

LINCPlus Overview

Terminology:

As with all software LINCPlus uses specific terminology to describe the different components, actions, and items within the program. Below is a list of terms and what they relate to.

Job – Refers to the file of information that corresponds to the units being sent to the bindery vendor. In other words the job refers to a shipment going to the vendor.

Master File / Master Record – Serial records have a permanent record for each title that stores layout and color information. A Master Record refers to a single record that corresponds to a particular title. The Master File regards all of the Master Records for a Library.

Library – LINCPlus allows an institution to save numerous Master Files with the thought that if an institution has numerous libraries the Master Records can be saved separately to avoid confusion. With regards to actual use, the Library does not have to correspond to actual separate libraries, but rather Master Records that it is desirable to keep separate.

User – For security purposes a number of users can be set up with various access rights.

Slot – A number associated with the height information is to be stamped on the spine of an item.

Material – The color of the cover material on a bound item.

Variables – The volume, number, year, page number etc... information that designates what is included in a bindable unit.

Settings:

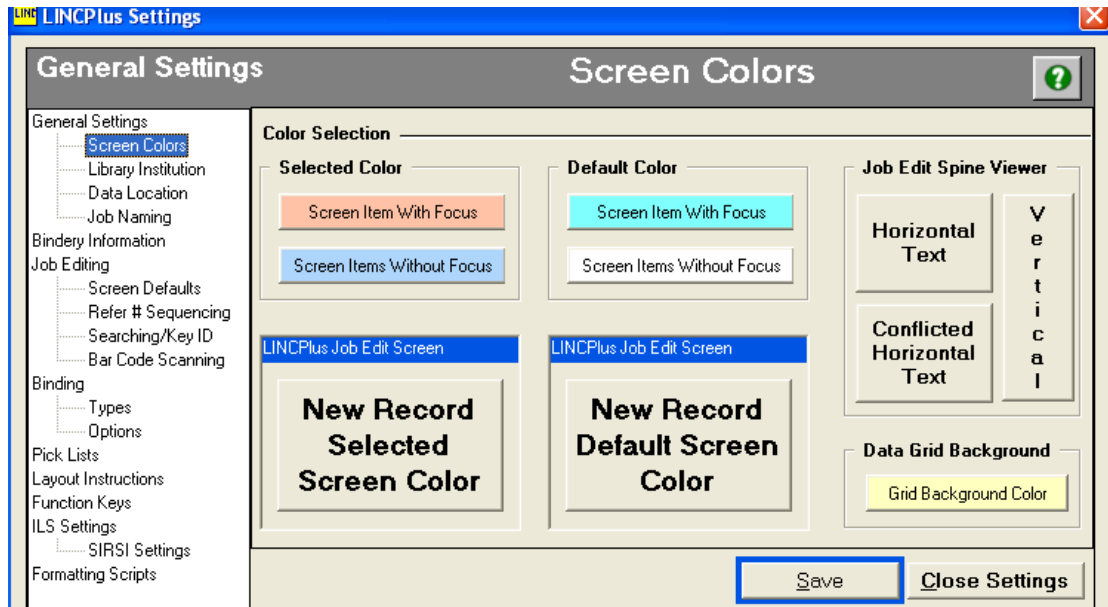
LINCPlus is quite customizable. This section will describe the settings section so that the program is set up optimally.

General Settings

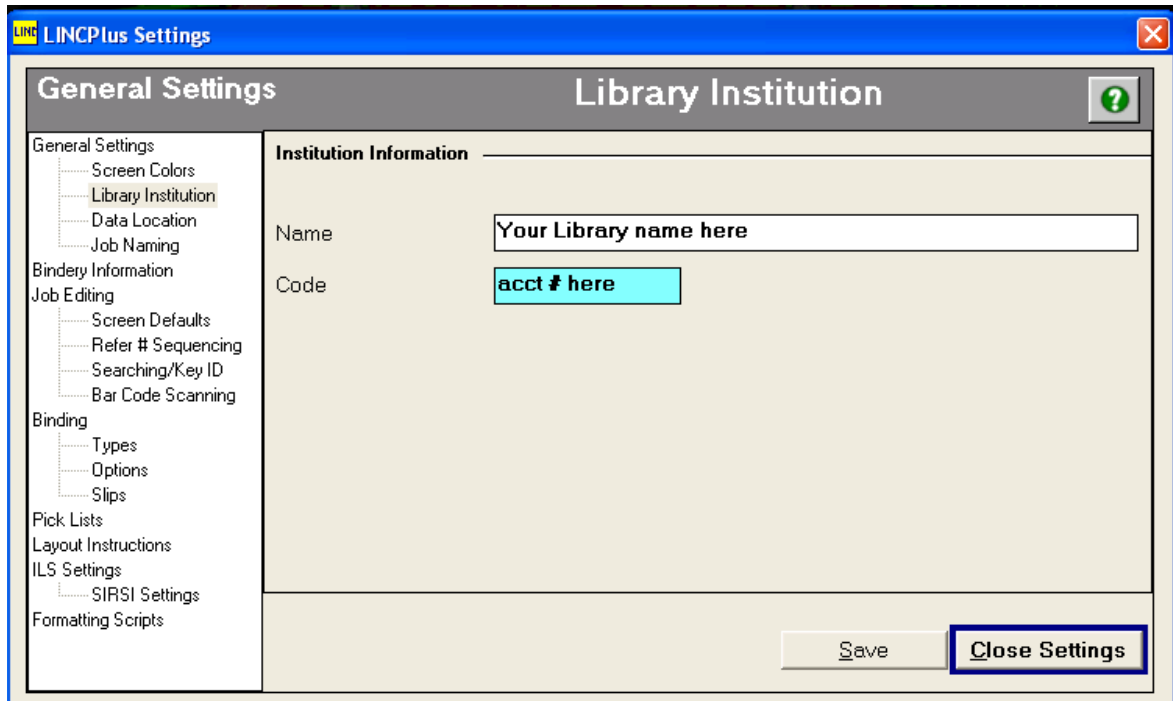
Screen Colors – These options allow the user to pick what colors will be used for various fields while working in LINCPlus.

