

# CATALOGUING

## CHANGE COPY STATUS IN E GRANTHALAYA 4.0

BY

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### STEP 1. LOG IN TO YOUR E GRANTHALAYA 4.0 ACCOUNT

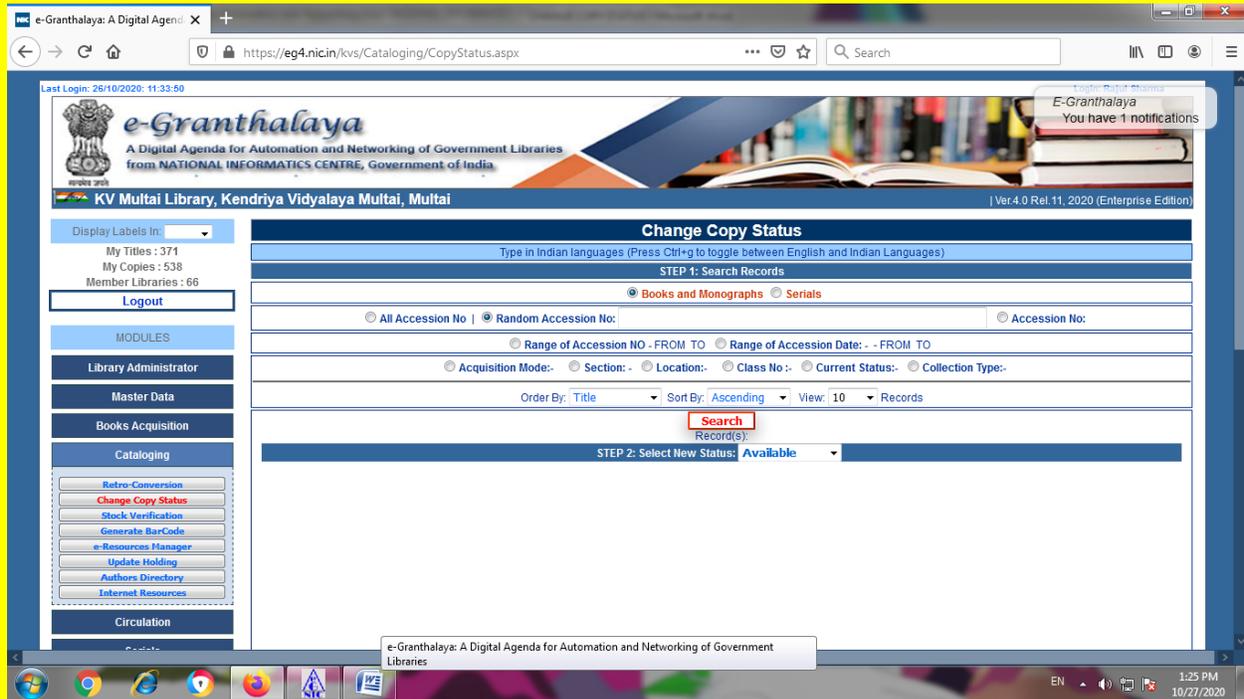
The screenshot displays the e-Granthalaya 4.0 login interface. At the top, the header includes the e-Granthalaya logo and the text 'A Digital Agenda for Automation and Networking of Government Libraries from NATIONAL INFORMATICS CENTRE, Government of India'. Below this, the 'Kendriya Vidyalaya Libraries Network' banner is visible. The main content area is split into three sections. On the left, there is a 'Staff Login' section with a 'Display Labels In:' dropdown, statistics for 'Total Titles: 246684', 'Total Copies: 321463', and 'Member Libraries: 66'. Below these are fields for 'User Code' and 'Password', with a 'Log In' button and a 'Forgot Password' link. A 'View Saved Logins' dropdown is also present. The middle section, titled 'Welcome to e-Granthalaya 4.0', contains a paragraph describing the software as a cloud-ready application for library automation. The right section, 'About Cluster', explains that the cluster is dedicated to Kendriya Vidyalaya Libraries and is maintained by NIC, Govt. Below the text is a banner image of a library interior with bookshelves and a computer monitor. The bottom of the page shows a Windows taskbar with the system clock at 1:18 PM on 10/27/2020.

