Using Aleph with ABLE: Searching and Transferring Items to the Bindery

A. System Requirements

1. You must have the ABLE client installed on your workstation. Contact ACME bookbinding for client installation. *Please note that ACME bookbinding must arrange the installation of the client on your workstation with your local IT department. The software is not available through OIS.*

2. The ABLE client must be configured to map the elements you want to see in the ABLE software and use the transferring items feature. If you have not configured your client, see the document: *Using Aleph with ABLE: Installation and Configuration Instructions*, available from the Aleph Documentation Center at:

 http://hul.harvard.edu/ois/systems/aleph/docs/able-config.pdf.

B. Functions Available

1. Once the client is configured, you will be able to search and retrieve bibliographic information and item data from Aleph using the ABLE binding interface.

2. If you configure your client for circulation functions and have included the barcode number in the ABLE form, items will be automatically charged out to the Aleph Bindery Pseudopatron and the Item Processing Status will be changed to BD (At bindery) when you transfer the Lot to the bindery. When the Lot is returned from the bindery, items will be discharged and the Item Processing Status will revert to its original status.

Libraries have the option of just searching and retrieving item data in ABLE without charging and discharging items from Aleph. See the *Using Aleph with ABLE: Installation and Configuration Instructions* document for more information about ABLE configuration options.

C. How to Search for Aleph Item Data in ABLE via Z-Link.

Records can be downloaded from the Aleph database into ABLE Fmt templates. You can search for either bibliographic and/or item barcode information using the Z-Link search feature.

I. Create a Lot

Create a new Lot to send to the binder:

1. Select the Lot menu

2. Type in the LOTID, click in any box, and you will receive a confirmation message:

3. Click Yes.

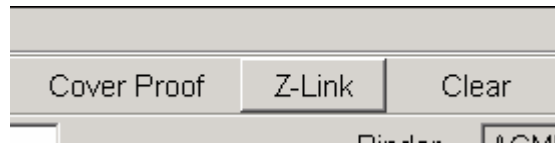4. Click the Apply button and the Close button. You will be brought back to the Format menu.

II. Search and download records using Z-Link Searching

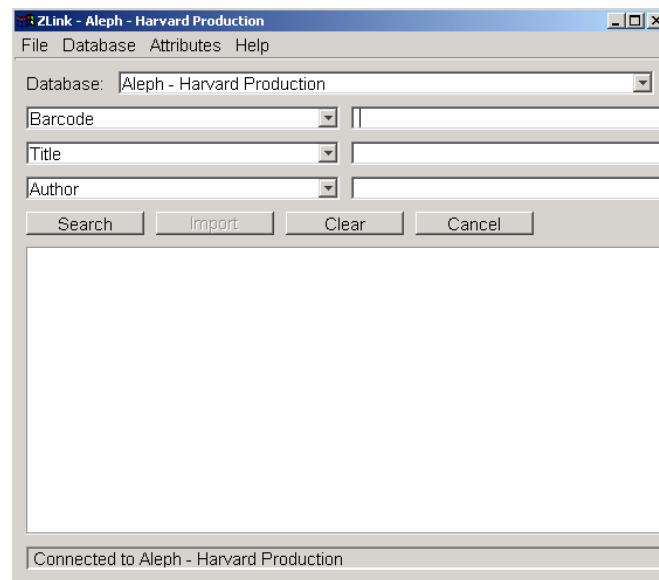1. To search and download records, choose the Fmt for the item.

