The program then (generally) switches into Edit mode when you move to the next field or when you press Save or Exit.

Edit [F6] takes you into Edit mode and lets you edit data (note that, once in Edit mode, hitting [F6] on a date or time field will insert the current date or time).

Backspace [BkSp] lets you erase a character in a field.

Pressing the [Insert] key switches you to Typeover, which lets you replace existing characters in a field.

Block ([Alt] + [F4]) keys lets you designate a block of text which can be moved or copied from a text field to another record.

Move ([Ctrl] + [F4]) keys lets you move or copy blocked text to another record.

Select [F4] lets you retrieve data from the most recently displayed record and enter it in the current record when you are in Create mode. Select always uses the value of the background record.

Bold [F6] lets you bold text in a text field. When typing text in a text field pressing ([Shft] + [F6]) brings up the Attributes menu. You can bypass the Attributes menu by simply Pressing [F6] to turn Bold on and off. Text that has already been typed in may be made bold by hitting [F6] after first blocking the text.

Underline [F8] lets you underline text in a text field.

Remove ([Shft] + [F5]) lets you remove a record from the database. When doing a lookup you can delete a record by pressing [Delete] at the record which is highlighted. Then type "y" to confirm the deletion of the record.

Save [F10] saves the changes made to a field. Pressing Save [F10] a second time saves the edited record and returns to the Browse mode.

Entering Data

Create [F9] key takes you to Create mode and lets you make a new record.

When you press [F9] the record which had been on the screen disappears and a new record appears which is blank, except for whichever fields have pre-defined default values set for them.

Note that the message in the upper left says "Creating Record" which indicates you are now in create mode. (When you are editing an existing record, the message will say "Editing Record". When not entering data at all, the message will say "Browsing record".) You are ready to enter data in the new record. Type in the information for the first field, then press [Tab] key to move to the ext field, and so on. To create more than one record in succession to save the record currently on the screen and prepare the screen for creating another record simply press [F9]. When you want to save a record and exit the panel press Exit [F7] key.

When you want to save a record without creating another but without exiting the panel, press Save [F10] key once to save the data you entered in the last field

then press Save F10] again to save your newly created record and return to Browse mode. Most fields are alpha-numeric fields and will accept letters and numbers up to the length of the field. Some of these have formulas on the field to do certain things that make data entry quicker. For example, some (say, first or last name fields) have formulas to convert the first letter of the field to a capital letter automatically even if a lower case letter is inadvertently typed in. Some have formulas to fill in a complete word when the first letter of the word is typed in. Some fields are formatted to convert all letters to capitals regardless of whether upper case or lower case letters are typed-in (say, a state abbreviation field, where if "ny" is typed in it will appear as "NY"). Some fields are formatted to accept only numbers and will not accept letters (e.g. a date field). Some fields are "text" fields. These are generally fields for "notes" or "comments" which can contain many lines of text (up to 64,000 characters – some 20 pages of 8 1/2 x 11 text -- in fact). Note that pressing [Enter] key in a text field does not move the cursor to the next field, as it would in differently-formatted field. Instead, pressing [Enter] in a text field inserts a hard return (moves it down to the next line). Help screens at the bottom of the screen should guide you through data entry. More help is available by pressing [F3] key.

Background record

The most recently displayed record in a panel. You can retrieve data from a background record into the record currently being created by pressing Select [F4].

Cataloging and Classification Basics

Cataloging a book, videotape, audiotape, CD, or other library item is the process of incorporating that item into the library collection by entering its bibliographic information into the library catalog and by attaching to the physical item the appropriate physical identifications (eg., barcode label, spine label, etc) so that it can be found easily on the shelf and so that it can be identified as a specific item checked out of the library.

Steps in the cataloging process are the following (not always in this order):

1. Assigning a subject heading.

The purpose of subject cataloging is to list under one word or phrase all of the materials about a given subject that a library has in its collection.

Printed lists of subject headings results in standards which catalogers can rely on. The seventeenth edition of Library of Congress Subject Headings (1994) has approximately 206,300 authority records (headings) printed in four large volumes each some three inches thick, and is the standard for most major American libraries.

The purpose is to list under one uniform word or phrase all of the items on a given subject that a library has in its collection. A subject is the topic treated in a book, video, or other item. A subject heading is the word or phrase used in the library catalog to express this topic. Library materials are given subject entries in the catalog in order to show what information the library has on a given subject, just as author entries are made to show the works that the library has by a given author. By looking up the subject of, say, 'UFO'S', the library user or the librarian can quickly find all items in the library which deal with the topic of UFO's. Principles of determining the subject of a work.

The true subject of a work is not always easy to determine. It cannot always be determined from the title alone. Obviously, something titled 'The Book of Stars ' could refer to Actors (791.4) or Stars (523.8), of the astronomical variety.

