

CATALOGUING MODULE OF E GRANTHALAYA 4.0 : DIRECT DATA ENTRY

by

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STEP 1. LOG IN TO E GRANTHALAYA 4.0

The screenshot shows the e-Granthalaya 4.0 web interface. At the top, there is a header with 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 the header, there is a navigation menu with "Kendriya Vidyalaya Libraries Network" and "Ver.4.0 Rel.10, 2020 (Enterprise Edition)". The main content area is divided into two columns. The left column contains a "Staff Login" form with fields for "User Code" (KVMULTAI) and "Password" (*****). Below the form is a CAPTCHA image showing "J2N4Q8" and a "Log In" button. The right column contains a "Welcome to e-Granthalaya 4.0" section with a paragraph of text and an "About Cluster" section with another paragraph of text. At the bottom of the page, there is a large image of a library interior with bookshelves and a computer workstation.

STEP 2. GO TO THE LIBRARY ADMINISTRATOR MODULE OF EG4. HERE YOU HAVE TO GO TO DATA ENTRY FORMAT. FIRST YOU HAVE TO SELECT DOCUMENT TYPE BY DROP DOWN (THREE DROP DOWN OPTIONS ARE AVAILABLE).

Here Data Entry Formats for a particular Document Type can be created with Desired Fields by selecting the Fields, Mandatory Fields already Selected. Selected Fields will only be available during Data Entry. SELECT THE DATA FIELDS BY TICKING IN BOX AND AT LAST UPDATE IT.

5.4.3. Documents Types – There are various types of documents categories under each Bibliographic Levels and Materials Type as given in the following table:

S.N.	BIB LEVEL	MATERIALS	CODE	DOC TYPE
1.	M	B (Books)	AM	Almanacs
2.	M	B (Books)	AB	Autobiographies
3.	M	B (Books)	BA	Bare Acts
4.	M	B (Books)	BB	Bibliographies
5.	M	B (Books)	CB	Composite Books
6.	M	B (Books)	CP	Conference Proceeding
7.	M	B (Books)	DT	Dictionaries
8.	M	B (Books)	DR	Directories
9.	M	B (Books)	EB	Edited Books
10.	M	B (Books)	EN	Encyclopedias
11.	M	B (Books)	BK	General Books
12.	M	B (Books)	GP	Govt Publications
13.	M	B (Books)	HB	Hand Books
14.	M	B (Books)	IC	Indian Codes
15.	M	B (Books)	LA	Local Acts
16.	M	B (Books)	MV	Multi-Volume
17.	M	B (Books)	TH	Thesaurus
18.	M	B (Books)	YB	Year book
19.	M	B (Books)	TB	Text Books
20.	M	E (Patents)	PE	Patents

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NIC e-Granthalaya 4.0 User Manual For eG4 Users Only

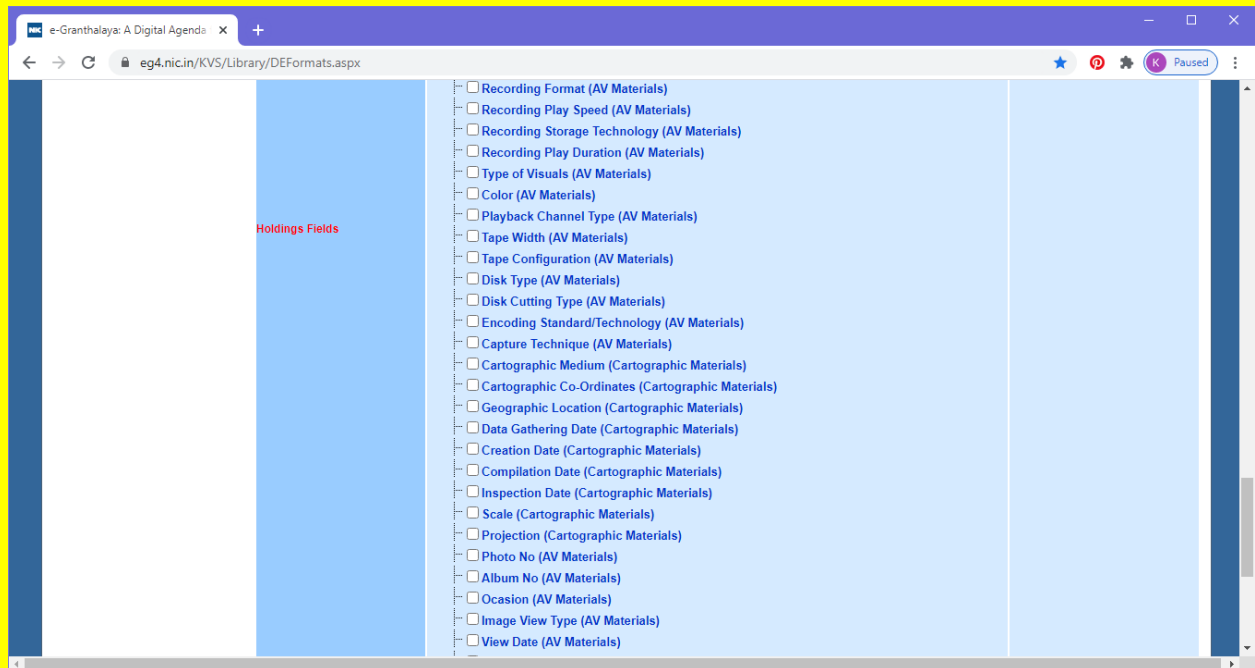
Data Entry Formats
HELP: Select the Document Type from drop-down and Create Data Entry Format by Selecting the Related/Desired Fields!

