

ALEPH

SINTESI DELLA GUIDA ALLA CONFIGURAZIONE

ESTRATTO DA:

ALEPH VERSION 18.01

ALEPH Configuration Guide

General

This documentation describes the tables for the management and configuration of the **ALEPH** libraries. The tables in this guide are listed alphabetically. The index at the end of the guide is an aid for accessing a table by its subject or topic.

ALEPH Library Structure

An **ALEPH** installation consists of several libraries. The central library is the **ADM**inistrative library, which manages all administrative aspects of the library including items control, acquisitions, serials, **ILL**, and circulation. The **ADM** library is linked to several types of records, each of which is held in a separate library or databases:

Type of Record	Format of Record
BIBliographic records	Any MARC format
HOLdings records	MARC 21 format
AUTHority records	MARC 21/UNIMARC formats
ILL records for the bibliographic details of the ILL request	

Note: One installation can have more than one **ADM** library and/or **BIB/HOL/AUT/ILL** databases.

ALEPH has the following convention for naming libraries of one installation. A numeric suffix is added to the name of the library. For example, for the **MARC 21** demonstration library:

Name	Explanation
USM01	BIBliographic records library
USM10	AUTHority records library
USM20	ILL records library
USM30	Course Reading library
USM50	ADMInistrative library
USM60	HOLdings records library

check_doc_line

Location of the table: tab directory of the library

Purpose of the table: Checks on tags

Related table(s):

Format of D (dependency between subfields) table:

- 1) aleph/error_<lng>**Error! Bookmark not defined.**/check_doc
- 2) formats.<lng>
- 3) tab01.<lng>

The **AL** section of this table enables you to define the following checks:

- Valid indicators and/or subfield codes for the tag.
- Presence of mandatory subfields.
- Non-repeatability of non-repeatable subfields.

The **D** section of this table enables you to determine the rules for checking dependencies among subfields of a single field.

Structure of the table:

- Col. 1 Type of check - AL or D
col. 2 Record format as in the FMT field. Use XX for all formats.

Format of AL (allowed) table:

- col. 4 Tag
col. 5 1) - (hyphen) for indicator
2) Subfield code
col. 6 1) Indicator - possible values for 1st indicator
2) Subfield - 0=non-mandatory; 1=mandatory
col. 7 1) Indicator - possible values for 2nd indicator
2) Subfield - 1=not repeatable;2-9=subfield can be repeated up to the number of times entered here; "-"=unlimited occurrences.

Note: The indicator portion (for all formats) must be listed before the subfield portion, for each field.

Example of the **AL** table:

```
! 2 - 4 5 6 7
!!-!!-!!!!-!!!---!-!-!
AL XX      010 -
AL XX      010 a 0 1
AL XX      010 b 0 -
AL XX      010 z 0 -
AL XX      010 8 0 -
...
AL XX      050 - 0
AL XX      050 - 0 0
AL XX      050 - 1 4
```

```

AL XX      050   a 1 -
AL XX      050   b 0 1
AL XX      050   3 0 1
AL XX      050   8 0 -
...

```

Format of D (dependency between subfields) table

- col. 3 Error number of message to be displayed as defined in
aleph/error_<lng>/check_doc
- col. 4 Tag
- col. 5 First subfield code
- col. 6 Specific content of subfield
- col. 7 Type of dependency
Y subfield present
N subfield cannot be present
- col. 8 Second subfield code
- col. 9 Specific content of subfield
- col. 10 Type of dependency
Y subfield present
N subfield cannot be present
- col. 11 Third subfield code .. and so on. (up to 3 subfields can be
defined)

Example of the **D** table:

```

!*D:
!* 2 3 4 5 6 7 8 9 0 1 12 3
!!-!!-!!!!-!!!---[-!!!!!!!!!!!!!!!!!!!!-!-[-!!!!!!!!!!!!!!!!!!!!-!-[-!!!!!!!!!!!!!!!!!!!!-!-

!D XX 9036 780 a Y t Y
!D XX 9036 300 a Y c Y

```

codes.<lng>

Location of the table: pc_tab/catalog directory of the library

Purpose of the table: Valid tags and aliases for the Cataloging Client

Related table(s):

- 1) tab01.<lng>

This table defines the valid tags and aliases for the Cataloging Client. In the online cataloging module the list can be activated using the F5 function key.

When cataloging, the cataloging template can be set to display only the MARC tag, or the MARC tag and a library defined alias (for example, 245 - Main title).

The option for work with aliases is set in:

DisplayTagInfo (=Y, or =N) in the [Editor] section of the PC's catalog.ini file.
If option not set, defaults to *N*.

Structure of the table:

- Col. 1 tag
- Col. 2 Y or N
 - Y - tag can be accessed from the 'new field (F5)' option in the edit menu on the client
 - N - will not be accessible from the 'new field (F5)' option. However, if the tag is displayed in the template, or record, it will display with its alias, and with its description on the status bar.
- Col. 3 Y or N
 - Y - tag can be edited only by form
 - N - tag can be edited using the editor (via the template) or a form
- Col. 4 Y or N
 - Y - tag cannot have subfields
 - N - tag can have subfields
- Col. 5 ALPHA of name (alias)
- Col. 6 Name (alias) of tag. This information displays on the template (if DisplayTagInfo in the catalog.ini file is set to Y)
- Col. 7 ALPHA of tag description
- Col. 8 Tag description. This information displays on the status bar and in the list of fields (F5).

Example of the table:

```

!1      2 3 4 5 6              7 8
!!!!-!-!-!-!-!-!!!!!!-!-!!!!!!
LDR    N Y Y L Leader        L Leader (LDR)
001    Y Y Y L Control No.   L Control Number
003    Y N Y L Control No. ID L Control Number Identifier
005    Y N Y L Date and Time L Date and Time of Latest Transaction
006    Y Y Y L Add. Fixed Data L Fixed Length Data/Additional
Characteristics
007    Y Y Y L Phys.Descrip.  L Physical Description Fixed Field
008    Y Y Y L Fixed Data     L Fixed Length Data Elements
...
110    Y N N L Corporate Name L Main Entry - Corporate Name
111    Y N N L Meeting Name   L Main Entry - Meeting Name
130    Y N N L Main Uni Title L Main Entry - Uniform Title
210    Y N N L Abbrev. Title  L Abbreviated Title
211    N N N L Acron. Title   L Acronym or Shortened Title [OBSOLETE]
212    N N N L Var. Acc. Title L Variant Access Title [OBSOLETE]