## STEP 2. GO TO CATALOGUING MODULE AND HERE CLICK ON CHANGE COPY STATUS

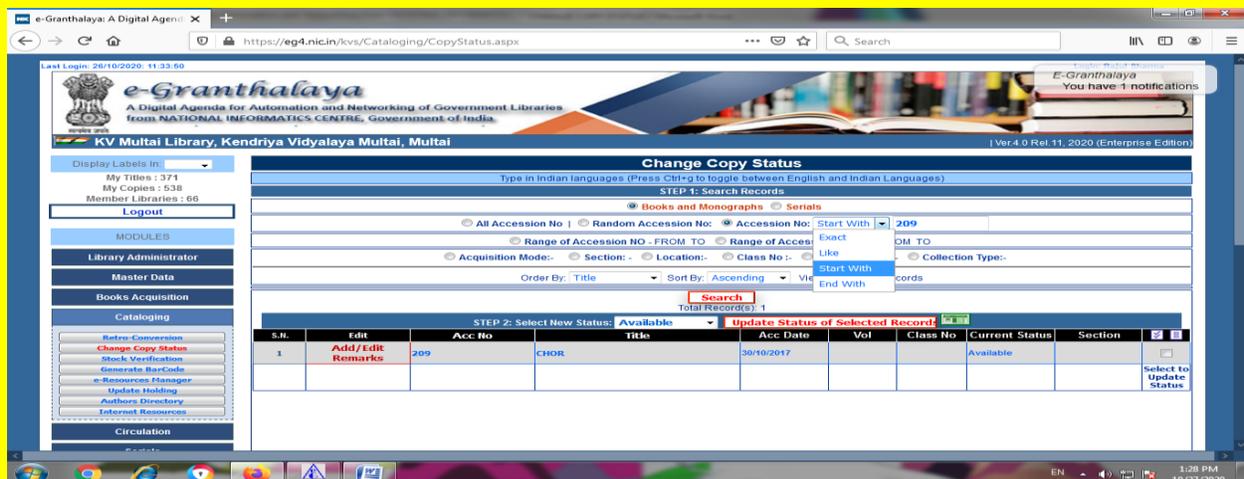
The screenshot shows the main dashboard of the e-Granthalaya 4.0 application. The browser address bar shows the URL <https://eg4.nic.in/kvs/Default.aspx>. The page header includes the logo of the National Informatics Centre, Government of India, and the library name: KV Multai Library, Kendriya Vidyalaya Multai, Multai. The version is noted as Ver.4.0 Rel.11, 2020 (Enterprise Edition). On the left, a sidebar menu lists various modules: Library Administrator, Master Data, Books Acquisition, Cataloging, Circulation, Serials, Micro Documents, Library Budgets, and Search & Reports. The 'Cataloging' module is expanded, showing sub-options: Retro-Conversion, Change Copy Status, Stock Verification, Generate BarCode, e-Resources Manager, Update Holding, Authors Directory, and Internet Resources. The 'Change Copy Status' option is highlighted. The main content area features a 'Welcome to e-Granthalaya 4.0' message and an 'About Library' section. A large image of a library interior is displayed in the background.