2. Click on the Z-link Menu button.

3. The Z-link window will open.   Choose "Aleph – Harvard Production" from the database dropdown menu.

4. Select the appropriate index from the drop down menu in the column on the right. **.** The ABLE interface supports Word and Direct searches. The following indexes can be used to retrieve records

ABLE Index Name	Aleph Index Name	Aleph Index Code
Barcode	Barcode	bar
Local number	WS-Number: Aleph System No.	sys
ISBN	WS-Number: ISBN	ibn
ISSN	WS-Number: ISSN	isn
Author	Words-Authors	wan

Title	Words-Titles	wtn
LC call number	Call No. LC	clc
NLM call number	Call No. NLM	clm
Dewey classification	Call No. Dewey Decimal	cod
No.govt pub.	WS-Number: Gov. Doc. No.	gnn
LC card number	WS-Number: LC Control No.	lcn
No. natl biblio.	WS-Number: Numbers all	nnn
No.legal deposit	WS-Number: Numbers all	nnn
CODEN	WS-Number: Numbers all	nnn
No.music publisher	WS-Number: Publisher Number	pnn
Name	Words-Authors	wan
Author-name personal	Words-Authors	wan
Corporate Name	Words-Author Corporate	wcn
Conference Name	Words-Author Corporate	wcn
Author-name corporate	Words-Author Corporate	wcn
Author-name conference	Words-Author Corporate	wcn
Title Series	Words-Series	wen
Note	Words-Notes	wfn
Map-scale	Words-Notes	wfn
Record type	W-Aleph FMT value	wft
Place publication	Words-Place of pub (260+)	wil
Publisher	Words-Publisher (260+)	wip
Code--language	WFF:Language Code (008+)	wlg
Name and title	Words	wrd
Microform generation	Words	wrd
Author-title	Words	wrd

Body of text	Words	wrd
Any	Words	wrd
Anywhere	Words	wrd
Author-Title-Subject	Words	wrd
Subject Heading	Words-Subjects	wsn
MESH subject	Words-Subjects	wsn
LC subject heading	Words-Subjects	wsn
Subject name--personal	Words-Subjects	wsn
Title abbreviated	Words-Titles	wtn
Title Uniform	Words-Title on piece	wto
Title collective	Words-Title on piece	wto
Titleparallel	Words-Title on piece	wto
Title cover	Words-Title on piece	wto
Title added title page	Words-Title on piece	wto
Title caption	Words-Title on piece	wto
Title running	Words-Title on piece	wto
Title spine	Words-Title on piece	wto
Title other variant	Words-Title on piece	wto
Title former	Words-Title on piece	wto
Date of publication	WFF:Date 1 (008)	wyr

Please note: If you import an item using an index other than "barcode", you will get the call number, enumeration, and chronology associated with the first item record for that bibliographic record**. You must search by barcode to get the call number, enumeration, and chronology for a specific item.**

III. Searching by Barcode – New Titles

1.   Copy and paste (or type) the Barcode of the title into the Barcode field of the Z Link window.

2.   Click the Search button. The title will appear in the window below.

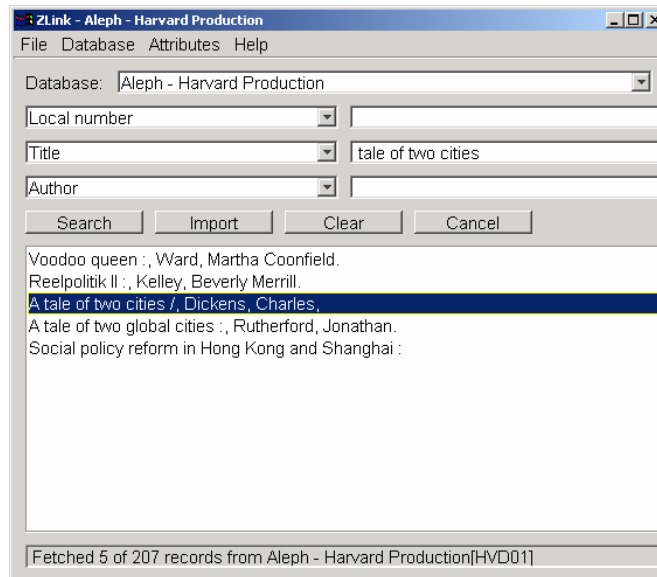3. Click the Import button. The title will appear on your Format window

4. Click the Add Item button, found at the top left of the Format window. This will add the title to the Lot.

## IV. Non-Barcode Searches – New Titles

1. Type in the search term in the left hand column (or scan in the barcode).   More than one search term can be used at one time. Click "Search" or the "Enter" key.