In the case of a book, first check the inside of the title page to see if the CIP (cataloging-in-publication already done for you by the Library of Congress) is there. If not, then you should read the title page (the page inside the book - not what's on the cover), examine the table of contents and skim the introduction and maybe look through some of the text to determine the subject of the book.

a. Principle of Specific Entry. Enter a work under the most specific term (i.e. subject heading) that accurately and precisely represents its content. If a work is about penguins, it should be entered directly under the most specific heading available, that is, Penguins. It should not be listed under Birds or even under Water Birds. If it were, a reader would have to look through many entries to find information on penguins. If the reader wants information about bridges, the direct approach is to consult the catalog under the heading Bridges, not under the broader subject Engineering subdivided by the topic Bridges. A book with the title Birds of the Ocean should not be entered under both Birds and Water Birds but only under Water Birds. To eliminate the necessity of duplication, a network of 'See also' references in the catalog directs the reader from the broader subject headings to the more specific ones, e.g., 'Birds. See also Water birds.

b. Principle of Uniformity. One uniform term must be selected from several synonyms, and this term must be applied consistently to all works on the subject. Term must be inclusive and cover the topic and must also be unambiguous.

c. Form Headings. Form subject headings refer to the literary form of a work and not to its subject matter. Fiction, Poetry, Drama, Essays. Slavery -- United States -- Fiction.

d. Works are classed by discipline, not by subject. A single subject may be dealt with in many disciplines.

2. Assigning a classification identification based on the assigned subject heading.

There are two major systems in the United States for classification of library items: Dewey Decimal Classification system and Library of Congress system. According to the Dewey Decimal Classification web site (http://www.odc.org/fp/about/about_the_ddc.htm): 'The Dewey Decimal Classification is the most widely used classification system in the world. Libraries in more than 135 countries use the DDC to organize and provide access to their collections, and DDC numbers are featured in the national bibliographies of sixty countries. Libraries of every type apply Dewey numbers on a daily basis and share these numbers through a variety of means (including WorldCat, the OCLC Online Union Catalog). Dewey is also used for other purposes, e.g., as a browsing mechanism for resources on the Web.'. The Dewey system assigns a number from 001 to 999.999 etc for each subject heading.

The Library of Congress system is used by most American university libraries. It follows the shelving of items at the Library of Congress and uses a scheme of letters and numbers.

There are printed lists of subject headings and associated classification numbers. By using such a list your library has a standard on which to rely in regard to consistency in both the level of specificity and the form of subject headings.

PAL Library Automation System is based on **Sears List of Subject Headings** (N.Y.;H.W.Wilson Co.) which uses the Dewey system. Therefore, PAL is based on the Dewey system. However, if you need to use a different subject heading list, it is possible to change the Dewey numbers to LC numbers if you wish in PAL's subject heading panel.

Dewey Decimal Classification System

10-21-2002

PAL School Library Automation System is based (by default) on the "Dewey" system. You can find most books in your library because of the Dewey Decimal Classification system (also written as 'DDC'). DDC is used to locate and store books on shelves in the library. For example, if want to know where a book on Latin might be found, librarians know where to begin, thinking of the 400s section (the Dewey number for Language).

The major Dewey Decimal divisions are:

- 000 - Generalities
- 100 - Philosophy & Psychology
- 200 - Religion
- 300 - Social Science
- 400 - Language
- 500 - Natural Science & Mathematics
- 600 - Technology & Applied Sciences
- 700 - Arts
- 800 - Literature
- 900 - Geography & History

There are ten major divisions or classes. These areas are further divided into subsections by 10s. For example, Language (400) breaks up into:

- 410 - Linguistics
- 420 - English and Old English
- 430 - Germanic Languages
- 440 - Romance Languages, French
- 450 - Italian, Rumanian, Rhaeto-Romanic
- 460 - Spanish and Portuguese
- 470 - Italic Languages, Latin
- 480 - Hellenic Languages, Classical Greek
- 490 - Other Languages

Looking at the chart above, we can see a book on Latin could be found in the 470s. At this point, the Dewey Decimal system continues to divide into single digits, then eventually decimal numbers, such as 470.123. These additional divisions help decide where book 'belongs' in the Dewey system.

Before discussing how books are shelved in the library we need to understand the difference between fiction and nonfiction. Here are some definitions that might help:

Difference between FIC and NF :

Fiction - Books that are made up by the author, or are not true, are fiction.

Non-fiction - is the opposite of fiction. Books that are nonfiction, or true, are about real things, people, events, and places.

Fiction books are put on the shelf in alphabetical order by the author's last name.

Non-Fiction books are shelved by call number (by their subject's category).

What is a call number?

A call number is a group of numbers and/or letters put together to tell you where in the library (i.e. where on the shelf) to find your book. A call number is usually located at the bottom of the book on the spine. It helps you to find your books quicker. Once you've got your call number you can find your book.

Just because it's a call number doesn't mean it has numbers! Some call numbers are made up of letters (eg. FIC).

What does a FICTION call number look like?

FIC
CLE

What does a NONFICTION call number look like?

796
JAS

The call number that we use for nonfiction books is the Dewey Decimal Number.

A Dewey call number always has three numbers to the left of the decimal. So, even if it is in the 000's (we call this the zero hundreds) it would be written like this:

001.9. To the right of the decimal, there is no limit on number. The more numbers you add to the right of

the decimal, the more specific the subject is. For example, the Dewey number for the commercial processing of kidney beans is 664.805652.

Fiction and non-fiction books are shelved this way so you can easily find the book of your choice.

How the books are shelved: left-to-right, top-to-bottom. That means you start at the left on the top shelf and move to the right until the shelf ends. Then, you go to the next shelf beneath that and do the same, left to right, top to bottom. When you get to the end of the bottom shelf, move up to the top shelf of the next section, and continue... left to right, top to bottom!

What is a call number? Every book in the library is given a unique call number to serve as an address for locating the book on the shelf. The call number itself is composed of two parts--Dewey Decimal Classification and the Cutter number or book number.