```

edit_doc_999.<lng>

Location of the table: tab directory of the library

Purpose of the table: Full document format

Related table(s):

- 1) This table can be duplicated with any base extension as defined in cols. 4, 5 and 6 of tab_base.<lng>.
- 2) edit_field.<lng> indicator in
 - a. col. 6 and
 - b. col. 10 - E - External Link.
- 3) The BROWSE and FIND links defined in col. 10 link to Authority and Word lists in

- a. tab11_aut and
- b. tab11_word
- 4) Display of some fields may relate to expand programs in tab_expand.
- 5) The order of the list of sublibraries is defined in tab_sub_lib_sort.
- 6) Each line in tab_buf_z403 must have a corresponding tag in this table.
- 7) Col. 3 in tab_buf_z403 can be used in place of Cols. 3, 4 and 6 in this table, to define parameters for the FULL display in the Web OPAC.
- 8) tab_service related to col. 13
- 9) tab_z103 for **ANU** and **AND** type of links
- 10) formats.<lng>
- 11) tab01.<lng>

This table defines the *linked* display format for documents for viewing in the GUI Search and in the Web OPAC. Display can include "expanded" fields that might be added from HOLDings, items or ACC (Z01) fields.

In addition, there are definitions that determine how links to items display (ITM...), and whether links to other records will display.

NOTE: the links are BROWSE and FIND links to Authority and Word lists as defined in tab11_aut and tab11_word in of the tab directory of the library.

Note the feature for external links: the link (with or without the copyright flag) passes through a program that checks the patron permission to view the link. Dependent on *profile* definitions a patron will/will not be able to see these links (as defined in Z61-856-PERMISSION).

Note the following definitions – in addition to field tag - for col. 1

- **UP** - display of the Up link in linked records
- **PAR** - display of Parallel records
- **DN** - display of Down link in linked records
- **ANU** - (analytical up) for MAB format
- **AND** -(analytical down) for MAB format.
- **ANU** and **AND** are used together with the update_z103_mab_ana program that can be added to tab_z103.
- **ICON** - For interaction with Syndetics.
- **ITM** - hypertext link to holdings information of display of Sublibrary (GUI Search)
- **ITMG** - hypertext link to Global-Holdings (all items) (GUI Search)
- **ITM1** - global; that is, displays one ITM line in doc; leads to display of:
 - bib record display
 - information from HOL records (if set to display)
 - all items in one list (all years/vols/libraries)
- **ITM2** -by year; that is, intended for serials, displays ITM for each year (based on Z30-YEAR); leads to display of:
 - bib record display
 - item records for the particular year.

- **ITM3** - by sublibrary; that is, displays ITM line for each sublibrary (taking items and HOL records together); leads to display of:
 - BIB record display
 - information from HOL records (if set to display) of the sublibrary
 - item records of the particular sublibrary
- **ITM4** - link to remote library items, with no circulation information (ACC central database)
- **ITM5** - by sublibrary (taken from default sublibrary in patron profile). If patron is signed-in, uses default sublibrary from personal patron profile. If signed-in patron does not have profile, or patron is not signed-in, takes IP address of the station (if there are patron records with "IP" as user-id, and patron personal profiles have been defined). If no personal patron profile can be matched, the personal patron profile of user-id **ALEPH** is used. Leads to display of:
 - BIB record display
 - information from HOL records (if set to display) of the sublibrary
 - item records of the particular sublibrary
 - item records of the last year of issue item records
 - Note -- this is a way to control access to databases by IP address - by creating a PROFILE for denied bases for 'ALEPH' patrons, for IP users, and for signed-in users.
- **ITM6** - link for formatting remote items data. Used by the Ex Libris Gate (Z39.50 and **ALEPH**), where link to remote holdings could be through "jump to" (**ALEPH** link) or OPAC record syntax (Z39.50). Therefore, relevant only within EXTnn libraries, and for installations using the Ex Libris Gate.
- **ITMH** - link to holdings and items, each sublibrary + collection listed on a separate line. Note that the holdings and items display is NOT sensitive to collection, and displays the data at the sublibrary level. Up to 200 sublibraries can be displayed. **Note:** Will only display if there is a holding (HOL) record
- **ITML** - link to remote item information for non-ALEPH local systems. The link is based on the LOW tag which contains the sublibrary code of the local library.
- **LOC** - display of item information built using **expand_doc_bib_loc_usm** and **expand_doc_bib_loc_disp**. Links to items in the same way as **ITM3** - that is, tag text links to library information, and location links to list of items display. **NOTE** that in order for this to work correctly, col. 10 must have an *L* definition.
- **PST** - item information, built using **expand_doc_bib_loc_[n]...** and **expand_doc_sort_loc...** Links the same as **ITM3**; that is, tag text links to library information, and location links to list of items display.
- **DIS** - display line (could be to define a blank line)

- **ERR** - if there is a pointer to a non-existing BIB record, line 1000 from `www_f_heading` is displayed in this line. Therefore, this code **must** be present in the table.
- **MED** - displays linkable icons for digital objects associated to the record (objects added through the ADAM functionality or through the cataloging record from fields such as the 856).

Note that it is possible to define more than one **ITMx** line; for example, a library might want to define **ITM2** and **ITM3**.

Order of Sublibraries:

- The first sublibrary to display will be the default sublibrary, set through the profile record, (Z61-BOR-SEARCH-SUBLIBRARY).
- The order of the rest sublibraries will be alphabetical. This option concern the display codes **ITM3** and **ITM4** .
- as set in the table `tab_sub_lib_sort`.
-

Structure of the table:

Col. 1 Format – display can be sensitive to bibliographic format. Use # for all formats:

SE	SYS	D	LSys.	no.	Serial	Y	
BK	SYS	D	LSys.	no.	Book	Y	
AU	SYS	D	LSys.	no.	Aut	Y	
##	SYS	D	LSys.	no.		Y	E

Col. 2 Field tag - use wildcard # as necessary for indicators

Col. 3 Subfield to filter on

Col. 4 Contents to filter for (use 3+4 for filter on language)

(for example, if there is "2 usm50" in these columns, only records with usm50 in subfield 2 will have this field indexed). If the contents is prefixed by a hyphen, the content is considered negative (for example, if there is "2 -usm50" in these columns, only records that do not have usm50 in subfield 2 will have this field indexed).