2. A list of search results will appear in the bottom screen of the window.

3. To import a record, highlight the appropriate title, and click "Import".   The Z-Link window will close. The imported data will appear in the Fmt fields.
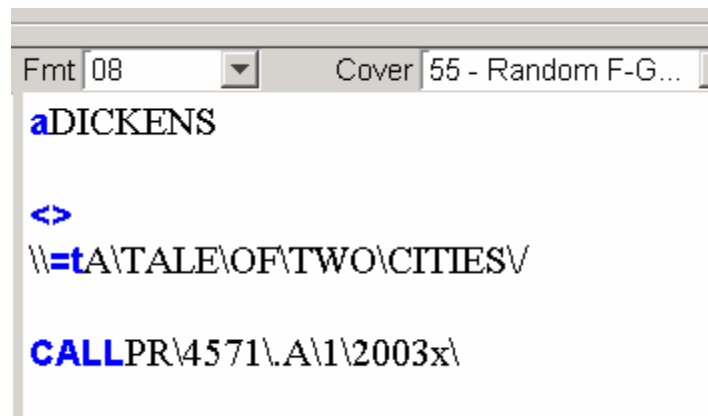
4. If you are going to charge the item out to the bindery pseudopatron in ABLE, you must add the barcode number. Copy and paste or type in the barcode number into the Barcode field at the bottom of the Format window.

5. Click the Add Item button, found at the top left of the Format window. This will add the title to the Lot.

V. Adding an Existing Title to the Bindery Lot

If your title already exists in the ABLE interface (e.g. a journal title), you can add the latest volume needed for binding to the Lot.

1. Locate your existing title by typing the title code into the Title field or by clicking on the Title arrows found at the top of the window. Continue clicking through the titles until you find the title you wish to add to the Lot. Note that title codes are created by staff in the ABLE client and do not appear in Aleph records.

2. Change the Description in the Format window to reflect the volume, year, etc. that you are sending to the bindery. If you are going to charge out the volume to the bindery pseudopatron in the ABLE client, copy and paste or type in the barcode number for the volume into the Barcode field at the bottom of the Format window.

3. Click the Add Item button to add the title to the Lot.

D. Transferring the Bindery Lot to and from ACME

Use these steps to transfer the lot to ACME. Libraries can also use this feature to automatically update items in Aleph that are transferred to and from the bindery. This function adds an Item Processing Status of BD to each item and charges the item to the ABLE Bindery Pseudopatron. When items are returned from the bindery, staff can use this function to discharge the items from the bindery lot within the ABLE client.

Your ABLE client must be configured to use this automatic update feature. If you have not configured your ABLE client for the automatic charging and discharging of items, then your items statuses will not change when you transfer items to the bindery.

I. Steps to Transfer a Bindery Lot to ACME

To transfer and check out the items in the Lot:

1. Select the Window menu, then Bindery Transfer. The Bindery Transfer window will open.

| File | Edit | Setup | Print | Process | Update | Tools | Window | Help | | Bindery Transfer |

Receive From Bindery   Clear/Transfer To Bindery   Transfer To Bindery   [Clear]

Drive/Destination
- Internet
- Local [Browse...]