Dewey Decimal Classification

The dewey decimal system coordinates materials on the same subject and on related subjects to make items easier to find on the shelves by using a combination of letters and numbers. The Dewey system has ten main classes, which are listed below.

- 000 Generalities
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Science
- 400 Language
- 500 Natural Science and Mathematics
- 600 Technology (Applied Sciences)
- 700 Arts
- 800 Literature
- 900 Geography and History

Each of the above classes each have ten divisions. These divisions are further divided--and then further divided. Each division becomes more specific. The more numbers, the more specific the subject. In this way, the Dewey classification system progresses from the general to the specific. For a detailed summary for each number see the Dewey Decimal Classification System The decimal place is used to make the number even more specific.

Let's see if we can classify a butterfly.

To find the classification number for butterflies, we need to start with the class for natural sciences the 500's This means that the first number of the call number will be a 5

Let's look at the ten divisions of this 500 class.

- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Earth Sciences
- 560 Paleontology
- 570 Life Sciences
- 580 Botanical Sciences
- 590 Zoological Sciences

Butterflies will be classified under the Zoological Sciences 590 Now we know that the second number of

the call number will be a 9 Let's see the divisions of the 590's to find the next number.

Zoological Sciences

The Zoological Sciences, the 590's, are divided into ten divisions also.

- 591 Zoology
- 592 Invertebrates
- 593 Protozoa
- 594 Mollusa
- 595 Other Invertebrates (worm s and insects)
- 596 Vertebrates
- 597 Fishes
- 598 Reptiles and Birds
- 599 Mammals

Insects, including butterflies would be under 595. Now we have the first three numbers of the call number 595 The 595's are further divided by the use of decimals to specify what type of insects.

500--Natural Science

590--Zoological Sciences

595--Other invertebrates

595.7--Insects

595.78--Lepidoptera

595.789--Butterflies

REMEMBER: The more numbers, the more specific. REMEMBER: When filing in a decimal system, file digit by digit--not by whole number.

Look at this example:

- 331
- 331.01
- 331.011
- 331.016
- 331.02
- 331.026
- 331.041
- 331.04136
- 331.042
- 331.1
- 331.198
- 331.2

Now you try,

Exercise

Which call number comes first?

- 311.0942
- 311.07

311.116
311.2
311.018
311.126

Cutter Numbers

The cutter number for a book usually consists of the first letter of the author's last name and a series of numbers. This series of numbers comes from a table that is designed to help maintain an alphabetical arrangement of names. However, PAL simply takes the first three letters of the author's last name to create the Cutter.

Biographies

Biographies are written histories about a person's life. PAL classes all biographies as 92 followed by the first letters of the biographee's name. The next line is the Author's Cutter #. For example a biography of John Cabot by John Malam would have the call number as follows:

92 CAB
MAL

Call numbers sometimes have prefixes to identify a special location where the book or other material is shelved. Prefixes used by PAL include the following.

R for Reference. Eg.,

R
001.3
ROO

OUTLINE OF THE DEWEY DECIMAL SYSTEM

000 Generalities
010 Bibliography
020 Library & information sciences
030 General encyclopedic works
040 Special topics
050 General serials & their indexes
060 General organizations & museums
070 New media, journalism, publishing
080 General collections
090 Manuscripts & rare books

100 Philosophy & psychology
110 Metaphysics
120 Epistemology, causation, humankind
130 Paranormal phenomena
140 Specific philosophical schools
150 Psychology
160 Logic
170 Ethics (moral philosophy)
180 Ancient, medieval, oriental philosophy
190 Modern western philosophy

200 Religion
210 Natural theology

220 Bible
230-280 Christianity
290 Other & comparative religions
296 Judaism
300 Social Science
310 General statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social problems & services
370 Education
380 Commerce, communications, transport
390 Customs, etiquette, folklore

400 Language
410 Linguistics
420 English & Anglo-Saxon languages
430 Germanic languages (German)
440 Romance languages (French)
450 Italian, Romanian, Rhaeto-Romanic
460 Spanish & Portuguese languages
470 Italic languages (Latin)
480 Hellenic languages (Classical Greek)
490 Other languages

500 Natural science & mathematics
510 Mathematics
520 Astronomy & allied sciences
530 Physics
540 Chemistry & allied sciences
550 Earth sciences
560 Paleontology & Paleozoology
570 Life sciences
580 Botanical sciences
590 Zoological sciences

600 Technology (applied sciences)
610 Medical sciences (Medicine, Psychiatry)
620 Engineering
630 Agriculture
640 Home economics & family living
650 Management
660 Chemical engineering
670 Manufacturing
680 Manufacture for specific use
690 Buildings

700 The arts
710 Civic & landscape art
720 Architecture
730 Sculpture
740 Drawings & decorative arts
750 Paintings & painters

760 Graphic arts (Printmaking & prints)
770 Photography
780 Music
790 Recreational & performing arts

800 Literature & rhetoric
810 American literature in English
820 English literature
830 Literature of Germanic language
840 Literatures of Romance language
850 Italian, Romanian, Rhaeto-Romanic Literatures
860 Spanish & Portuguese literatures
870 Italic literatures (Latin)
880 Hellenic literatures (Classical Greek)
890 Literatures of other languages

900 Geography & history
910 Geography & travel
920 Biography, genealogy, insignia
930 History of the ancient world
940 General history of Europe
950 General history of Asia (Far East)
960 General history of Africa
970 General history of North America
980 General history of South America
990 General history of other areas

FAQ s (Frequently Asked Questions)

Cataloging

Question: Cataloging "on the fly"

What is "Cataloging On the Fly" and how is it done?