The screenshot shows the 'Change Copy Status' interface within the e-Granthalaya 4.0 application. The browser address bar shows the URL <https://eg4.nic.in/kvs/Cataloging/CopyStatus.aspx>. The page header includes the e-Granthalaya logo and the library name: KV Multai Library, Kendriya Vidyalaya Multai, Multai. The version is noted as Ver.4.0 Rel.11, 2020 (Enterprise Edition). On the left, the sidebar menu is visible, with 'Change Copy Status' highlighted. The main content area is titled 'Change Copy Status' and includes a search bar with the instruction: 'Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)'. Below the search bar, there are several search filters: 'STEP 1: Search Records', 'Books and Monographs' (selected), 'Serials', 'All Accession No.', 'Random Accession No.', 'Accession No.', 'Range of Accession NO - FROM TO', 'Range of Accession Date: - FROM TO', 'Acquisition Mode:-', 'Section:-', 'Location:-', 'Class No:-', 'Current Status:-', and 'Collection Type:-'. The search results are displayed in a table with columns for 'Order By', 'Title', 'Sort By', 'Ascending', 'View', '10', and 'Records'. A 'Search' button is visible. Below the search results, there is a 'STEP 2: Select New Status' dropdown menu with 'Available' selected. The bottom of the page shows the system tray with the date and time: 1:25 PM, 10/27/2020.

**STEP 3. HERE WE SHALL GET 2 STEPS; STEP 1. SEARCH RECORDS STEP 2. SELECT NEW STATUS.** IN SEARCH RECORDS, YOU MAY OPT BOOKS AND MONOGRAPHS OR SERIALS. THEN ALL ACCESSION NUMBERS, RANDOM ACCESSION NUMBERS, RANGE OF ACCESSION NUMBERS, SINGLE ACCESSION NUMBER, RANGE OF ACCESSION DATE, ACQUISITION MODE, SECTION, LOCATION, CLASS NUMBER, CURRENT STATUS, COLLECTION TYPE.



**STEP 4. HERE I AM OPTING SINGLE ACCESSION NUMBER OPTION. YOU MAY OPT ACCORDING TO YOUR NEED. AS SOON AS I OPTED ACCESSION NUMBER, HERE WE GET OPTION OF START WITH, EXACT, LIKE, END WITH BY DROP DOWN. I SELECTED START WITH AND TYPED 209 AS ACCESSION NUMBER. NOW CLICKED ON SEARCH AND GOT THE RESULT BELOW.**



**STEP 5. NOW SELECT NEW STATUS BY DROP DOWN. I SELECTED WRITE OFF. THEN TICK IN THE LAST RIGHT HAND SIDE SQUARE OF THE RESULT BEING SHOWN. AND THUS SELECT THE RECORD.AFTER THAT CLICK ON RED BUTTON UPDATE STATUS OF SELECTED RECORDS**

The screenshot shows the 'Copy Status' page in the e-Granthalaya system. A dropdown menu is open over the 'Current Status' column of a table, with 'Writeoff' selected. The table has columns for S.N., Edit, Acc No, Title, Acc Date, Vol, Class No, Current Status, Section, and a checkbox for 'Select to Update Status'. The current status of the record is 'Writeoff'.

S.N.	Edit	Acc No	Title	Acc Date	Vol	Class No	Current Status	Section	Select to Update Status
1	Add/Edit Remarks	209	CHOR	30/10/2017			Writeoff		<input type="checkbox"/>

The screenshot shows a confirmation dialog box that asks "Do You wish to Update Status of Selected Record(s)?" with "Yes" and "No" buttons. The background shows the same table as the previous screenshot, but the status is now "Available".

S.N.	Edit	Acc No	Title	Acc Date	Vol	Class No	Current Status	Section	Select to Update Status
1	Add/Edit Remarks	209	CHOR	30/10/2017			Available		<input checked="" type="checkbox"/>

**CLICK ON YES WHEN SOFTWARE ASKS "DO YOU WISH TO UPDATE STATUS OF SELECTED RECORD(S)?"**

The screenshot displays the 'Change Copy Status' page in the e-Granthalaya system. The page title is 'KV Multai Library, Kendriya Vidyalaya Multai, Multai'. The interface includes a search bar, a table of records, and a dropdown menu for selecting a new status. The table shows one record with Acc No 209, Title CHOR, and Current Status Writeoff. The dropdown menu is set to 'Writeoff'.