NOTE!! Filter text must be entered in lowercase (irrespective of case in the record itself). Use * to indicate truncated text, use # to indicate single wildcard for text match.

Col. 5 Display subfield

Col. 6 Edit_field indicator

Col. 7 ALPHA

Col. 8 Heading

Col. 9 Display new line. (Y or blank)

In the Web OPAC multiple entries of the same field can be displayed in a run-on mode, in effect forming a single block of data. However, the size of this block of data is limited to 2000

characters. Long, repeated fields might be therefore be cut off. In order to avoid this, repeated fields can be divided into separate entries - each on a separate line.

Col. 10 Display Link Type:

For Web OPAC:

S - Simple-link : Wraps URL in free text with <a href> tags

Z - Link to Services (as defined in tab_service)

A - External Link

L - Links from LOC/PST line to items display

M - Electronic resource link

- in effect only if the field contains subfield "u"
- uses col.3 of tab_buf_z403 instead of cols.3, 4 and 6 of edit_doc_999 for filter and link definitions

Q - Links (BIB to BIB and AUT to AUT links)

For GUI Search:

Z - Find + Browse Link

S - Browse Link

F - Find link

Q - Links (BIB to BIB and AUT to AUT links)

E - External Link, uses the 856 line in edit_field.<lng> for field formatting.

Note the difference between **S** and other link-types like **M** or **L**. **M** / **L** create a link BACK TO THE SERVER with the appropriate information, while "S" type merely wraps the URL with html tags so that no copyrights warning is shown or patron authorization is checked.

Col. 11 Display language. No longer used.

Col. 12 E for display of END-GROUP. This defines the end of a group of alternative field codes. The first occurrence of the first field of the group will display, other fields will be ignored.

For fields with only a single line, an 'E'. should be registered at the end of the line. If there is more than one line per field, the 'E' should be registered ONLY on the last line (end group). In this case, DO NOT put an 'E' for any of the other lines.

Col. 13 The ACC (Z01) file that should be accessed when "headings" are requested in those fields where defined subfields are indexed on different ACC lists (for example, 260 \$\$a is indexed in the PLAcE list, 260 \$\$b is indexed in the PUBLisher list.). In this case, subfield elements of the tag that are not indexed should be marked with XXX. Used only in GUI Search functions. For Web OPAC, this functionality is defined in col. 3 of tab_service.

Example:

edit_field.<lng>

Location of the table: tab directory of the library

Purpose of the table: Editing of fields and headings for OPAC display and print

Related table(s):

- 1) edit_paragraph.<lng> - col. 3
- 2) edit_paragraph.<lng> - cols. 6 and 10 (E type)
- 3) www_tab_short- col. 8
- 4) tab01.<lng> or tab00.<lng>

This table is used to define the display and print options of a tag and of entries in the Browse Headings lists. It is used in conjunction with *edit_paragraph* and *edit_doc*. If a tag is not defined in this table, it will be displayed as is. Therefore, tags entered in the database *without* punctuation, should be defined here in order to add punctuation.

Line type Identifier:

- 1 - defines field code (col.3), line id (col.4), editing (col.5), subfields to strip (col.6), field prefix (col.9), and field suffix (col.10)
- 2 - defines subfield codes, prefixes and suffixes.

The ID of the line (col.4) in this edit_field table serves as a link to the edit_field ID defined in the

edit_paragraph.<lng> (col. 3),
edit_doc_999.<lng> (col. 6) and
www_tab_short (col. 8)

in the library's tab directory.

In addition, there are set codes, as follows:

- **H** is used for ACC (headings) display in the Web OPAC
- **C** is used for ACC (headings) display in GUI clients
- **S** is used for pc_tab_short display in GUI
- **L** is used for location (using expand_doc_bib_loc_usm and expand_doc_bib_loc_disp) with link to display of library info and display of items list
- **1** in HOL is used for 852 display in the holding window
- **2** is used for 852 in items (copies) display
- **B** is used for brief records (Z0101) display

The following are conventions in the USM01 tables:

- **D** is used for "name tags" format in GUI and WWW (edit_doc_999) –
- **3** is used for the paragraphs that make up the catalog card format (edit_doc.eng - format 037)
- **P** is used for the paragraphs that make up the citation format (edit_doc.eng - format 040)

is a wildcard throughout the table for alpha, tags, indicators, subfields and edit_field ID.

In order to cover all instances not specifically listed in the table, the last 2 lines of this table should be:

```
1 # ##### #
2 # A ^
```

This table can be up to 1000 lines long.

Structure of the table:

- Col. 1 line type identifier – line 1 or line 2:
- Col. 2 Not used. Should have #
- Col. 3 tag+indicator. Note that Z0101 is used for brief records display
- Col. 4 ID of edit_field line.
- Col. 5 Filter:
 - **A or blank** filters for subfields, but does not change their order
 - **B** filters for subfields and sets their order
- Col. 6 - (minus) followed by subfield codes to strip (for example, -w)
- Col. 7 subfield code, or # to indicate "all subfields". Up to 20 subfields can be defined
- Col. 8 A to indicate all occurrences of subfield(s) within the tag
- Col. 9 subfield or field prefix
- Col. 10 subfield or field suffix.

May be entered in order to start each repeated field on a new line.

Example of the table:

```

! 2 3 4 5 6 7 8 9 10
!-!-!!!!!!-!-!-!!!!!!-!-!-!!!!!!-!!!!!!
1 # SUB## H
2 a A ^
2 b A ^
2 c A ^
2 d A ^
2 e A ^
2 f A ^
2 g A ^
2 k A ^
...
1 # AUT## # -69
2 # A ^
1 # TIT## # -69
2 v ^v.^
2 # A ^
1 # 020## D
2 # A ^
1 # 020## 3
2 a ( )

```

Note : If the 856 entry appears without subfields in edit_field.<lng> (that is, only the following line appears:

```
1 # 856## D
```

the display will be according to the following algorithm:

- Use subfield z, or if missing
- use subfield u, or if missing
- compose by using subfields a, p, d and f as done for URL creation

marc_exp.dat

Location of the table: pc_tab/catalog directory of the library

Purpose of the table: Subfields for Open Form and List of fields (F5)

Related table(s):

- 1) tab01.<lng>
- 2) formats.<lng>

This table sets the subfields that will display when *open form* (ctrl-F) and when selecting a field from the List of fields (F5) is invoked in the Cataloging client. The table should include only the fields for which a form screen has NOT been created. (Form screens are defined and located in the directory pc_tab/catalog of the library). Note that not ALL the subfields need be defined - only those most in use.