Answer:

You can begin using your library before the books are even cataloged (this is a boon to libraries with limited staff) by what we call "cataloging on the fly". If a student sees an uncataloged book he/she wants to check out it can be cataloged within a couple minutes - as an extension to the checkout itself - as follows: In the Check-Out Panel, scan in the student's barcode. This brings up information for that student. Peel off a barcode label from the sheets we provide and affix it to the book. Scan in the book's barcode. PAL sees that the number is new and automatically brings up a screen for creating a new catalog record. Enter as much or as little information as you wish (depending on how rushed you are). Press the F7 key and the item is cataloged and also automatically checked out to that student.

Question: Typing instead of scanning barcodes

Do I have to scan the barcode or may I type "B" and the numbers?

Answer:

You can type the numbers instead. Entering data by using the barcode reader is just like entering the data by hand except that it is many times faster and more accurate. Incidentally, you can use PAL without using barcode numbers (or the barcode reader) at all. PAL will generate a "barcode" number of its own if you enter nothing when cataloging. Then, instead of scanning a barcode number when checking out an item, just do

an Up Arrow lookup for the title being checked out and press [Enter] key when you find it.

Question: Deleting a catalog record

How do I delete an entire catalog record?

Answer:

Enter the panel from the Administrator's Menu (choice "11" from the Main Menu - password is "0"), choose "6" for "All Panels", then "1" - "Catalog". In any panel from the "All Panels" menu you will be able to delete records. Once in the Catalog Panel simply do an Up Arrow lookup and press the DEL key to delete the record you want. We deliberately made it difficult to delete catalog records because this was being done inadvertently by some volunteer catalogers at school libraries. However, in PAL, v.3.4 (coming soon), you will be able to delete from the Catalog Panel when you enter that panel from the "Cataloger's Menu".

Question: Printing spine labels

Does PAL print spine labels for the books I catalog?

Answer:

Yes.

Spine labels are the labels on the spine of a book (or other media) which state the item's call number so you know where to put that item on the shelf.

A dot matrix printer is recommended for spine labels because when cataloging a library item in PAL you just hit the Alt-F7 keys to print out the label for that particular item. On a tractor-feed dot matrix printer these will pop up one-by-one, making the process very quick. If all the labels were on a sheet of 30 it would take longer to find which label goes with which book. Also, if you want to print out just one spine label as a replacement you can do this easily and economically using the dot matrix printer scheme.

Question: Added copies of a cataloged item

Is there a shortcut for cataloging a second copy of a book that's already been cataloged?

Answer:

Yes. F4 retrieves data from the background record. The most recently displayed record in a panel is the "background record". You can retrieve data from a background record into the record currently being created by pressing Select [F4].

Question: Using ISBN numbers

Can we use the barcode that is already on the back of some books?

Answer:

No. For several reasons. The barcode field in PAL's Catalog panel will not accommodate a barcode longer than 8 characters. The book (or other media) barcode should begin with a "B". PAL does an error check when you are checking out books so that you don't inadvertently use the patron ID barcode where the book barcode should be. There are also other reasons not to use the ISBN barcode. It's at different places on different books slowing down use of PAL for checkouts, returns, and inventory-taking.

Question: Printing a subject catalog

Can PAL print out a subject catalog?

Answer:

Yes. From the main menu choice "7" ("Catalogers Menu"), then choice "6" ("Reports Menu"), then choice "2" ("Print List of Items for a Subject") will print out lists of items subject by subject as you choose the

subjects. If you want to print a list of all library items listed by subject from Main Menu choice "7", then choice "6", then choice "4" ("Catalog Cards Menu"), then choice "9".

Question: Adding Subject Headings

Can subject headings be added to PAL's pick-list of subject headings?

Answer:

Yes. You are not limited to the list of subject headings included with the program. You can add your own subject headings. And, in fact, you should be adding your own subject headings as needed. For example, let's say you have a new book written about the life of someone named Mary Jones. You would then need to create a new subject heading

"Jones, Mary -- Biography"

This, of course, is not in our included list of sample subject headings. (You would then assign the call number "92" which is the call number for biographies of individuals).

PAL's database of subject headings and associated Dewey numbers is based on SEARS LIST OF SUBJECT HEADINGS, 15th ed. (New York, H.W. Wilson Co.).

However, you can easily add to, delete, or edit the headings that come with PAL.

Question: Cataloging multiple copies of an item

How do I catalog books that we have more than one copy of? Do I have to catalog them as if they were different ones?

Answer:

Browse to the existing record for the copy of the item you already have, then press F9 to create a new record. Now when you press F4 on any field the data from the existing record will pop into that field without having to re-type it. The only field that MUST be different is the barcode field. This is the key field which must be unique for every library item.

Check-Out s

Question: Check out speed

How fast is it to check out a book using PAL?

Answer:

Checkouts are quick. Simply scan in the library card - then scan in the item's barcode. There is no need to even touch the keyboard (unless you are alerted by a beep to a problem (e.g., borrower already has too many books checked out, etc)).

Question: Checking to see if book is checked out

Is there a way to access the system to see if a particular book is checked out? And to whom? Occasionally, a student will ask for a book they can't find, and I don't know how to find that out.

Answer:

There are two ways to see if a book is checked out.