Screen Item With Focus – Any field that is currently selected.

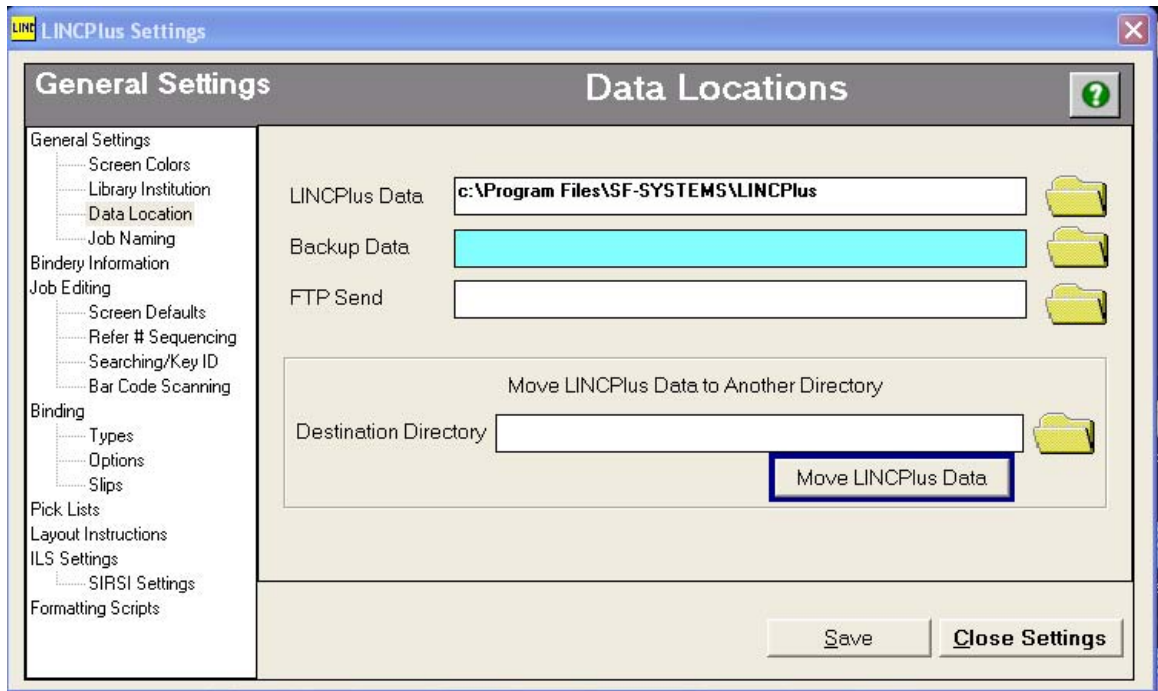
Screen Item Without Focus – Any field that is not currently selected.



Library Institution – The unit entering information into LINCPlus should place its name in this field. The bindery vendor will also assign the unit a unique code for identification purposes; this code should be placed in the appropriate line.



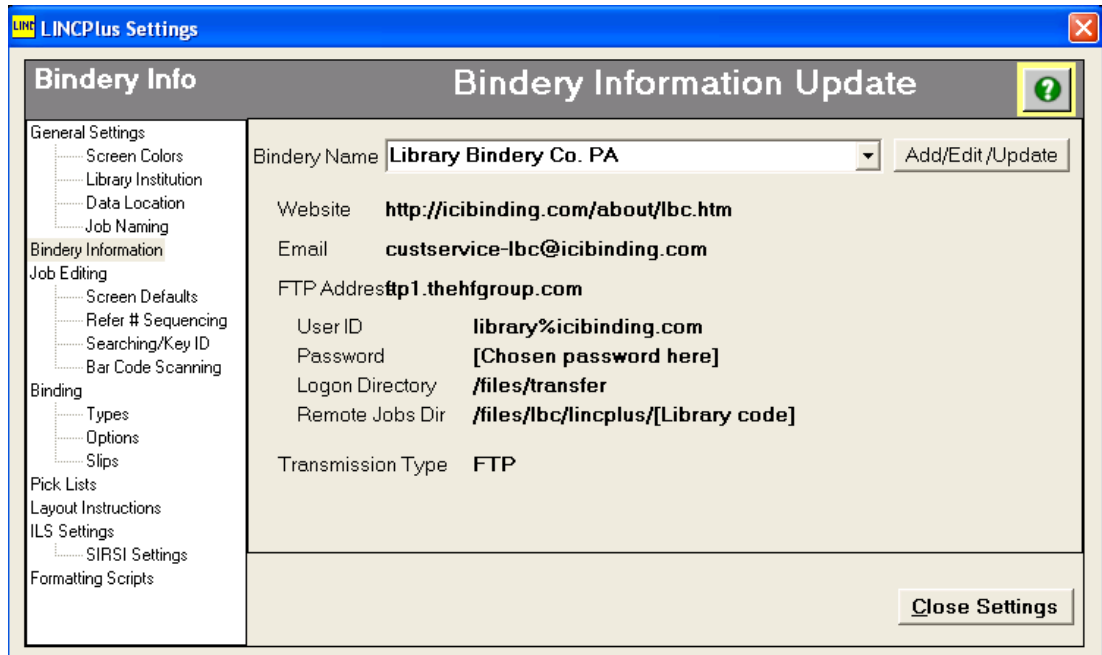
Data Location – Where LINCPlus will store files. The default values are usually fine, but if more than one user is entering information for a particular job then the database needs to be on a common drive.



Job Naming – While a user can create the name of a new job, this setting will help automatically name jobs in the format selected.

Bindery Information – This allows easy transfers and contact with the vendor. Fill in as written below:

Bindery Name: Library Binding Co. PA
Website: <http://icibinding.com/about/lbc.htm>
Email: custservice-lbc@icibinding.com
FTP Address: <ftp.icibinding.com>
User ID: library%icibinding.com
Password: [Chosen password here]
Logon Directory: /files/transfer
Remote Jobs Dir: /files/lbc/linplus/[library code]
Transmission Type: FTP



Job Editing

Screen Defaults – Preferences for the Job Edit screen functions.