S.No.	Edit	Acc No	Title	Acc Date	Vol	Class No	Current Status	Section	Select to Update Status
1	Add/Edit Remarks	209	CHOR	30/10/2017			Writeoff		<input type="checkbox"/>

**STATUS OF THE RECORD(S) HAS BEEN SUCCESSFULLY CHANGED. THUS YOU MAY CHANGE THE STATUS OF YOUR ANY RECORD.**

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## **HOW TO ADD A NEW COPY STATUS TERM IN DROP DOWN LIST**

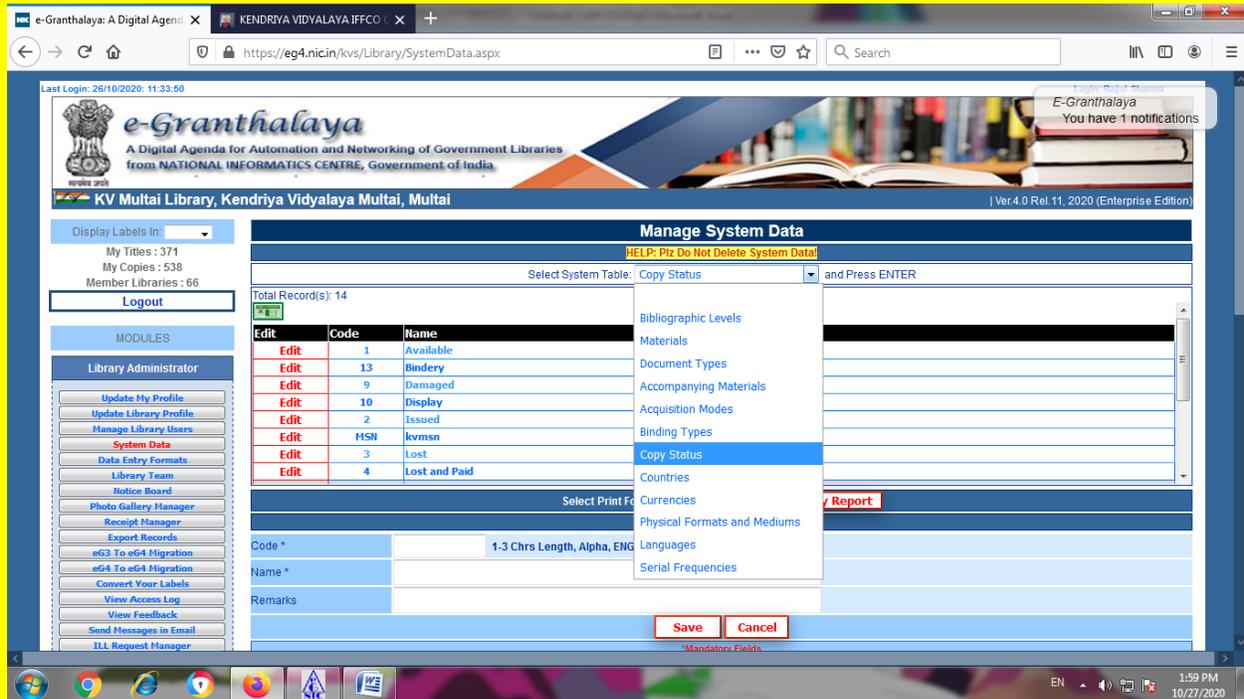
**NOTE : IN THE ABOVE COPY STATUS CHANGE, I HAVE SHOWN TO YOU THAT SELECT THE COPY STATUS BY DROP DOWN. BUT, IF YOUR DESIRED COPY STATUS IN NOT AVAILABLE IN THIS DROP DOWN LIST, HOW TO ADD IT.**