In the Catalog Panel at the very bottom there are two fields "Circ" and "Hist". The Circ field tells you how many times the item has been checked out. The "Hist" field tells you if it is now checked out or not ("0" means it's on the shelf, "1" means it's checked out). Note also that by using the ALT-F2 key combination (instead of Tab or Enter) you can get to the "Hist" field to do a UpArrow lookup (to see a list of all items checked out, i.e. with "1" in that field).

You can also go to the "Check Out's" Panel, tab to the "Item ID" field and do a look up by title (UpArrow). This way you can see exactly who checked out the item, what was the due date, and whether or not it was returned.

Importing Data

Question: Importing data

Can PAL Import Data from Other Programs?

Answer:

Records in WordPerfect (DOS) 4.2, 5.0, 5.1 merge format (including Notebook files), or a DOS Delimited Text format can be directly imported into the PAL database.

Data from other database programs (MS Access, dBase, etc) must be converted to a format that PAL can recognize (e.g., Comma Delimited Text). For help, see the documentation for the other database program. Data can be imported into the database panel which you are at, by pressing [Ctrl] + [F5].

The following example may clarify how this is accomplished:

Suppose you have a list of titles, authors, publishers, and subjects, typed in WP 5.1 format, which you wish to import.

The first step is to be sure the appropriate merge codes are inserted in your WP 5.1 document. (At the end of each field, press [F9] (in WP51) to insert the {Field} code. At the end of the last field for each record, press [F9] to end the field, then [Shft] + [F9] and [Enter] to end the record. Now save this file with a name you will remember, and exit WP51.)

In the "Library Catalog" panel of this database, press [Ctrl]+ [F5]. Then type the Supervisor password, which is "0". At the Import screen, press "1" and type in the name of your WP 5.1 file (with the directory path). Press "2" for "WordPerfect Merge" as the "type of import". Press "7" for "Create Import List" (this is necessary to control importing on a field_by_field basis __ because, in this particular example, you are importing only 4 fields of a panel which has many more fields into which data can be imported). Then press "8" to begin the import.

Question: Importing comma delimited text files

How do I import Comma Delimited Text files into PAL?

Answer:

A tilde "~" for end-of-field, and a bar "|" for end of record.

Installing PAL

Question: PAL's files

What files comprise the PAL program?

Answer:

The compressed file you received should contain the following files: DPR.EXE executable file (the program's engine); DP.SYS, a necessary system file; PAL.STR, the program's structure file; PAL.IND, the program's index file; PAL.TXX, a file containing the data in the program's text ("memo") fields; other program files PAL.XXX) containing sample data. These files may all be placed in the same directory.

Question: Changing library name

How can I change my library name?

Answer:

You can re-register.

New School Year

Question: Adding new classes

With the new school year, we have some new students and of course, those entered in the bar code system have moved up a grade. The "class" in the system starts at 1A through 6. We have PK (Pre-kindergarten) K (kindergarten) and also grades 7 and 8. I have tried to enter these 4 grades into the system, and apparently I am not doing it right. How is this done?

Answer:

The class's are completely customizable for your school. From the Main Menu enter "11"("Administration") then the password "0". Then choose "6" ("All Panels"). On the list of panels choose "13" ("Class Info"). From here you can delete classes you don't want, edit existing class records (by pressing F6 to go from browse mode to edit mode at the record you want to edit), or create new records (by pressing F9 to go from browse mode to create mode, and then filling in the fields as appropriate for your school).

Overdues

Question: Overdue printouts

Does the program have a feature that prints out what books are overdue?

Answer:

Yes

Returns

Question: "At a glance" what has not been returned

How can you tell 'at a glance' what books have not been returned without going to each patron individually?

Answer:

There are two ways to do this "at a glance":

1. In the catalog panel, in browse mode (the default mode), press ALT-F2 key combination twice. (The ALT-F2 key combination, unlike using the TAB or ENTER keys, lets you reach all fields, even fields for which you do not enter data (it is entered automatically from a formula). The cursor should now be on the single character field "Circ Hist". Press the UpArrow key (to do an UpArrow lookup on the field) and type "1". (When "1" is in this field it means that the item is still checked out. "0" in this field means that it is not checked out.) All of the records from the first "1" till the end are items that are still checked out.
2. In the Check-Out's panel you can also use the ALT-F2 key combination to reach the "Returned" field, and do an UpArrow lookup on that field. If the field is blank then the item has not yet been returned.

Security Issues

Question: Adding new User ID's

How do I add a new user (and password)?

Answer:

From the Administrator's Menu press menu choice # "2" and password "0", to go to the USER ID panel. Enter your own USER ID's and passwords. Security Level "0" means that the user can enter the program at the main menu level. Security level "5" means that the user would go directly to the Circulation Menu and exit the program on exiting the Circulation Menu, never having access to other parts of the program, etc..

Question: PAL with or without library cards

Does PAL work without Patron ID cards? Can I just use their ID numbers?

Answer:

Yes. the program will generate an ID on its own, or you can override this with your own ID (remember, though that each patron ID MUST be unique).

Question: Patron ID numbers

Is it possible for me to assign specific ID numbers for the patrons?

Answer:

Yes, just type the ID into the patron ID field in the Patron Information Panel.

Question: Deleting User ID

How do I delete a User ID?

Answer:

Choice "11" from the Main Menu goes to Administrator's Menu ("0" is password). Then Choice "2" to UserID Panel ("0" is password). Then do UpArrow lookup on User ID's. You can add new ones or delete

any existing ones. Note that the "Security Level" means the Main Menu level. For example, the "CIR" User ID is set at security level "5" which, on the Main Menu, is the Circulation Menu. Try entering the program with User ID of CIR. You will only see the Circulation menu and have no access to the Main Menu or other panels. This is useful if your library has volunteers doing, say, cataloging and you don't want them to have access to, say, circulation records or Patron Information records.