Structure of the table:

- | | |
|--------|--|
| Col. 1 | Tag |
| Col. 2 | Indicators. Use wildcards (#) to indicate any indicator |
| Col. 3 | Record format as registered in the FMT field in the document record. Use XX for all formats. |
| Col. 4 | subfields |

Example of the table:

```
!1  2  3  4
!!!-!!-!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
013  XX abcdef68
015  XX a68
016 #  XX az28
017  XX ab68
018  XX a68
020  XX acz68
022 #  XX ayz68
024 ## MU acdz268
```

tab00.<lng>

Location of the table: tab directory of the library

Purpose of the table: Field codes and names for indexes. There should be one such table for each language defined.

Related table(s):

- 1) pc_tab_sear.<lng> - col. 5
- 2) tab11_acc
- 3) tab11_aut
- 4) tab11_ind
- 5) tab11_word
- 6) tab_filing

ALEPH allows various definitions of access paths (indexes) to document records, to suit the needs of each application. Indexes can be based on specific fields, a combination of fields, and individual words from specific document fields.

For example, the Titles table can contain titles, additional titles, uniform titles, and so on. The Authors table may contain authors, co-authors, additional authors, translators, and so on.

There are three types of indexes:

Headings (ACC) table

Examples of headings tables: authors, subjects, titles, publishers, and so on. Headings are added to the table automatically from a document field during cataloging.

Each heading entry is unique has a list of documents associated with it (that is, records in which the entry appears). A heading can be linked to an AUTHORITY database record, which will enable the user to display references linked to the heading.

Index (IND) file

Examples of Index tables: ISBN, ISSN, call number, Library of Congress, and so on. Indexes serve as pointers to documents. Each Document field defined as Index opens an entry in the INDEX table. The index entry is not necessarily unique, and the system number of the related documents sequences multiple occurrences of the same entry.

An index record is created automatically by the system from a document record field, during cataloging.

Note that the system always provides SCAN and FIND access by system number (SYS) and FIND access by barcode (BAR). Therefore, although they do not need to be defined in the indexing tables (tab11_ind or tab11_word), nor created by an indexing service, they should be defined here (in the IND section) in order to define the index name in column 11.

Words (W-) table:

H	TIT	ACC	11	00	00	Titles
H	TITC	ACC	61	00	00	Titles Chinese
H	TITJ	ACC	62	00	00	Titles Japanese
H	TITK	ACC	63	00	00	Titles Korean
H	TRT	ACC	11	00	00	Titles/Related Title
H	AUT	ACC	01	00	00	Authors
...						
H	WRD	W-001		00	01	Words
H	WTI	W-002		00	02	W-titles
H	WAU	W-003		00	02	W-authors
H	WSU	W-004		00	03	W-subjects
H	WUT	W-005		00	02	W-Unif .Titles

tab01.<lng>

Location of the table: tab directory of the library

Purpose of the table: List of tags for records

Related table(s):

- 1) tab00.<lng>
- 2) tab02
- 3) tab_filing

The tab01 table defines the tags in the library's record. It should be repeated, with language extension, for every interface language set up for **ALEPH**.

The table is used for:

- defining which heading list (Z01) is used for the update of a full record display formats 001 and 002 in OPAC
- record from authority control
- defining the filing procedure for sort keys based on a field (for example, Z101 table, p-ret-21 (sort of retrieved BIB records))
- defining the non-filing indicator for the "non_filing" filing procedure
- setting the order of fields for the sort_docx procedure

Structure of the table:

- | | |
|--------|---|
| Col. 1 | D |
| Col. 2 | Internal codes or tags to be used for cataloging. Tags as defined in this table can be added, deleted, and changed as necessary. Each field code (tag) must be unique in the D table. Changes to field codes (tags) are reflected in any subsequent additions of records to the database, but do not affect existing records. |
| Col. 3 | Filing procedure for sorting records as defined in (tab_filing). Used when building filing key for sort keys (Z101) and for the batch services p-ret-21 (sorts retrieved docs) and p-manage-27 (update sort index). If changes are made to this column, p-manage-27 should be rerun.
If nothing is entered defaults to 99. |

- Col. 4 Do not use (always 00)
- Col. 5 Do not use (always 0000)
- Col. 6 Non-filing indicator- 1/2
Indicates which indicator to look at for non-filing characters.
Only used by p-ret-01 and p-ret-21 (col. 9 – (non filing indicator). tab11_acc is used for defining non-filing elements in indexed headings.)
- Col. 7 The code of the headings list that is used for automatic correction of the document record field. If the heading which matches the document field is a "see" cross reference, and the heading is set to "UPDATE Y", the field will be updated to the correct form.
- Col. 8 Input/output code. Repeat definitions in col. 2.
- Col. 9 Field name. Used in format 002 for display and printing. Always prefix the text with "L".

Example of the table:

1	2	3	4	5	6	7	8	9
!	-	!	!	!	!	!	!	!
D	FMT		00	0000			FMT	LFormat
D	LDR		00	0000			LDR	LLeader
D	001		00	0000			001	LControl No.
D	003		00	0000			003	LControl No. ID
D	005		00	0000			005	LDate & Time Last Tr
D	006		00	0000			006	LFixed field Add MatL
D	007		00	0000			007	LPhysical Descr. FF
D	008		00	0000			008	LFixed-Length Field
D	010		00	0000			010	LLC Control No.
D	013		00	0000			013	LPatent Ctrl Info
D	015		00	0000			015	LNational Bib. No.
D	016		00	0000			016	LNat.Bib.Agency.Ctrl.No.
	...							
D	100	01	00	0000		AUT	100	LME-Personal Name
D	110	01	00	0000		AUT	110	LME-Corporate Name
D	111	01	00	0000		AUT	111	LME-Meeting Name
D	130	11	00	0000	1	TIT	130	LME-Uniform Heading
D	210		00	0000			210	LAbbreviated Title
D	222		00	0000	2		222	LKey Title
D	240		00	0000	2		240	LUniform Title
D	242		00	0000	2		242	LTitle Trans.by CatAgency
D	243		00	0000	2		243	LColl. Uniform Title
D	245	11	00	0000	2	TIT	245	LTitle

tab11_acc

Location of the table: tab directory of the library

Purpose of the table: Assignment of fields to headings indexes

Related table(s):

- 1) tab00.<lng>
- 2) tab01.<lng>
- 3) tab_filing
- 4) formats.<lng>

The tab11_acc table is used to assign fields to headings indexes.