Select Document Type: **Monographs and Books** | **Books** | **General Books** and Press ENTER

Update Delete 103

HELP: Here Data Entry Formats for a particular Document Type can be created with Desired Fields by selecting the Fields, Mandatory Fields already Selected. Selected Fields will only be available during Data Entry.

General Fields	<input checked="" type="checkbox"/> Language <input checked="" type="checkbox"/> Bib Level <input checked="" type="checkbox"/> Material Type <input checked="" type="checkbox"/> Document Type	<input checked="" type="checkbox"/> Mandatory Fields
ISBN/ISSN/ISMN	<input checked="" type="checkbox"/> ISBN/ISSN/ISMN <input type="checkbox"/> Doc ID	
Title Statement	<input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Sub Title <input type="checkbox"/> Variable/Alt Title	



SELECT DATA FIELDS ACCORDING TO SIZE, NATURE OF COLLECTION, DEMAND OF YOUR USERS, ETC.

STEP 3. NOW MOVE TO CATALOGUING MODULE OF EG4. HERE YOU HAVE TO GO TO RETRO CONVERSION. THE FOLLOWING DETAILS OF THE BOOK CAN BE ENTERED HERE IN A SINGLE FORM:-

(A). CATALOGING DATA (TITLE/AUTHOR/PUBLISHERS, ETC. DETAILS.

(B). ACQUISITION DATA (PURCHASING DATA – COST/VENDOR/BILL DETAILS ETC.

(C). COPY/HOLDINGS DATA (ACCESSION NO DETAILS)

The screenshot shows a web browser window with the URL `eg4.nic.in/KVS/Cataloging/Retroconversion.aspx`. The page title is "e-Granthalaya: A Digital Agenda". The user is logged in as "my issues : 371", "My Copies : 538", and "Member Libraries : 62". The interface includes a navigation menu on the left with options like "Library Administrator", "Master Data", "Books Acquisition", "Cataloging", "Circulation", "Serials", "Micro Documents", "Library Budgets", and "Search & Reports". The "Cataloging" section is active, showing a "Retro-Conversion" form. The form has a search bar at the top and a "CATALOGING DATA" section with fields for Document Category, Select Language, ISBN, Title, Sub Title, Authors, Editor(s), Edition, Publisher, Place of Publication, Main Subject, Keyword(s), Select Cover Photo, Upload Content Page/File, and Upload Digital File/e-Book/e-Chapter/Digital Docs. Below this is an "ACQUISITION / PURCHASING DATA - OPTIONAL" section with fields for Acquisition Mode, Currency, Item Price, Conversion Rate, and Item Cost(Rs). A note at the bottom states: "NOTE: In case, copy is purchased using BOOKS ACQUISITION Module then cost can not be".

STEP 4. NOW EITHER TAKE THE DOCUMENT IN YOUR HAND OR OPEN YOUR ACCESSION REGISTER AND START DATA ENTRY.HERE SOME FIELDS ARE MANDATORY WITH ASTERICK SIGN(LIKE DOCUMENT CATEGORY,SELECT LANGUAGE, TITLE,PUBLISHER, PLACE OF PUBLICATION,ACQUISITION MODE, ACCESSION DETAILS, PAGES, COLLECTION, STATUS, FORMAT, LIBRARY) WHICH MUST BE FILLED.