Troubleshooting

Question: Error #556

Whenever I try to enter a book into the system, error #556 appears. A message indicates that the program is exiting in order to prevent damage to the database.

Answer:

An error that begins with 55 means that the index has gotten out of order. The indexes need to be regenerated. The .IND file should be deleted. Do the following: If your program is in the C:\PAL directory go to this directory (folder) and delete the file PAL.IND. (You can do this using Windows Explorer (right click on the file and click on delete), if you run PAL under Windows or from the DOS prompt (type DEL C:\PAL\PAL.IND). Now, the next time you start PAL, it will say that the index file is not found and ask you to regenerate indexes (choice "1"). Press "1". Now after a few seconds it will ask you to re-create the indexes for all files (choice "3"). Press "3". It will ask for a password. Press "0" (your Administrator's password) and then the [Enter] key. After a while (depending on how large your database is) you will see the screen you usually see asking for your User ID and Password. Enter these as usual and it should work OK.

Question: Tech support

Do you offer telephone technical support?

Answer:

No, except for a true emergency. Email technical support is much more cost effective.

Other

Question: Regenerating indexes

What is "Regenerate All Indexes" feature?

Answer:

PAL Library Automation Software is designed to accommodate the creation of hundreds of new database records on a daily basis. When databases get large (many thousands of records) indexes should be regenerated periodically (say, once a month or so) to improve performance. The time required to run this option will vary depending on the size of your database and the speed of your computer. You can reach the "Regenerate All Indexes" option from the Main Menu by pressing choice "11" ("Administration"), then "5" ("Admin.Reports"), then choice "5" ("Regenerate All Indexes").

Question: Using PAL without barcode scanner

Do I need to use a barcode scanner to use PAL?

Answer:

PAL can be used with or without barcoding.

However, for a good-sized library with lots of check-out activity use of a barcode scanner makes life easier. Our inexpensive CCD scanner(<http://www.neuton.net/ccd.htm>) is very easy to use. It makes a "Y" connection between the keyboard port and keyboard cable. In the Check-Out panel just scan in the student's library card, then scan in the item's barcode label. That's it. No need to even look at the computer screen or keyboard (unless a beep alerts you to a problem with the transaction, eg. if the student already has too many items checked out, or owes money, etc).

Question: PAL's Maximum Capacities

What are PAL's maximum capacities?

Answer:

Data file size, 2 billion bytes

Records per file, 16 million

Index entries per data file, 16 million

Index size, 8 Gigabytes.

TXX file, 534,773,728 bytes

A text ("memo")field may contain up to 64,000 bytes.

Question: UF-101 specs

What are the technical specifications of your UFO-101 CCD Barcode Scanner?

Answer:

80 mm CCD BAR CODE SCANNER SPECIFICATION

MODEL NO. UF-101

WIDTH 80 mm

OPTIC-ELECTRONIC DESIGN FEATURE Image Sensor High Resolution Charge-coupled Devices (CCD) Liner Image Sensor

CCD Resolution 2160 pixels

Light Source Red LED Array at 660nm

PERFORMANCE CHARACTERISTICS Scan Repetition Rate 33 scans/sec

PCS Value 0.45

Narrow Bar Resolution 0.100 mm

Reading Angle 0 deg. (Forward) to 90 deg. (Backward)

Depth of Field 0 - 25 mm

Read Confirmation "White Light LED Indicator, Programmable Volume Buzzer"

Max. Code Length 80 mm

Bar Code Format "Code 11, Code 32, Code 39, Code93, Code128, Coda Bar,UPC-A, UPC-E, EAN-8, EAN-13, MSI/Plessey, CIP39, Telepen, China Postal Code, Interleaved 2of 5, Industrial 2 of 5, Matrix 2of 5"

Keyboard Types "US, French, German, Spanish, Italian, UK, Swiss,Belgium,Netherlands,etc & 20kinds"

Advanced Features "User Programmability of data format, Code Identification, Prefix, Suffix"

Reading Protocol "Trigger Switch, Decoder Build-in Type"

PHYSICAL CHARACTERISTICS Case Material High Impact ABS Plastic with Rubber end Piece

Cable "80mm -RJ Type Phone Jack Cable, Straight"

Connector Cable "PS2,Keyboard wedge, RS232, Wand, TTL, PS2,Mac,NEC"

Net Weight Approx. 175g without cable

LET S CATALOG A BOOK

PAL lets you employ three cataloging methods depending on the situation:

1. Quick Cataloging
2. Manual Cataloging
3. Cataloging on the fly .

QUICK CATALOGING

Quick cataloging (QC) is available only with PAL version 3.4 (or later).
From the Main Menu choose 7" (Catalogers Menu).

se 2" (Pre-Cataloging Report). You will then see a database of bibliographic records from which to choose.

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Cataloging Manually

Summary:

- F9 to create new record
- TAB to fields to enter data
- Up Arrow lookups on "picklist" fields (then ENTER)
- F10 to save or F7 to exit

Ready to catalog:

This cataloging work area at one school library shows a dot-matrix, tractor-feed printer used for printing spine labels one-by-one as each library item is cataloged.



Here, at a different school library, we will catalog The Random House basic dictionary of synonyms and antonyms.