The table is limited to 1500 lines.

Structure of the table

- | | |
|--------|---|
| col. 1 | Field tag. # (wildcard) can be used for the third to fifth positions to indicate truncation of numeric additions to the field code (for example., 245## for 2451, 2452, 24501). |
| col. 2 | TYP or FMT code. This column can be used to index fields by the format of the record. The program first looks for a match on the TYP field (created by the expand_doc_type program) and then for a match on the FMT field. For example, if the column contains CF then the system will look through all TYP and FMT |

fields to see if there is a match on CF. If there is a match then the field will be indexed.

col. 3 Subfield to filter. It is used together with column 4. For example if this column contains a **2** and column 4 contains **usm50**, then only records with **usm50** in subfield 2 will have this field indexed.

col. 4 Subfield contents filter. It is used together with column 3. For example:
if column 3 contains a **2** and this column contains **usm50**, then only records with **usm50** in subfield 2 will have this field indexed.

If the contents is prefixed by a minus (-), the content is considered negative.

For example, if column 3 contains a **2** and this column contains **-usm50**, then only records that **do not have usm50** in subfield 2 will have this field indexed.

NOTE!! filter text must be entered in lowercase (irrespective of case in the record itself). Use * to indicate truncated text; use # to indicate single wildcard for text match

col. 5 Code of the headings index file as defined in tab00.<lng>

col. 6 Subfield(s) of the field for indexing. Blank indicates the entire field. Use minus (-) sign followed by subfields to define the subfields to be stripped or list the subfields to be indexed.

col. 7 Group. Values are: A, B or C. This column may be used to define a particular group of fields that will be used to create a *new* headings index. This option cannot be used for an index that already exists. Note that this option is available only when the program is run from the Unix command line. It is not available from the Headings index batch service.

The following is an example of the way in which the program should be run for fields that belong to group B:

```
from ../aleph/proc
```

```
csh -f p_manage_02
```

```
USM01,0,000000000,999999999,B,1,N,00,
```

col. 8 Non-filing indicator for non_filing procedure as defined in the tab_filing table.

Example of the table:

1	2	3	4	5	6	7	8
050##				LCC	a		
090##				LCC	a		
060##				NLM	a		
082##				DDC	a		
086##				SUD	a		
086##				SUD	z		
100##				AUT	-e468		
100##		9	chi	AUTC	-e468		
100##		9	jpn	AUTJ	-e468		
100##		9	kor	AUTK	-e468		
AU100				AWT			
AT100				AWT			
110##				AUT	-e468		
110##		9	chi	AUTC	-e468		
110##		9	jpn	AUTJ	-e468		
110##		9	kor	AUTK	-e468...		

tab11_ind

Location of the table: tab directory of the library

Purpose of the table: Assignment of fields to direct indexes

Related table(s):

- 1) tab00.<lng>
- 2) tab01.<lng>
- 3) tab_filing

The tab11 table is used to assign fields to Direct indexes. Direct indexes enable the user to retrieve a specific record. A direct index is suited to unique or almost unique identifiers of the record, and as such serves as a quick access to a record.

Direct indexes are also used by record loader and union view tables, in order to find possible matching records (candidates).

The table is limited to 500 lines.

Structure of the table

col. 1 Field tag. # (wildcard) can be used for the third to fifth positions

to indicate truncation of numeric additions to the field code (for example, 245## for 2451, 2452, 24501).

- col. 2 Not in use.
- col. 3 Subfield to filter. It is used together with column 4. For example if this column contains a 2 and column 4 contains **usm50**, then only records with **usm50** in subfield 2 will have this field indexed.
- col. 4 Subfield contents filter. It is used together with column 3. For example:
 - if column 3 contains a 2 and this column contains **usm50**, then only records with **usm50** in subfield 2 will have this field indexed.

If the contents is prefixed by a minus (-), the content is considered negative.

 - For example, if column 3 contains a 2 and this column contains **-usm50**, then only records that **do not have usm50** in subfield 2 will have this field indexed.

NOTE!! filter text must be entered in lowercase (irrespective of case in the record itself). Use * to indicate truncated text; use # to indicate single wildcard for text match
- col. 5 Code of the headings index file as defined in tab00.<lng>
- col. 6 Subfield(s) of the field for indexing. Blank indicates the entire field. Use minus (-) sign followed by subfields to define the subfields to be stripped or list the subfields to be indexed.
- col. 7 Not in use
- col. 8 Non-filing indicator for non_filing procedure as defined in the tab_filing table.

Example of the table:

1	2	3	4	5	6	7	8
010##				010	-bz		
050##				TST			
010##				STIDN	-bz		
020				ISBN	az		
020				STIDN	az		
022				ISSN	ayz		
022				STIDN	ayz		
028##				028	-b6		
028##				STIDN	-b6		
0242#				024	-26		
...							

tab11_word

Location of the table: tab directory of the library

Purpose of the table: Assignment of fields to word indexes

Related table(s):

- 1) tab00.<lng>
- 2) tab01.<lng>
- 3) tab_word_breaking

The tab11_word table is used to assign fields to word indexes. Note that for the "general words file" the library should use W-001 WRD, and there should not be large gaps in the numbers of the specific word groups.

The table is limited to 10000 lines.

Structure of the table:

- | | |
|--------|--|
| Col. 1 | Field tag. Document record field code. # can be used for the third to fifth positions to indicate truncation of numeric additions to the field code (for example, 245## for 2451, 2452, 24501) |
| Col. 2 | TYP or FMT code. This column can be used to index fields by the format of the record. The program first looks for a match on the TYP field (created by the expand_doc_type program) and then for a match on the FMT field. For example, if the column contains CF then the system will look through all TYP and FMT fields to see if there is a match on CF. If there is a match then the field will be indexed. |
| Col. 3 | Subfield filter, used together with column 4. For example, if this column contains a '2' and column 4 contains 'usm50', then only records with usm50 in subfield 2 will have this field indexed. |
| Col. 4 | Subfield contents filter. It is used together with column 3. For example, if column 3 contains a '2' and this column contains 'usm50', then only fields with usm50 in subfield 2 will be indexed. Note the following: <ul style="list-style-type: none">• the filter text must be entered in lowercase (irrespective of case in the record itself)• the filter text must not include special characters (only 7 bit Latin)• the filter text does not undergo filing (only unicode_case) and for this reason it should contain the exact string• use * to indicate truncated text; use # to indicate a single wildcard for text match; |
| Col. 5 | Subfield(s) of the field for indexing: <ul style="list-style-type: none">• subfield(s) of the field (blank indicates entire field). OR |

- minus (-) sign followed by subfields to be stripped
OR
- F followed by fixed field position (counted from base 00, taking subfield code into account), followed by hyphen (-) and the no. of characters.