Show SLOT position Fields – This will show the number of the slot position in the spine viewer.

Disable Bind Type Edit – If selected LINCPlus will not allow a user to edit Bind Types while editing a job

Renumber Item #'s when Deleting a record – If selected when an item removed from a job all item numbers that have been entered after that item will be renumbered filling in any gaps.

Remove Line Breaks when copying title to cover – If the title needs to be printed on the cover of an item, this option will automatically remove line breaks.

Create a New title record automatically after saving title – When a job item is saved a new blank record will automatically be saved to the end of the job. This item would need to be altered and resaved.

Enable Preview of binding ticket prior to printing

Show Variable Editor on variable field focus and title search – This allows the use of the Variable Editor function. It was created to ease the manual input of variables into item records.

Automatically clear variable field contents on popup editor – When the Variable Editor is used this setting will clear the contents every time the editor is opened.

Enable Random Library selection – This will allow a job to include more than one library.

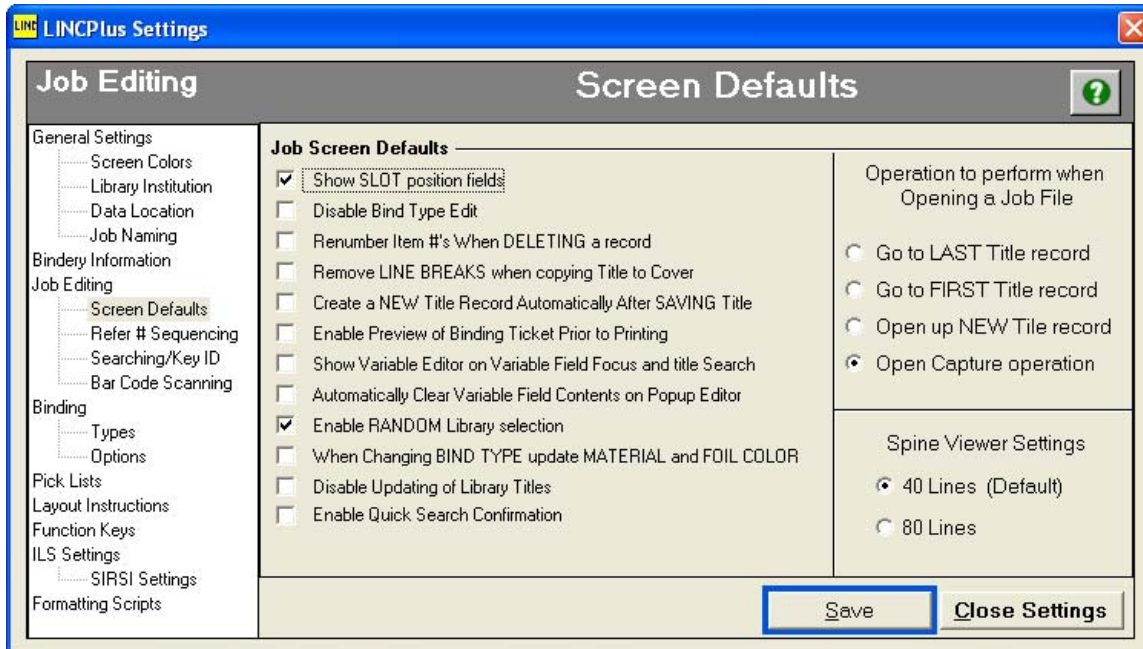
When Changing Bind Type update Material and Foil color – If the Bind Type settings are updated or changed, this setting will conform all Master Records with this bind type to the new format.

Disable Updating of Library Titles – A user will not be able to update changes on the Master Record.

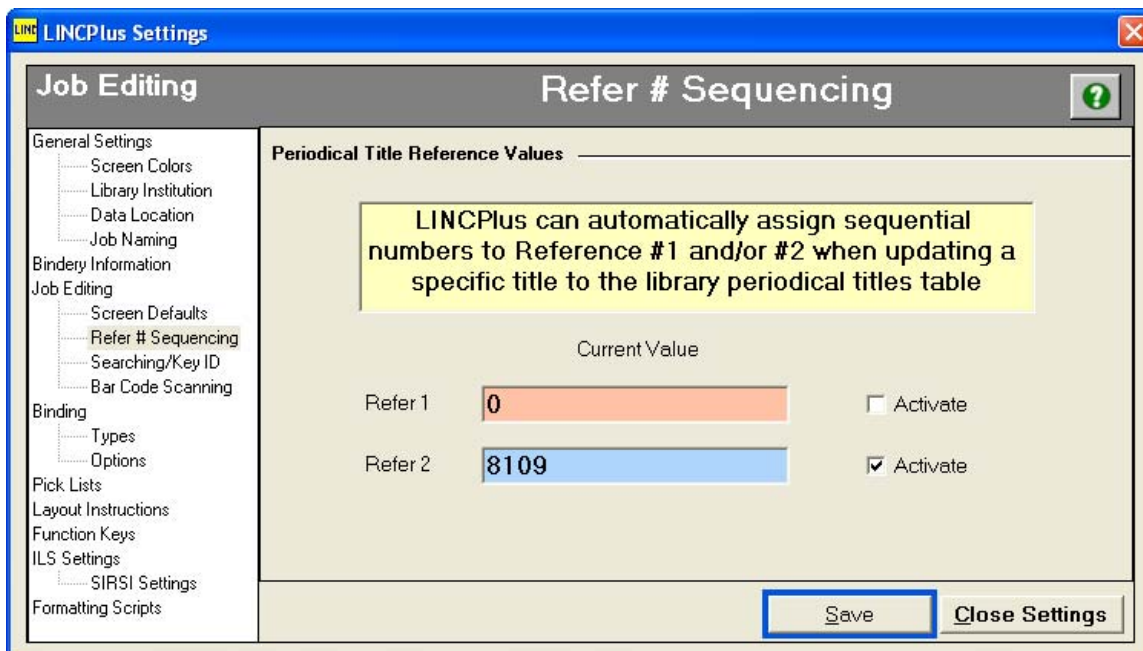
Enable Quick Search Confirmation

Operation to Perform When Opening a Job File – Choosing one of the four options will effect what the user is shown each time a job file is accessed for the first time each session.