Account ID	Binder ID	Lot ID	Lot Status
2650	ACME	PHTEST2	Created

Transfer Statistics

Account ID	Lot ID	Department	Items	Category - Qty	Class - Qty

[Close]   [Help]
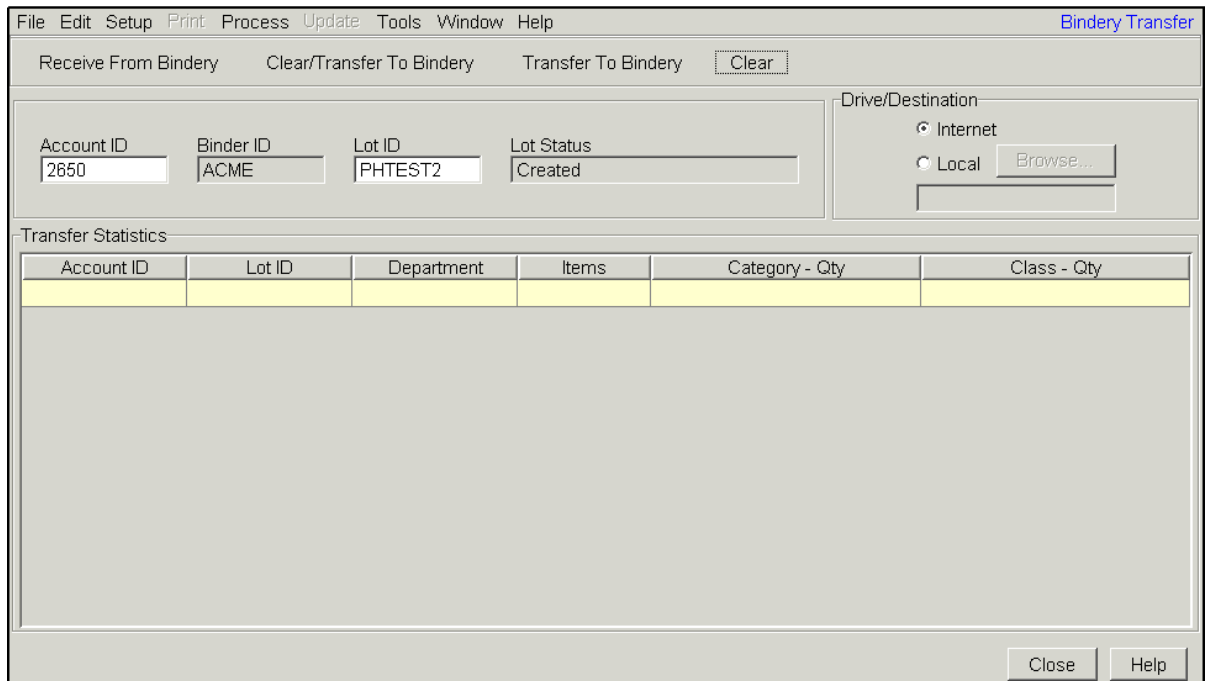
2. Click the Clear/Transfer to Bindery button. As soon as you click the button, a message will appear, very quickly in the lower left hand corner of the window, indicating that the items have been transferred and then the message will say Production Complete. The Lot Status field will say "Produced." The items in your lot will appear in the Bind/Transfer window.
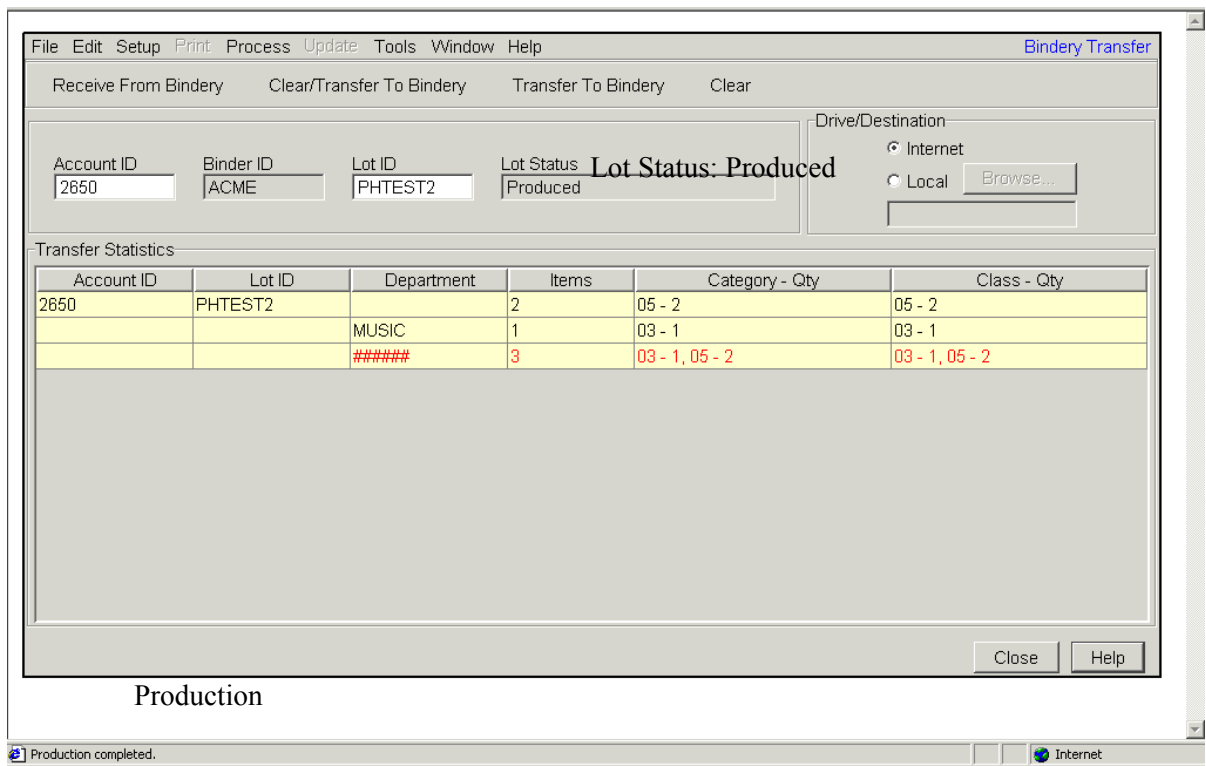
| File | Edit | Setup | Print | Process | Update | Tools | Window | Help | | Bindery Transfer |