# STEP 1. GO TO LIBRARY ADMINISTRATOR – SYSTEM DATA

The screenshot shows the 'Change Copy Status' page in the library management system. The browser address bar displays <https://eg4.nic.in/kvs/Cataloging/CopyStatus.aspx>. The page header includes 'KV Multai Library, Kendriya Vidyalaya Multai, Multai' and 'Ver.4.0 Rel.11, 2020 (Enterprise Edition)'. On the left, a sidebar lists various modules, with 'System Data' highlighted. The main content area is titled 'Change Copy Status' and includes instructions: 'Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)'. It features a search section with options for 'Books and Monographs' and 'Serials', and search criteria including 'All Accession No', 'Random Accession No', 'Accession No', 'Range of Accession NO - FROM TO', 'Range of Accession Date: - - FROM TO', 'Acquisition Mode', 'Section', 'Location', 'Class No', 'Current Status', and 'Collection Type'. The search results are currently empty. At the bottom, there are options for 'STEP 3: Select Print Format' (set to 'Pdf Format') and 'Report Group By'. A 'Logout' button is visible in the sidebar.

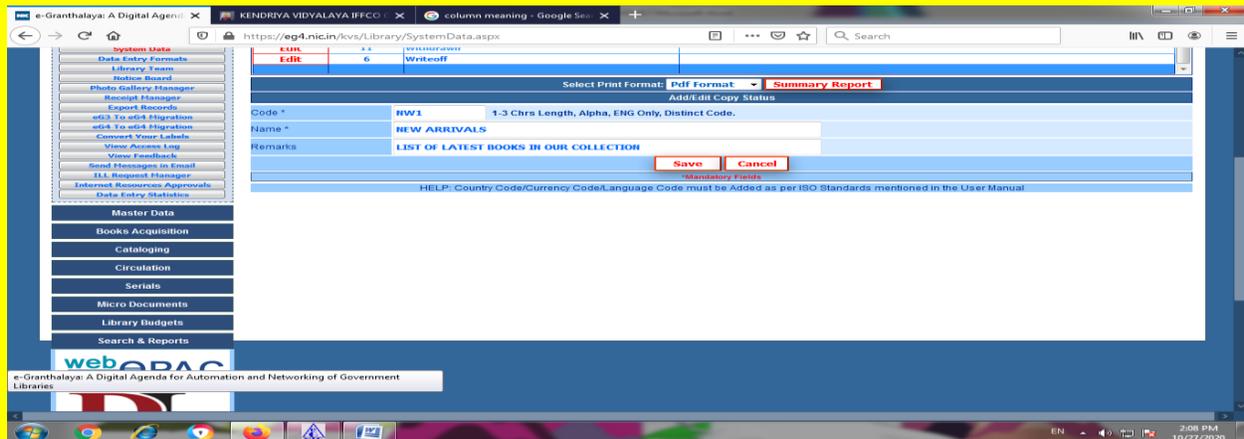
The screenshot shows the 'Manage System Data' page in the library management system. The browser address bar displays <https://eg4.nic.in/kvs/Library/SystemData.aspx>. The page header includes 'KV Multai Library, Kendriya Vidyalaya Multai, Multai' and 'Ver.4.0 Rel.11, 2020 (Enterprise Edition)'. On the left, the sidebar shows 'System Data' highlighted. The main content area is titled 'Manage System Data' and includes a warning: 'HELP: Plz Do Not Delete System Data'. It features a 'Select System Table:' dropdown and a 'Record(s)' table. Below the table, there are input fields for 'Code \*' (with a note '1-3 Chrs Length, Alpha, ENG Only, Distinct Code'), 'Name \*' (with an 'Enter Name' button), 'Remarks', 'MARC Code' (with a note '3 Chrs Length, Alpha, ENG Only, Distinct Code'), 'Bibliographic Level', and 'Materials Type'. There are 'Save' and 'Cancel' buttons at the bottom. A note at the bottom states: 'HELP: Country Code/Currency Code/Language Code must be Added as per ISO Standards mentioned in the User Manual'. A 'Logout' button is visible in the sidebar.