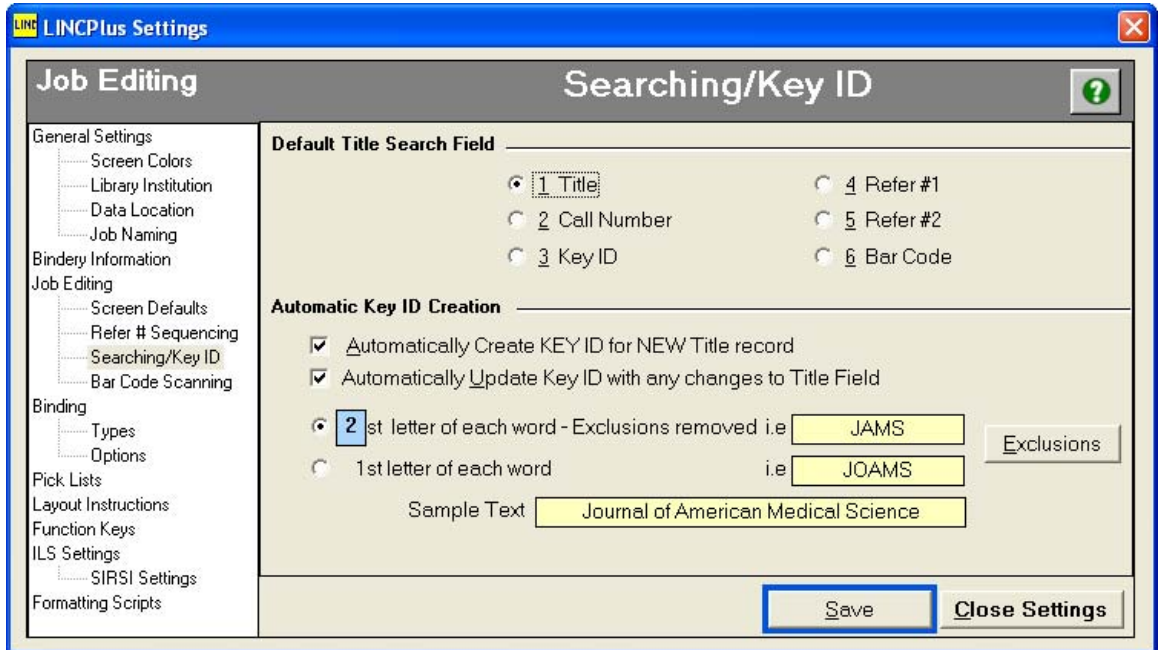
Spine Viewer Settings – How many lines are viewed on the spine viewer.



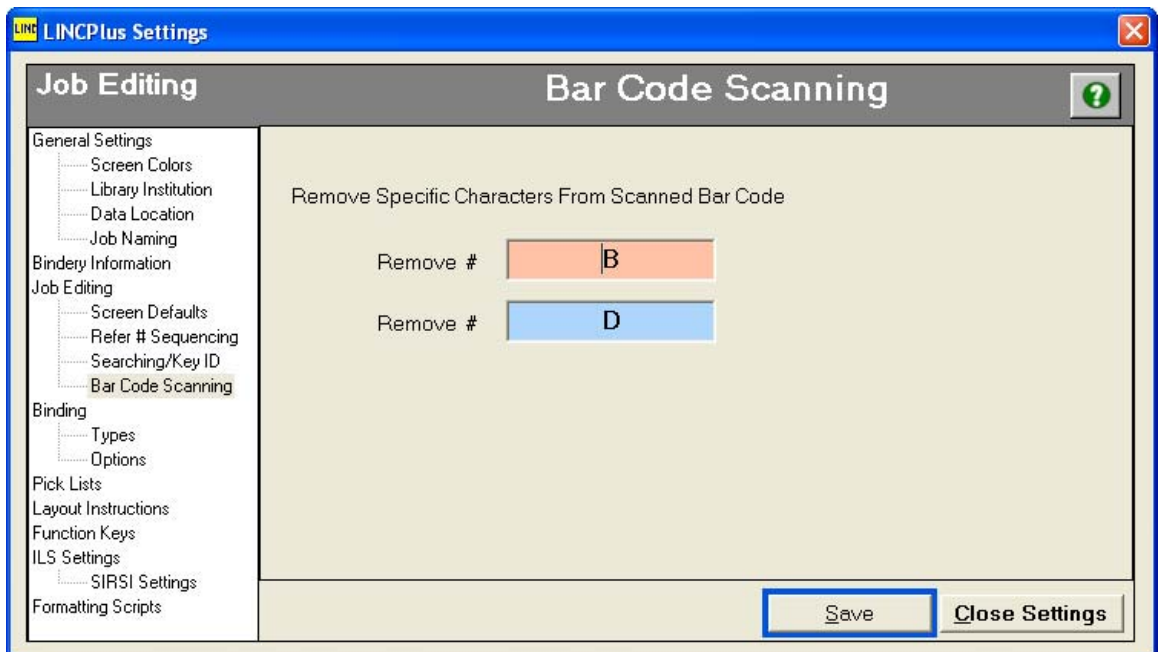
Refer Number Sequencing – Unique identifiers can automatically be given to new master files. This is where this function is set, and where a user can choose the number sequencing starts. Rutgers is currently using the “Refer 2” location for this function.



Searching/Key ID – These are to set default searching preferences.



Barcode Scanning – Barcode scanners add some alpha characters to the barcode. These settings will store up to two characters that LINCPlus will remove from the barcode. Case sensitivity is relevant. The Rutgers settings are “b” and “d” in either case depending on if the user has Caps Lock on or off. The shot below is from a user that keeps the Caps Lock off during LINCPlus input.