Col. 6 Word building procedure - see tab_word_breaking for more details

Col. 7-8 Not in use

Col. 9-18 Word index code as defined in tab00.<lng>. Up to 10 codes can be assigned

Note the following:

When word proximity (and adjacency) is taken into account, the text string being indexed is used. If the text string is a selection of subfields, this will cause some problems with adjacency.

For example, if you are indexing field 246, which might have subfields a, b, c, d and so on., but you have defined indexing as:

```
11 W 246##          abnp          03      WTI
```

This leaves out subfields c,d,e,f,g,h,i; and the last word of \$\$b will be considered adjacent to the first word of \$\$n.

There might be instances where this is desirable. But, if you do not want this to happen, you should set indexing to separate strings, for example,

```
11 W 246##          ab          03      WTI
11 W 246##          np          03      WTI
```

Example of the table:

!	1	2	3	4	5	6	7	8	9	10	11	12
!!!!	-!!!!	-!	-!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!
!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!
!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!	!!!!
008				F07-04		01	A	WRD	WYR			
008				F35-03		01	A	WRD	WLN			
SBL						01		WSL				
SYS						90		SYS				
LOC##				-o		03		WRD	WLC			
041##				abdefg		41	A	WRD	WLN			
043##						01		WRD	WGA			
100##				-6		01		WRD	WAU			
110##				-6		01		WRD	WAU			
111##				-6		01		WRD	WTI	WTI		
130##				-6		03		WRD	WTI	WUT		
210##				a		03		WRD	WTI			
222##				a		03		WRD	WTI			
240##				-6		03		WRD	WTI	WUT		
242##				abnp		03		WRD				
243##				-6		03		WRD	WTI			
245##				c		03		WAU				
245##				-c6		03		WTI				

tab15.<lng>

Location of the table: tab directory of the ADM library

Purpose of the table: Defines the item statuses and various parameters connected to these statuses.

Related table(s):

- 1) tab_sub_library.<lng>
- 2) tab_hold_request
- 3) tab_photo_request
- 4) tab16 – cols. 19 and 20
- 5) www_server.conf - setenv www_z37_recall_type

Structure of the table:

- | | |
|--------|--|
| Col. 1 | Group ID for group of definitions as defined in the tab_sub_library.<lng>. Note that there is a limitation of 1000 lines for the drop-down list. ##### (wildcard) <i>cannot</i> be used in this column. |
| col. 2 | item status. ## is used to denote all item statuses |
| col. 3 | process status - ## is used to denote all process statuses |
| col. 4 | L |
| col. 5 | description |
| col. 6 | can be loaned Y/N |
| col. 7 | can be renewed Y/N |
| col. 8 | Availability check for hold request: <ul style="list-style-type: none">• Y - item can be requested.. In addition, item availability is checked when hold request is placed. If a copy is available, and patron does not have permission for requesting available item, message displays.• N – item cannot be requested• C - item availability is not checked when hold request is placed, because hold requests are |

always allowed (for example, closed stack).

- **T** - item availability is not checked when hold request is placed, because hold requests are always allowed (for example, short-term loan, lost, on order, and so on.). However, for p-cir-12 (print request slips) and ue_06 (online printing of request slips), item is not considered "requestable" and does not print.

In general, note that apart from the availability check in tab15.<lng>, the checks that are made when a hold request is made is controlled by tab_hold_request.

col. 9 Availability check for photo requests;

- **Y** – Photocopy request can be placed
- **N** - photocopy request cannot be placed for the item.
- **T** - item availability is not checked when hold request is placed, because photocopy requests are always allowed (for example, short-term loan, lost, on order, and so on.). However, for p-cir-22 (print photocopy request slips) and ue_06 (online printing of request slips), item is not considered "requestable" and does not print.

In general, note that apart from the availability check in tab15.<lng>, the checks that are made when a photocopy request is made is controlled by tab_photo_request

col. 10 Display item in Web OPAC Y/N. Even if set to N – will always display in GUI Search functions.

col. 11 if set to Y, the request will be for the specific item, not another like copy, regardless of whether the request is initiated from the Web OPAC or from the GUI.

col. 12 limit hold requests to the number of available copies - there can only be a single request per item (Y/N).

col. 13 allow recall of item (Y/N). Note that tab16 cols.19 and 20 define the no. of days for recall notice and the minimum guaranteed loan period. Recall notices are generated by the Recall Notices service (p-cir-13)

col. 14 allow rush recall of item (Y/N).

col. 15 Reloaning limit: The value denotes the number of hours during which a patron is not allowed to reloan the same copy of an item,

The count is from the time he returned it. The values "00" or " " (blanks) should be used for unrestricted reloading.

col. 16 Booking permission

- Y - Booking is possible
- N - Booking is not possible
- O - Booking is possible only during open hours
- C - Booking is conditional on the patron's local booking permission (Z305-BOOKING-PERMISSION)

col. 17 Booking hours.

- A - Booking is possible at all times (both open and closed hours)
- O - Booking is possible only during open hours
- C - Booking is possible only during closed hours.

With regard to cols. 13 and 14 – recall/rush recall: note the variable in `www_server.conf` `setenv www_z37_recall_type`, which defines the default recall type when placing a hold request in the Web OPAC. (The recall type is 01, 02 or 03, where 01 is regular, 02 is rush and 03 is no recall.)

Note: Both the requests daemon `ue_06` (UTIL E/6) and the batch process `p_cir_12` (Call Slips for Hold Requests) ignore the value of column 6 of `tab15.<lng>` (item can be loaned Y/N). That is, the decision whether to process a hold request or not does not depend on the value of that column.