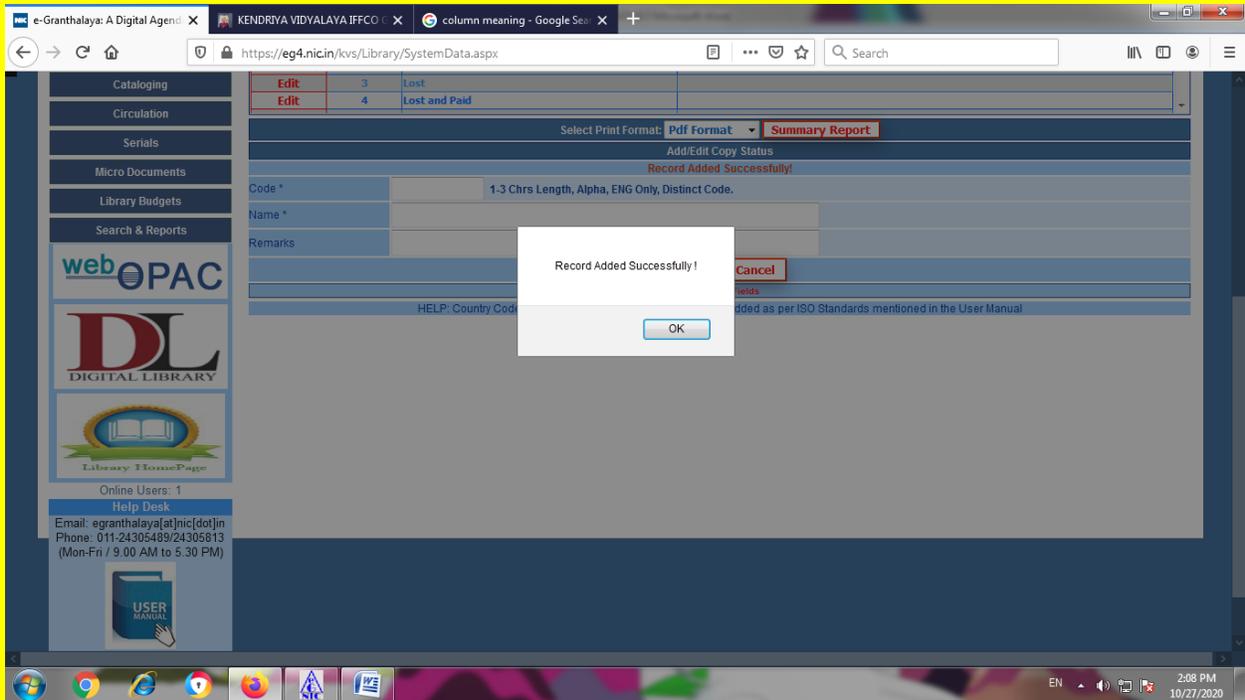
**STEP 2. HERE SELECT SYSTEM TABLE. NOW BY DROP DOWN CHOOSE COPY STATUS**



HERE IN UPPER HALF YOU WILL GET THE ALREADY ADDED COPY STATUS WHICH YOU MAY EDIT/DELETE. IN LOWER HALF, YOU MAY ADD NEW COPY STATUS. FOR EXAMPLE I AM GOING TO ADD NEW ARRIVALS.

STEP 3. ADD/EDIT COPY STATUS. HERE PUT A CODE IN FIRST COLUMN. CODE MUST CONTAIN 1-3 CHRS LENGTH, ALPHA, ENG ONLY, DISTINCT CODE. THEN NAME AND REMARK. I PUT NW1 IN CODE, NEW ARRIVALS IN NAME AND LIST OF LATEST BOOKS IN OUR COLLECTION IN REMARKS. HERE CODE AND NAME ARE MANDATORY. AFTER FILLING FIELD, CLICK ON SAVE BUTTON.





**RECORD ADDED SUCCESSFULLY.**

Nothing is pleasanter than exploring a library."

*Walter Savage Landor*