Binding

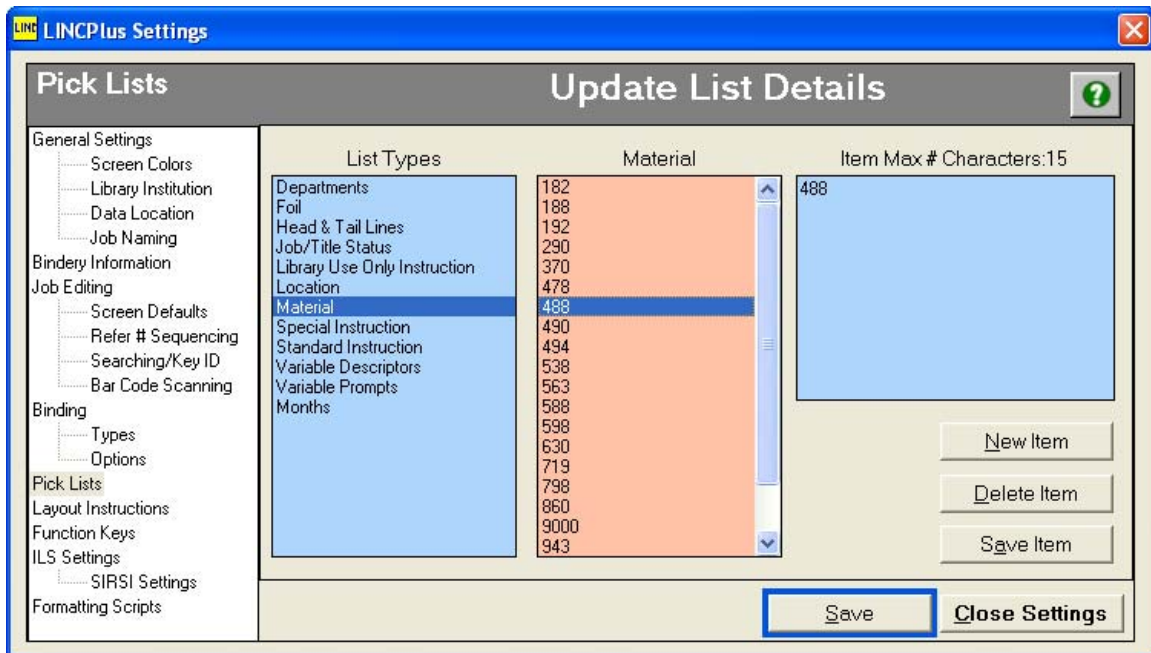
Types – This section allows the user to create Binding Types that help create new Master or Item Records. Once Defaults are set they will be used whenever a new record is made. Of course they can always be changed. Next to the names of the fields (e.g.: Title, Author, etc...) there are 7 boxes. The check box is required to be checked off in order for that type to be present on the spine. The second box is the order that the active fields should be shown in. [NOTE: if the author is to be printed above the title, make sure these numbers are in the correct order]. The third box represents the slot level where information will be placed. The fourth box should have an “S” or “E” designating whether the information will “Start” or “End” on the slot number given in the preceding box. The fifth box should have an “H” or “V” designating whether the lettering will be horizontal (H) or vertical (V). The sixth box is for the font size, it should be set to “1” for all chosen fields. The last box is for the justification field; all chosen fields should be set to “CC.” The most common binding type should have the box on the bottom checked off to designate it as the default type.

The screenshot shows the 'Binding Types' configuration window in LINCplus. The 'Periodical' binding type is selected and its settings are displayed. The 'Spine' and 'Cover' sections contain tables for defining the layout of text on the binding.

Spine							Cover				
Slot#	Start/End	Axis	Font#	Justify	Slot#	Font#	Justify				
Title	<input checked="" type="checkbox"/>	1	25	S	H	1	CC	<input type="checkbox"/>	1		
Author	<input type="checkbox"/>	2		S	H			<input type="checkbox"/>	2		
Variables	<input checked="" type="checkbox"/>	3	12	S	H	1	CC	<input type="checkbox"/>	3		
Dept	<input type="checkbox"/>	4		S	H			<input type="checkbox"/>	4		
Call No	<input checked="" type="checkbox"/>	5	2	E	H	1	CC	<input type="checkbox"/>	5		
Location	<input checked="" type="checkbox"/>	6	1	E	H	1	CC	<input type="checkbox"/>	6		

Options – This section is to add common options to types of binding such as pockets or fold outs. Since LINCplus has a cost analysis feature a price can be associated with it.

Pick Lists – All drop down menus are editable. This setting allows the user to add or delete drop down options. Important options that should be edited immediately after installation are the “Foil”, “Material” and “Variable Descriptors” settings since they will affect the vendor and importation of SIRSI information. If these settings are incorrect then various problems may occur.



Layout Instructions – Allows the user to set how items should be bound. Rutgers has already specified a preference with the vendor. This field can be ignored.

Function Keys – These settings act like Hot Keys. Any character string that is entered into a line will appear when the associated key is hit.

ILS Settings

SIRSI Settings – Settings should be set as the following:

Host Name – [fully depends of the Library processing shipments]

Port # - [fully depends of the Library processing shipments]