NOTE: Put semicolon (;) between two items in the same text box. LIKE IN CASE OF KEYWORDS, ETC.

EG 4 PROVIDES SPECIAL FEATURE TO ADD MULTIPLE COPIES OF A DOCUMENT.

TICK IN THE BOX OF Accession Multi-Copies with Single Click. PUT THE NUMBER IN BOX OF

No of Copies To be Accessioned

STEP 5. WE GET HERE OPTION FOR UPLOAD COVER PHOTO; UPLOAD CONTENT PAGE AND UPLOAD Upload Digital File/e-Book/e-Chapter/Digital Docs

AFTER COMPLETION OF DATA ENTRY, CLICK ON SAVE BUTTON. TASK IS OVER.

SPECIAL OPTIONS IN DATA ENTRY

1. HOW TO FIND IF TITLE ALREADY ENTERED?

ISBN FIELD: ONCE START TYPING ISBN NO IN THE ISBN TEXT BOX – STAY FOR FEW MILLISECONDS, IN CASE SAME ISBN ALREADY ENTERED THEN IT WILL BE DISPLAYED – IF IT IS THERE IT MEANS TITLE ALREADY EXISTS AND THEN YOU CAN DISPLAY THE SAME TITLE BY SEARCHING IT BY ITS ISBN NO UNDER SEARCH OPTION

2. SEARCH EXISTING CATALOG RECORDS

BEFORE START OF THE DATA ENTRY OF THE BOOKS AND MONOGRAPHS IN RETRO-CONVERSION FORM – IT IS ALWAYS BETTER TO SEARCH EXISTING RECORDS. FOR SEARCHING EXISTING RECORDS, YOU NEED TO CLICK ON 'SEARCH PANE' GIVEN ON THE TOP OF THE WEB FORM, FOLLOWING SCREEN WILL APPEAR.

HERE I HAVE CLICKED ON CLICK TO VIEW/HIDE SEARCH PANE AND PUT THE SEARCH TERM EXAM AND CLICK ON SEARCH. IF RECORD ALREADY EXISTS, CLICK ON EDIT AND DO ACCORDING TO YOUR NEED.

My Titles : 374
My Copies : 538
Member Libraries : 62

Logout

MODULE

Library Administrator

Master Data

Books Acquisition

Cataloging

Retro-Conversion

Change Copy Status

Stock Verification

Generate BarCode

e-Resources Manager

Update Holding

Authors Directory

Internet Resources

Circulation

Serials

Micro Documents

Library Budgets

Search & Reports

webOPAC

Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)

Click To View / Hide Search Pane

Search All Libraries Search my Library

Search Text exam In: Title Operator: All Words Order By: Title Sort By: Ascending Search

Total Record(s): 1097

Select Print Format Pdf Format Report Group By:

Compact Report Summary Report Detail Report Holdings Report

Delete Selected Row(s) Delete Cover Photo from Selected Row(s)

S.N.	Edit	Title	Cat No
1	Edit	+2 Delhi & All India Senior School Certificates Examination Computer Science C+ Question Papers with Their Answers	96829
2	Edit	+2 Delhi & All India Senior School Certificates Examination Informatic Practices - Question Papers with Their Answers	96830
3	Edit	+2 NUMERICAL EXAMLES IN PHYSICS	124380
4	Edit	+2 Numerical Examples In Physics	17426
5	Edit	10 SUTRAS FOR SURE SHOT SUCCESS IN EXAHS	174187
6	Edit	101 ESSAYS FOR COMPETATIVE EXAMINATIONS	220891
7	Edit	125 ESSAYS FOR COLLEGE AND COMPETITIVE EXAH	161047
8	Edit	125 ESSAYS FOR COLLEGE AND COMPETITIVE EXAHS	196480
9	Edit	136 essays for college and competitive exams	211218

Display Record: Type Cat No / ISBN /Accession No or Search in the Above Pane

Search Existing Catalog Cat No Display Record Display Next Record Display Prev Record Clear

Enter Data and Press SAVE Button to save the record...

CATALOGING DATA

Document Category* Monographs and Books Books General Books

OR, SIMPLE TYPE CAT NO/ACCESSION NUMBER/ISBN AND CLICK ON DISPLAY RECORD.