Example of the table:

!	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1
!										0	1	2	3	4	5
!!!!-!!-!!-!!-!!!!															
15A	##	OR	L	On Order		Y	N	C	N	Y	N	N	N	N	N
15A	##	OI	L	OrderInitiation		N	N	N	N	Y	N	N	N	N	N
15A	##	CL	L	Claimed		N	N	Y	N	Y	N	N	N	N	N
15A	##	BP	L	Binding preparation		N	N	N	N	Y	N	N	N	N	N
15A	##	BD	L	Bound		N	N	N	N	Y	N	N	N	N	N
15A	##	IP	L	In process		N	N	C	N	Y	N	N	N	N	N
15A	##	SC	L	Send to Cataloging		Y	Y	Y	N	Y	N	N	N	N	N
15A	##	CT	L	Cataloging		N	N	N	N	Y	N	N	N	N	N
15A	##	TE	L	Technical Department		N	N	N	N	Y	N	N	N	N	N
...															
15A	10	##	L	One Hour Loan		Y	Y	Y	Y	Y	N	N	Y	Y	
15A	11	##	L	One Day Loan		Y	Y	Y	N	Y	Y	N	Y	Y	
15A	12	##	L	One Week Loan		Y	Y	Y	Y	Y	Y	N	Y	Y	
15A	22	##	L	Two Week Loan		Y	Y	Y	Y	Y	N	N	Y	Y	
15A	31	##	L	Three Day Loan		Y	Y	Y	Y	Y	N	N	Y	Y	
15A	32	##	L	Three Week Loan		Y	Y	Y	Y	Y	N	N	Y	Y	

tab16

Location of the table: tab directory of the ADM library

Purpose of the table: Due dates, fines & limits

Related table(s):

- 1) tab_sub_library.<lng>
- 2) tab15.<lng>
- 3) tab31
- 4) aleph_start - fine_factor_fix, fine_rounding
- 5) tab_late_return
- 6) tab_check_circ

Special note: When a change is made to tab16, in order for the changes to take immediate effect - the due dates table, (Z301) should be dropped and recreated (UTIL A/17/1) Note, however, that if the table is not dropped and recreated in this way, the changes automatically take effect the next day.

This table allows for various definitions per patron/item status – for for example,

- computation of due dates
- grace period
- fine rate
- maximum number of items that can be loaned to a patron
- maximum number of hold requests
- fine method, and so on.

The computation of the due dates for each combination of copy/patron status is performed by the system daily, according to the rules defined in tab16. The result of

the computation displays in the *Due Dates* option in the Circulation GUI. The operator can change the dates if necessary.

Fine rates.

The library can opt to set fines for selected statuses only (for example, professors do not have a fee rate, students with patron status nn have a higher fee rate than students with patron status xx.)

Note the switch in tab100, (ZERO-FINE-HANDLING) which defines whether late returns should be registered in the Cash Management record, even if there is no fine for the late return.

Note:

The groups in tab16 (16A, 16B, and so on.) serve only to reduce the size of the table when there is a library policy which is the same for more than one sublibrary. The group itself has **no** functionality as a group. All checks are made on the sublibrary level. All checks of limits are for the items of the same sublibrary as the item in hand. For example, If there is a 99 line for "total limit", then this is the **total limit for each of the sublibraries individually**, and not for the sublibraries as a group.

The maximum number of lines per sublibrary or group is 500.

Item status 99

Defines limits for the total number of loans/holds. There is no item status check.

You can use ## in col.4 (patron status) to denote all patron statuses or enter a specific patron status in col.4 (patron status) if you want to define the global loan/hold limit per patron status.

The total check is for every sublibrary that relates to the group ID. It is possible to define a total check for the entire ADM library.

Define a separate line with a different group ID for the ADM library. Enter this group ID in column 7 in tab_sub_library.<lng> in the line that defines the ADM library.

This must be the LAST line in every group ID.

Hours are rounded to a single hour, days are rounded to a single day. The default is 2.

If no parameters are defined for cols. 15-18, then the regular date/hour parameters are used (cols. 5-6, 8-9)

Structure of the table:

- col. 1 Group ID for group of definitions as defined in tab_sub_library.<lng>
- col. 2 Item status. 2 numeric digits. (## denotes any/all status(es).
- col. 3 Process status (## for all)
Note: The item process status is not taken into consideration when creating due dates and due hours (cols. 6, 9, 16 and 18) but is taken into consideration for all other columns. Due dates (Z301) will only be built from tab16 lines which have "##" in the item process status column.
- col. 4 Patron status. ## denotes all patron statuses. Enter a specific patron status if you want to define the global loan/hold limit per

- patron status.
- col. 5 Date operator for interpretation of the next field:
- **A** The date in col. 6 is an absolute date to be assigned as is.
 - **+** The date in col. 6 is a relative time to be added to the current date.
- col. 6 Date parameter - DDDDDDDD or YYYYMMDD
 This date is treated according to the operator in col. 5:
 If **+** in col. 5 then no. of days to add. Only the last **three** digits are relevant – for example, if you enter **1950** days, the system will compute **950** days. Therefore, the maximum number of days that can be defined is 999
 If **A** in col. 5 then actual date – for example, 20101231.
- col. 7 Grace days. – that is, number of days within which late return is "forgiven". Note however, that if an item is returned after the grace period, the fine rate will be for the total number of overdue days/hours, taking the grace period into account.
- col. 8 Hour operator for interpretation of the next field:
- **A** - The hour in col. 9 is the absolute hour to be assigned as is.
 - **+** - The hour in col. 9 is the relative hour to be added to the current hour. This is especially useful for short term loans.
- NOTE: If there is a **+** in this column the dates field (col. 6) should be zeroes.
- col. 9 HHMM
 Hour and minutes for due date. This date is treated according to the flag in col. 8
- col. 10 Grace time - that is, the hours and minutes within which a late return is "forgiven".
- col. 11 Fine multiple, that is, the factor by which the number of days overdue is multiplied to compute the fee owing for items returned late or overdue (3 digits + 2 decimal).
 NOTE: the sum refers to a day. In order for it to refer to an hour, multiply the amount for an hour by 24 and register the resulting amount in this column.
 Note that in /alephe/aleph_start it is possible to set the multiplication factor and rounding (Y/N).
 Example of fine definition in /alephe/aleph_start (UTIL Y/14):

```
Setenv fine_factor_fix      000
Setenv fine_rounding       N
```

- col. 12 Maximum number of items for patron/item matrix – 3 digits

Remember that item status 99 defines total number of loans for defined patron status (no item status check). It is not possible to set to unlimited number of loans. If you have a patron status that you want to set up to allow an unlimited number of loans, set "check loan" (col.7) in tab31 to N (z305_loan_check=N). (for example, for institutional patrons, like ILL departments.)

col. 13 Maximum number of hold request – 3 digits.