Connect Timeout – 30

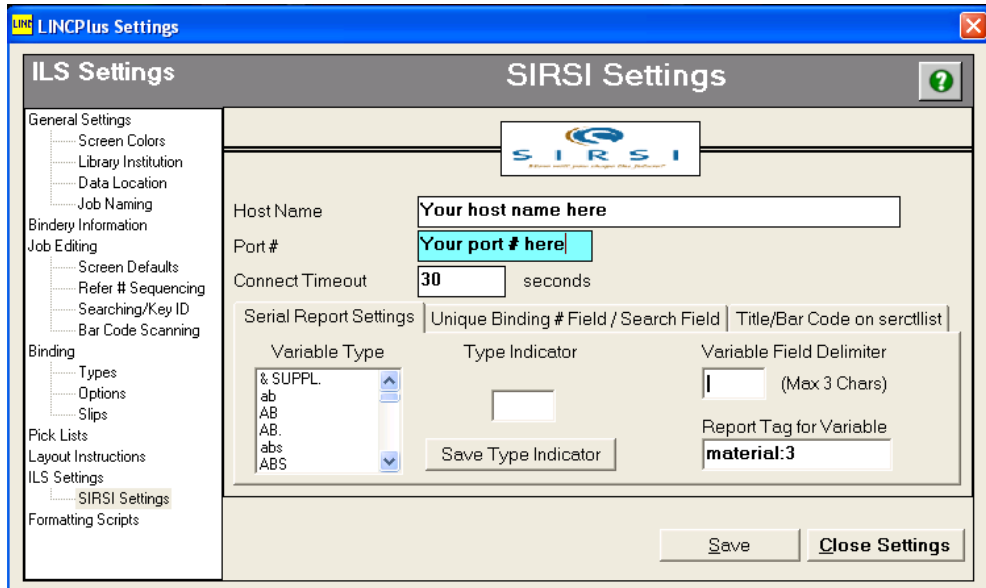
Serial Report Settings - This determines how LINCPlus will read a SIRSI report.

Variable Type – This list is created from the Variable Descriptors in the Pick List. All variables that are found on the Master Records should be present so that during importation the program knows where to place variable information.

Type Indicator – This code relates to the letter association for variables that are found on the SIRSI binding report. Every Variable Type should have an associated code.

Variable Field Delimiter – This delimiter is a character that tells LINCPlus that the next character sting is a code and a variable on a SIRSI report. Rutgers is using the “|”.

Report Tag for Variable – This should be set to the field on the SIRSI report that the variables are stored in. Set to: “material:3



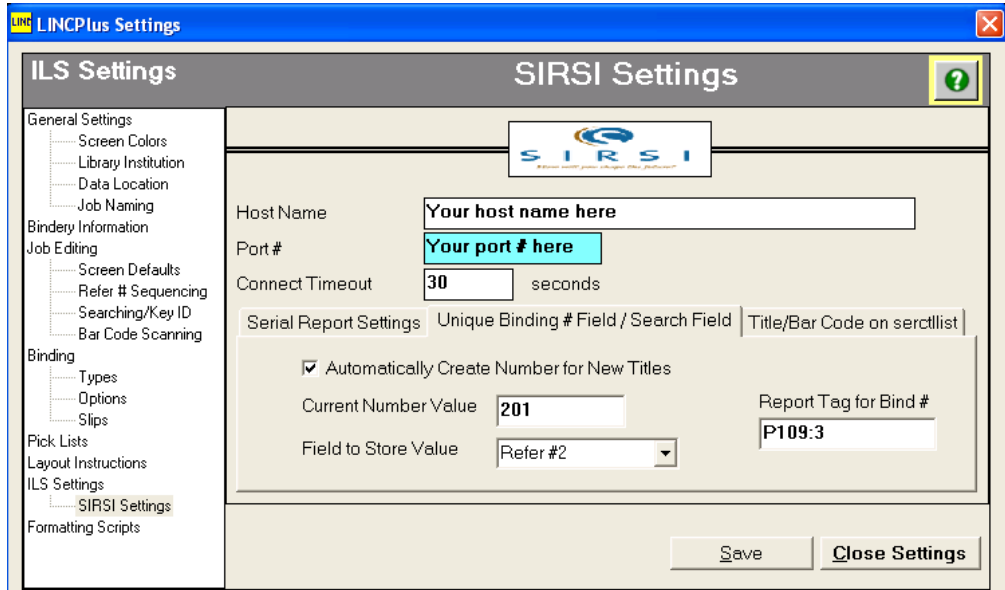
Unique Binding # Field/Search Field – This section allows the use of a unique binding number to be associated with a Master Record.

Automatically Create Number for New Titles – Should be checked off so that all records have a unique bind number.

Current Bind Number Value – This sets the number that LINCPlus will start assigning new bind numbers.

Field to Store Value – The field on the Item Record that stores the unique number. Rutgers uses “Refer #2”

Report Tag for Bind # - This is the field on the SIRSI Binding Report that stores the Binding Number. Rutgers uses “P109:3”.

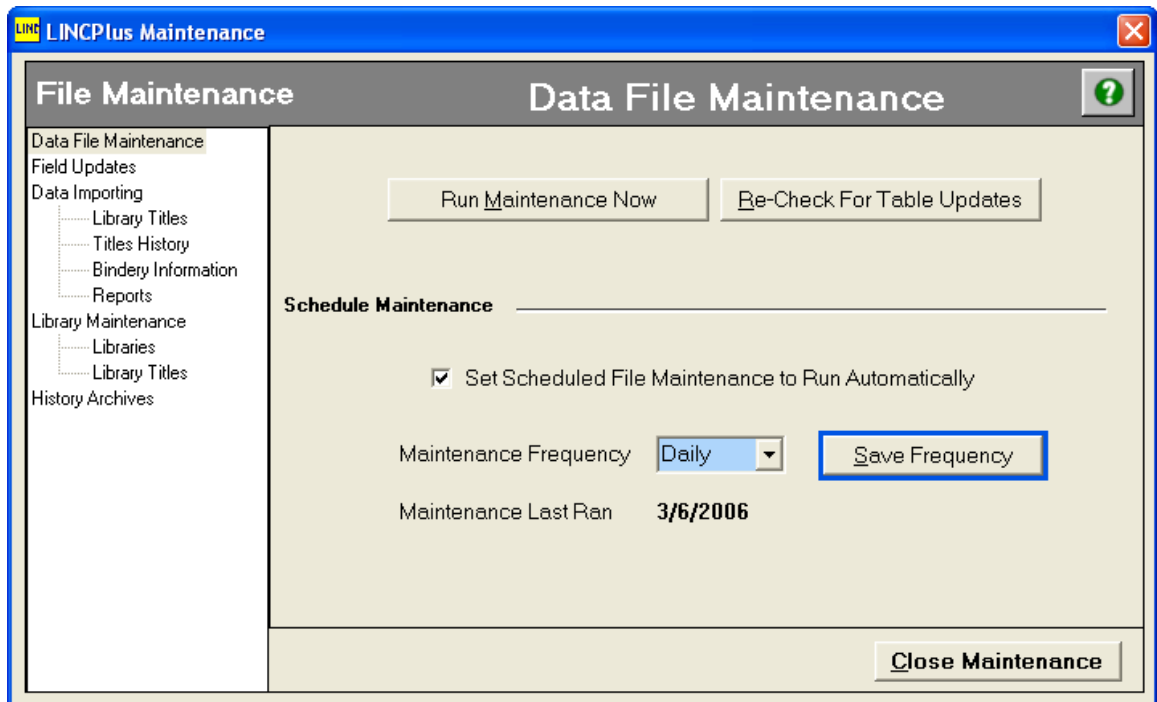


Title/Bar Code on sercrtlist – This function Rutgers is not using.