Using barcode scheme:

We have a sheet of pre-printed barcode labels (each number is unique), a roll of barcode label protectors, and the dot matrix printer (for spine labels).



The first step is to peel off the barcode label and stick it to the back upper corner of the book. Having the label in the same location on each book speeds up the checkout process. (It also speeds up taking inventory of the books right from the shelf using a notebook computer.) After this, peel off a barcode label protector and carefully stick it to the top of the barcode label. The protector is not essential. But the labels wear out fast (usually after two or three checkouts) without them.

Without using barcode scheme:

You can use PAL without a barcode reader and without barcode labels too. When creating a catalog record, the program automatically generates a unique number in the barcode field which can be handwritten on the title page of the book. What is essential is that every physical item in the library have a unique number to identify it (in lieu of the old "copy number" for multiple copies of a particular title).

The Catalog Panel is reached by pressing menu choice # "1" from the Main Menu; or by pressing menu choice # "1" from the Circulation Menu (which is choice # "5" from the Main Menu). In the Catalog Panel first do an Up-Arrow lookup of the title to see if the library already has a copy of this title. If it does, press ENTER when you find it to make it the background record (this makes entering data for a duplicate title easy by just pressing F4 on each field (except barcode/ID field) to automatically enter the data from the background record).

Entering data:

Press the F9 key to create a new record. When you first enter the cataloging panel (from the menu) you are in "Browse" mode (for looking up and viewing records). To add a record press the F9 key. The bottom of the screen should then say "Creating Record". All the fields should be blank except for default values (e.g., "hardcover book", "softcover book" or whatever you set in the system settings panel as the default media), and the entry date/time and user ID of the user creating the record. These are automatically calculated when you first create the record. A unique number generated by the program appears in the "Barcode" field. (Note that when you catalog an item "on the fly" from the checkout panel you will already be in "create" mode and the barcode (inputted to checkout panel) will already be entered in the catalog panel.)

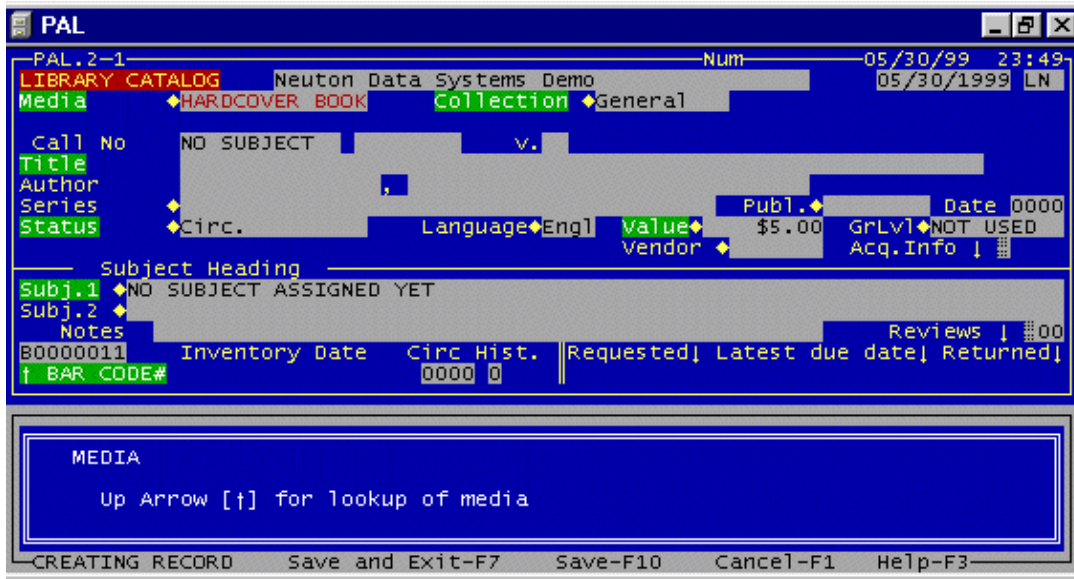
PAL.2-1 Num 05/30/99 23:40
LIBRARY CATALOG Neuton Data Systems Demo 05/30/1999 LN
Media ♦ HARDCOVER BOOK Collection ♦ General
Call No NO SUBJECT v.
Title
Author
Series
Status ♦ Circ. Language ♦ Engl value ♦ \$5.00 GrLvl ♦ NOT USED
Vendor ♦ Acq. Info ↓
Subject Heading
Subj.1 ♦ NO SUBJECT ASSIGNED YET
Subj.2
Notes
Reviews ↓ 00
BND50012 Inventory Date Circ Hist. Requested Latest due date Returned
↑ BAR CODE#

BAR CODE ID NUMBER
Up Arrow [↑] for lookup by title.