The maximum number of hold requests a patron is allowed to have of a specific item status or of all item statuses when relating to the 99 line

col. 14 fine method

- 0 - no fines charged
- A - open minutes
- 1 - open hours
- 2 - open days
- B - total minutes
- 3 - total hours
- 4 - total days
- 5 - overlapping block date
- 6 - cumulative block date
- C - include recall - behaves like type 1 (open-hours)
- D - include recall - behaves like type 2 (open-days)
- E - include recall - behaves like type 3 (total-hours)
- 7 - include recall - behaves like type 4 (total days)
- R - fixed 1st day - behaves like type 2 (open-days)
- F - total days by intervals (using tab_late_return)
- 8 - overlapping block date +fine calculated according to total days
- 9 - cumulative block date +fine calculated according to total days
- Y - special for Denmark
- Z - special for Denmark

Note the following:

Fine method 5 - overlapping block date

A patron who returns one item late is blocked from borrowing items or renewing loans (this depends on the setup of tab_check_circ) for a period equal to the number of days the item was overdue.

A patron who returns two or more items late is blocked from borrowing items or renewing loans for a period equal to the

highest number of days an item was overdue.

For example, a patron who returns two items late, one 5 days overdue and the other 10 days overdue is blocked from borrowing items for 10 days.

Fine method 6 - cumulative block date

A patron who returns one item late is blocked from borrowing items or renewing loans (this depends on the setup of tab_check_circ) for a period equal to the number of days the item was overdue.

A patron who returns two or more items late is blocked from borrowing items or renewing loans for a period equal to the sum of the number of days each item was overdue.

For example, a patron who returns two items late, one 5 days overdue and the other 10 days overdue is blocked from borrowing items for 15 days.

Fine method R - First day fixed, then open days

The fine for the first overdue day is a fixed sum of 2.00 (hardcoded). No other fines are added for the first day. From the second day onward the calculation is like fine method 2 (open days).

NOTE: hours are rounded to a single hour; days are rounded to a single day. The default set by the system is fine method 2.

col. 15 Date operator for loan of items with holds (+ or A as in col. 5)

col. 16 Date parameter for loan of items with holds. The value entered here is either an offset or an actual date depending on the value of column 15

col. 17 Hour operator for loan of items with holds (+ or A)

col. 18 Hour parameter for loan of items with holds. The value entered here is either an offset or an actual hour depending on the value of column 17.

NOTE: if no parameters are defined for cols. 15-18, then the regular date/hour parameters are used (cols. 5-6, 8-9)

col. 19 Number of days from recall notice to new due date for recalled item

col. 20 Number of days for minimum guaranteed loan period (when recalled)

col. 21 Maximum no of renewals. Values: 00-09 or blanks. Renewals can be limited up to 9; leave blank to define that renewals are unlimited.

To limit renewals by a time period rather than by a number, leave this column blank, and define the time period in column 22.

col. 22 Maximum renewal period

D days/W weeks/M months

nmn - number of units

example:

D007 - renew up to a maximum of 7 days

W004 - renew up to 4 weeks

Col. 23. Maximum fine (up to 2 decimals); the field should be left-aligned

Col . 24 Minimum fine. Fines below this amount will be treated as zero amount fines. The field should be left-aligned

Col. 25 Fixed Fine Addition. Fixed amount to be added to any fine. The field should be left-aligned.

Col 26 The maximum number of booking requests a patron is allowed to have. 999 to indicate unlimited number of requests.

Col. 27 Adjust Due Date and Hour. column is sensitive to sublibrary and item status only. Therefore, use '##' for both item process status and patron status.

When calculating the due date:

0 - Adjust a due hour which is after closing time to the closing time (if the due date is an open day), or to the closing time of the NEXT open day (if the due date is a closed day).

1 - Adjust a due hour which is after closing time to the closing time (if the due date is an open day), or to the closing time of the PREVIOUS open day (if the due date is a closed day).

2 - Do NOT adjust due hour if the due date is an open day; if the due date is a closed day, find the NEXT open day. This is the default value in case tab16 cannot be read or this column has an invalid value (that is, other than 0, 1, 2 or 3).

3 - Adjust a due hour which is after closing time to the NEXT open day's opening hour.

In any setting, if the due hour is EARLIER than the opening hour, it is adjusted to the opening hour.

Example of the table:

tab31

Location of the table: tab directory of the ADM library

Purpose of the table: Patron statuses

Related table(s):

- 1) pc_tab_exp_field.<lng> or
- 2) pc_tab_field_extended.<lng>
- 3) tab_sub_library.<lng>

This table defines default privileges and restrictions for the patron based on the patron status. When a new patron is created online the system will use these defaults for creating patron privileges and other definitions.

Status MUST be defined here in order to be valid in the system. The *translation* of the codes to patron groups (for example, 01=under graduate) should also be registered under the BOR-STATUS in either pc_tab_exp_field.<lng> or pc_tab_field_extended.<lng> so that they will appear in the patron status pull-down menu.

The Default Hold Priority values should also be registered under HOLD-PRIORITY in pc_tab_exp_field.<lng> so they will appear in the hold priority drop-down menu.

Structure of the table:

- col. 1 sublibrary
- col. 2 patron status (01-99)
- col. 3 loan permission (Y/N)
- col. 4 photo permission (Y/N)
- col. 5 override permission: can an override on a loan transaction be invoked or is the loan blocked
- col. 6 multiple hold permission: can the patron place multiple holds on the same record?
- col. 7 check loan: should the system check if the patron can loan the item?
- col. 8 hold permission (Y/N): can the patron place hold requests?
- col. 9 renew permission: can the patron renew items in the OPAC?
- col. 10 ignore late return: should items returned late be registered (for fining)?
- col. 11 photocopy charge
 - C-charge
 - F-free
- col. 12 expiry date operator
 - +=add to current date
 - A=actual date
- col. 13 expiry date operator type (when col. 12 has '+')
 - D=day, M=month, Y=year
- col. 14 expiry date parameter
 - if col. 12 has '+': no. of days to add
 - if col. 12 has 'A' actual date
- col. 15 cash overspend limit - last two digits are decimal
- col. 16 request hold for item on shelf (Y/N)
- col. 17 loan display – Y/N
 - allows for the display of patron information in the Web OPAC for an item loaned out – for example, a department library that has permanent loan items.
- col. 18 reading room permission
- col. 19 Default Hold priority
- col. 20 Item Booking permission