Formatting Scripts – These preferences tell LINCPlus how to initially format imported records. The “Insert Backslashes” options will put a line break every time there is a space.

Maintenance:

Data File Maintenance – Maintenance should be set on LINCPlus to run daily. This ensures that the program is running smoothly.

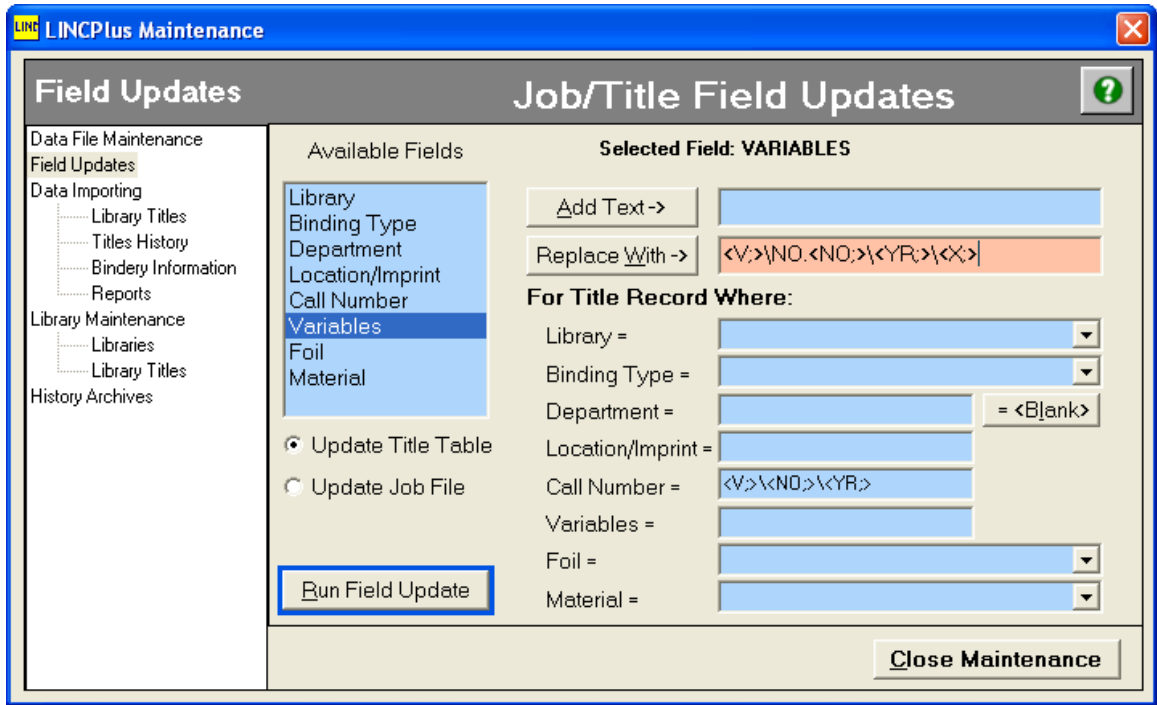


Field Updates – A feature to aid the maintenance of the Master Records. Text can be added or replaced in any of the available fields as long as the requirements are set correctly. This can be run for all Master Records or for any Job File. Users should use caution when using this function since once it is run the effects cannot be undone.

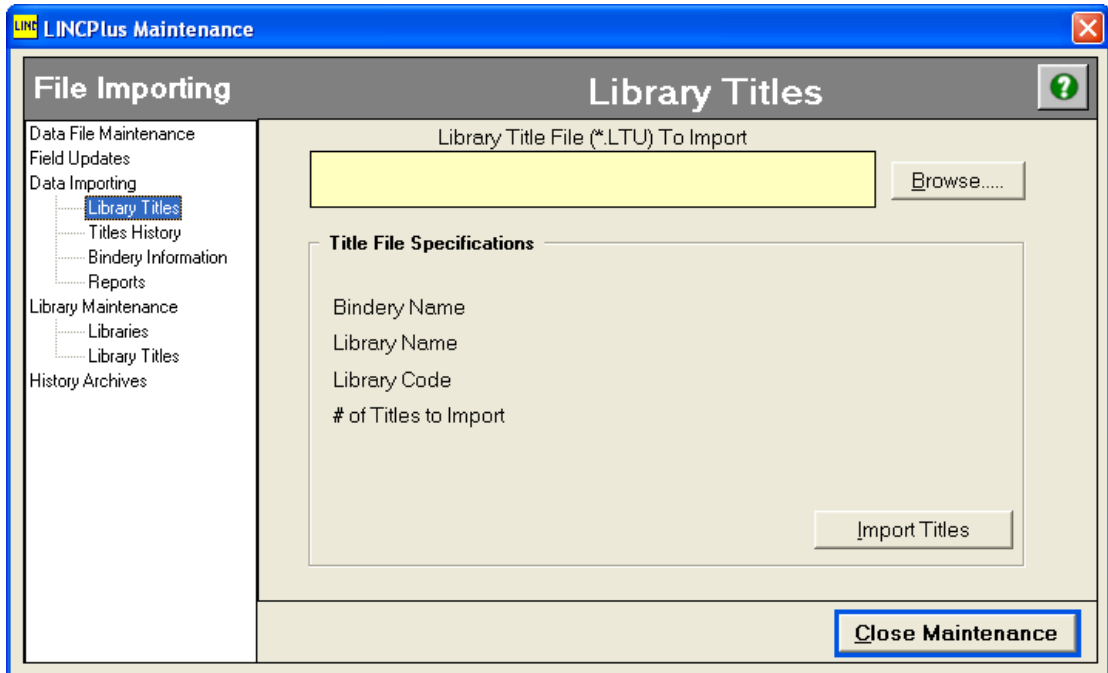
Available Fields – These are the fields that can be modified with the Field Update feature.