Receive From Bindery   Clear/Transfer To Bindery   Transfer To Bindery   Clear

Drive/Destination
- Internet
- Local [Browse...]

Account ID	Binder ID	Lot ID	Lot Status Lot Status: Produced
2650	ACME	PHTEST2	Produced

Transfer Statistics

Account ID	Lot ID	Department	Items	Category - Qty	Class - Qty
2650	PHTEST2		2	05 - 2	05 - 2
		MUSIC	1	03 - 1	03 - 1
		#####	3	03 - 1, 05 - 2	03 - 1, 05 - 2

[Close]   [Help]

Production
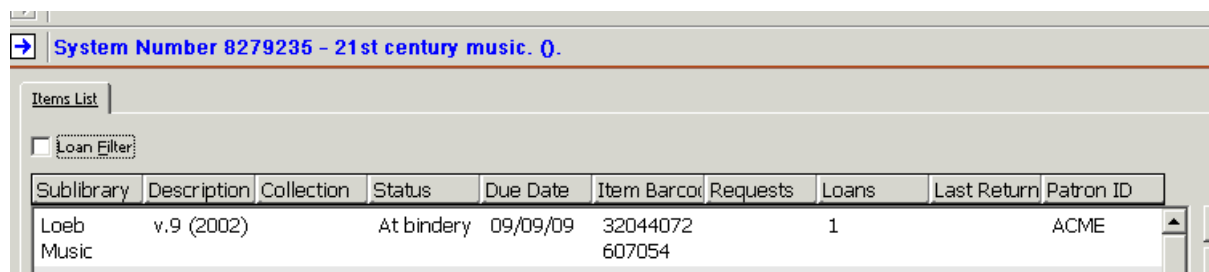
Production completed.   Internet

3. If you have configured your ABLE client to automatically charge and discharge items from Aleph, the items will also be charged out to the ACME Bindery Pseudopatron and the Item Processing Status will be changed to BD (At Bindery) as soon as you see the Production Completed message.