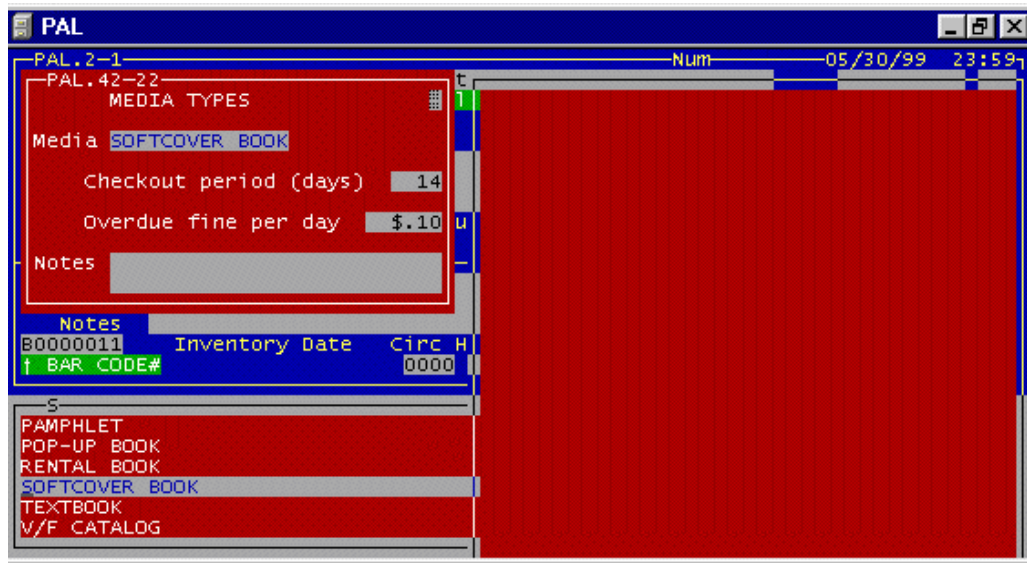
CREATING RECORD Save and Exit-F7 Save-F10 Cancel-F1 Help-F3

Now, scan in the barcode number on the book to replace this

number. . . . After doing so, the cursor will be on the "Media" field. If this were a "Hardcover Book" like most of the items we are cataloging today then we would simply press the Enter or the Tab key to skip this and leave the default we set as "Hard cover Book".



However, this particular book is a softcover book. So we press the Up-Arrow key for a lookup of media types. Pressing "s" brings us right away to "Softcover Book" . . .



Press the Enter key now and go on to the next field "Collection", etc.

NETWORKING PAL

PAL requires DOS 3.0 or higher to run on a network.

No special network version of PAL is needed.

As long as the sharing and locking commands of DOS 3.0 are supported on the network, there are no other special requirements to run PAL.

The PAL program files (PAL.EXE and PAL.SYS) should have attributes set to shareable (more than one user can use the file at the same time). They also should have attributes set to read-only (users can access the file, but cannot alter it). In addition, PAL database files should not be stored in the same directory as the PAL program files.

Several users can look through, edit, create records, and run reports simultaneously in PAL.

If a user edits a record while other users are editing or viewing the same record, the following message appears on the other users' screens: "Data change in network. Save any changes before continuing."

Any temporary files which are generated are located on a user's default drive or in the directory indicated with the /d-directory startup option. This means that a user can be given read-only privileges in the directory where the .STR file is located.

During network operation, 9,999 users can access PAL at the same time. Check your network operating system documentation for limitations that may affect this capability.

Installation

1. Create a directory that will contain the program files. This directory must be flagged as Shareable-Read-Only
2. PAL.EXE, PAL.SYS should be flagged as Shareable-Read-Only
3. The actual database files (.STR, .TXX, and .IND, etc.) should be in a separate directory that is flagged Shareable-Read-Write. Both Read and Write rights must be given to the users because PAL must be able to create temporary files in the same directory as the database. The user must also have Delete rights in order for the temporary files to be deleted after the database has been exited.

PAL LIBRARY AUTOMATION SOFTWARE IMPORTANT KEYSTROKES

Key	Function
Exit [F7]	Exit any menu; exit any panel (back to menu); exit a destination panel to source panel; exit database.
Help [F3]	Position cursor and press Help once to display help for that field. Press Help twice for on-screen template. Press [Enter] to exit Help.
Tab/Shift Tab	Move the cursor forward/backward through the fields in a panel
Backspace	Erases characters to the left of the cursor
Cancel [F1]	Used to leave any menu or to cancel the execution of a function (such as Import, Report, etc.) Also restores the previously displayed record in a lookup list
Delete [Del]	Erases characters at the cursor
End	Moves the cursor to the end of data in a field
Enter [Enter]	Moves the cursor forward from one field to the next. Inserts a hard return in text fields. Used to access a database, panel, or report menu

NAVIGATING THE DATABASE:

The following are basic concepts for navigating the database:

[Tab], [Enter], [Shift]-[Tab], [Esc], or [Shift]-Arrow keys move the cursor from field to field in a panel.

Left Arrow (), Right Arrow (), [Home], and [End] move the cursor in a non-text field.

[PgUp] and [PgDn] move you to other records in a panel.

Lookup [F8] or Up Arrow () let you look through, locate, and retrieve records in a database.

Exit [F7] lets you exit the current database.

Save [F10] lets you save the data in the field in which the cursor is positioned. Pressing [F10] twice saves the data in the field and record in which the cursor is positioned.

Modes: There are 3 modes for looking at or for entering data in a record: Create Mode [F9], Edit Mode [F6], or Browse Mode (default mode).

YOUR LIBRARY AVENUE WEB SITE

Your library's Library Avenue web site can be viewed at the following URL:

<http://yourlibrary.libraryavenue.com>

or

<http://www.libraryavenue.com/yourlibrary> .

To edit your web site, and/or to add web pages, direct your web browser (MS Internet Explorer 5.5 or higher) to the following URL:

<http://yourlibrary.libraryavenue.com/login>

Your username =

Your password =

Please read Library Avenue Terms of Service before editing, or adding to, your web site. This can be found at the following URL:

<http://www.libraryavenue.com/termsofservice.htm>