Add Text/Replace Fields – If text is just to be added to a field enter the text into the Add Text space. If the selected field should be replaced with alternate text then use the Replace Fields space. When the update is run the text entered into either of these fields will be placed into the chosen field.

For Title Record Where – If only a subset of records should be changed these fields will help limit which Master Records are processed. If used LINCPlus will search within that field and find records that fit the requirements.



Data Importing – These are used almost exclusively for new installations of LINCPlus. If a file is brought in that has necessary information, such as a Master File or History File, then it needs to be imported before LINCPlus can sort through the stored information. Each import in this section all work the same. Browse for the desired file and click once on it to select. Click the Import XX Button.

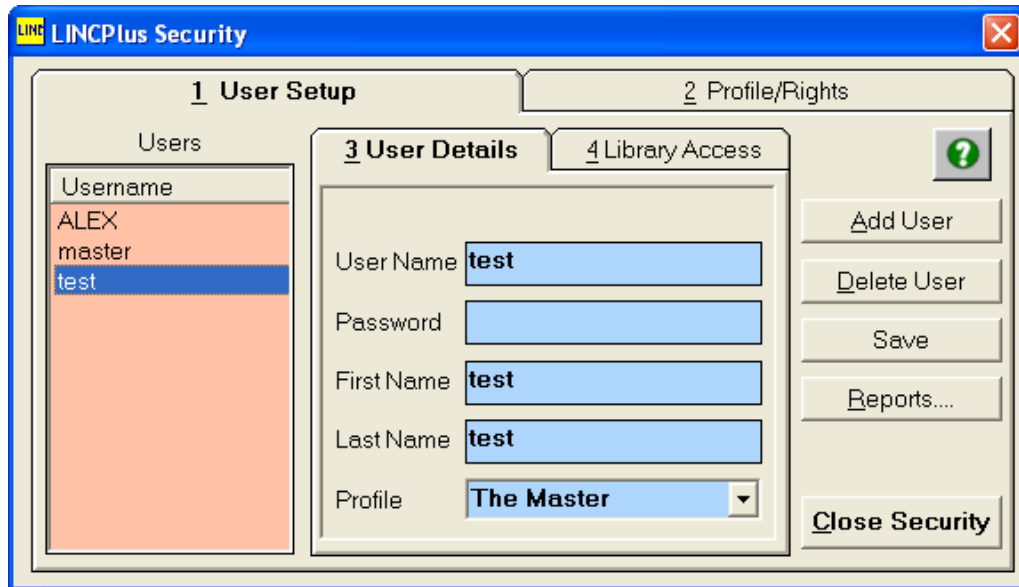


Security:

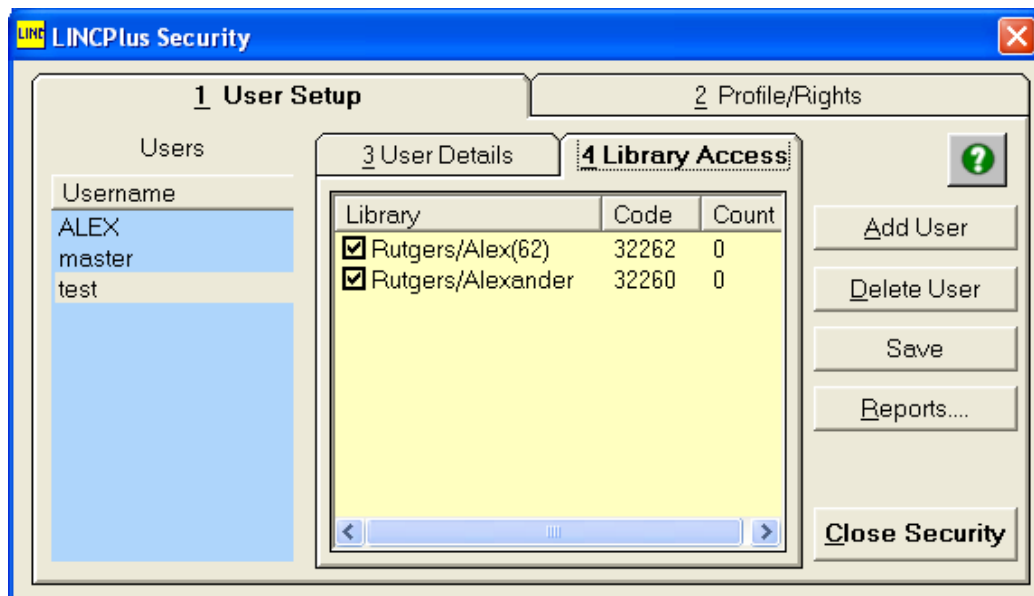
There are an unbelievable amount of security options in LINCPlus. Many types of users can be made each with differing rights. This way certain functions can be limited to specific users. Unlike most of the other menus in LINCPlus, this one features two main tabs on the top.

User Setup – Users are saved, deleted, or modified using the appropriate buttons on the right hand side.

User Details – These fields hold the username, password, real name, and profile of each user.



Library Access – When a new user is added this section needs to be updated. If desired a user can be limited to working with specific Library Master Files.



Profile/Rights – These options allow customization of profiles which designate what kind of activities users can perform. There should be at least one master user that has access to everything on LINCPlus. There should also be at least one user that is somewhat limited; this is the user that should be using LINCPlus to process material. This will make sure that major errors are avoided. The limited options should include: Delete Job, File Maintenance, Security, and Settings. In order to use these functions one must log out and log back in using the master user.