The ABLE Bindery Pseudopatron

An ABLE Bindery Pseudopatron has been created that will be used for all items transferred to the bindery. **Please note that there is one shared ABLE Bindery Pseudopatron for all sublibraries in Aleph.**   It is not possible to have a pseudopatron for each individual library.

Automatic Changes to Item

If you are using the automatic update feature, items will display in Aleph as being charged out to the ACME Bindery Pseudopatron and will have the Item Processing Status BD (At bindery).

Sublibrary	Description	Collection	Status	Due Date	Item Barcod	Requests	Loans	Last Return	Patron ID
Loeb Music	v.9 (2002)		At bindery	09/09/09	32044072 607054		1		ACME

V. Returning Items from the Bindery

1. Log into ABLE

2. Select the Window menu, then Bindery Transfer

3. Click the Receive from Bindery window. A window will pop up asking you to select the Lot to return

Account ID	Lot ID
2650	3
2650	6615
2650	1201
2650	7649
2650	6580
2650	8840
2650	5758
2650	5765
2650	8701

Select Accounts - Lots

Get   Get All   Close   Help
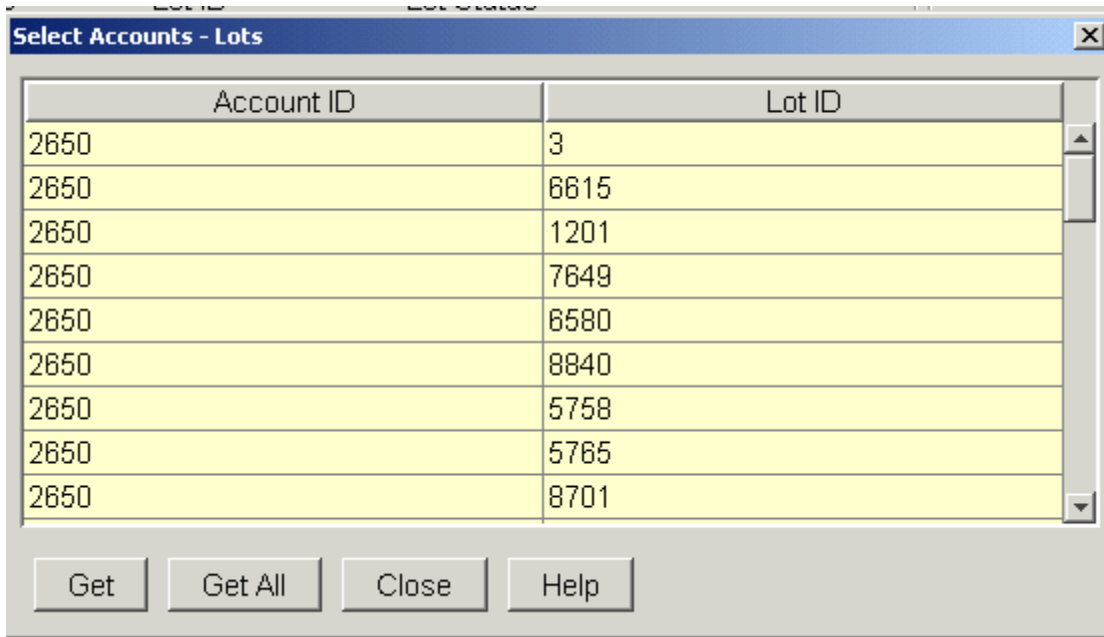
4. Highlight the Lot ID and click the Get button. The items will be received from the bindery.

5. If you have used the automatic update feature, the items will be discharged from the ACME Bindery Pseudopatron in Aleph and the Item Processing Status will revert to their previous status (e.g., if Item Processing Status was blank, it will revert to blank; if it was HD, it will revert to HD; if it was BP, it will revert to BP)..

E. Where to Get Help

If you have a question concerning the transfer of items from Aleph to the bindery, please contact the Aleph Support Center at:

http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-able.html