KV Multai Library, Kendriya Vidyalaya Multai, Multai

Ver 4.0 Rel.10, 2020 (Enterprise Edition)

Display Labels In:

My Titles : 374
My Copies : 538
Member Libraries : 62

Logout

MODULE

Library Administrator

Master Data

Books Acquisition

Cataloging

Retro-Conversion

Change Copy Status

Stock Verification

Generate BarCode

e-Resources Manager

Update Holding

Authors Directory

Internet Resources

Circulation

Serials

Micro Documents

Library Budgets

Search & Reports

Retro-Conversion: Direct Data Entry of Books

Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)

Click To View / Hide Search Pane

Display Record: Type Cat No / ISBN /Accession No or Search in the Above Pane

Search Existing Catalog 212 Accession No Full Display Record Display Next Record Display Prev Record Clear

Press UPDATE Button to save the Changes if any..

CATALOGING DATA

Document Category* Monographs and Books Books General Books This Record was created by -KVMULTAI

Select Language * Hindi 180802 Multi-Vol?* N Total Vol: Format* Print

ISBN Download Record All

Title*

Sub Title

Authors First Author JAINENDRA KUMAR Second Author Third Author

Editor(s);

Edition Ed. (e.g. :2nd Revised Ed.)

Publisher* BHARTIYA GYANPEETH

Place of Publication* NEW DELHI Country of Publication* India

Main Subject Click to Add New Subject

Keyword(s);

Select Cover Photo Choose File No file chosen Delete This Picture from Database? press UPDATE Button.

Upload Content Page/File Choose File No file chosen

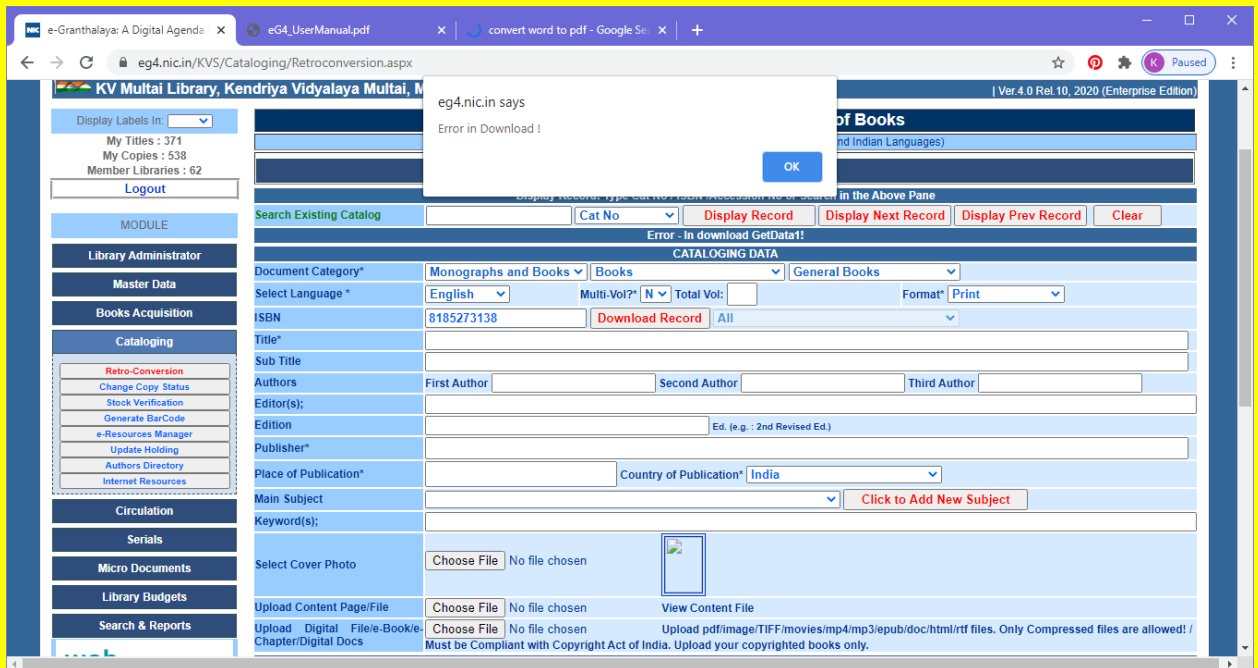
Upload Digital File/e-Book/Chapter/Digital Docs Choose File No file chosen Upload pdf/image/TIFF/movies/mp4/mp3/epub/doc/html/rft files. Only Compressed files are allowed! / Must be Compliant with Copyright Act of India. Upload your copyrighted books only.

3. DOWNLOAD RECORD OPTION

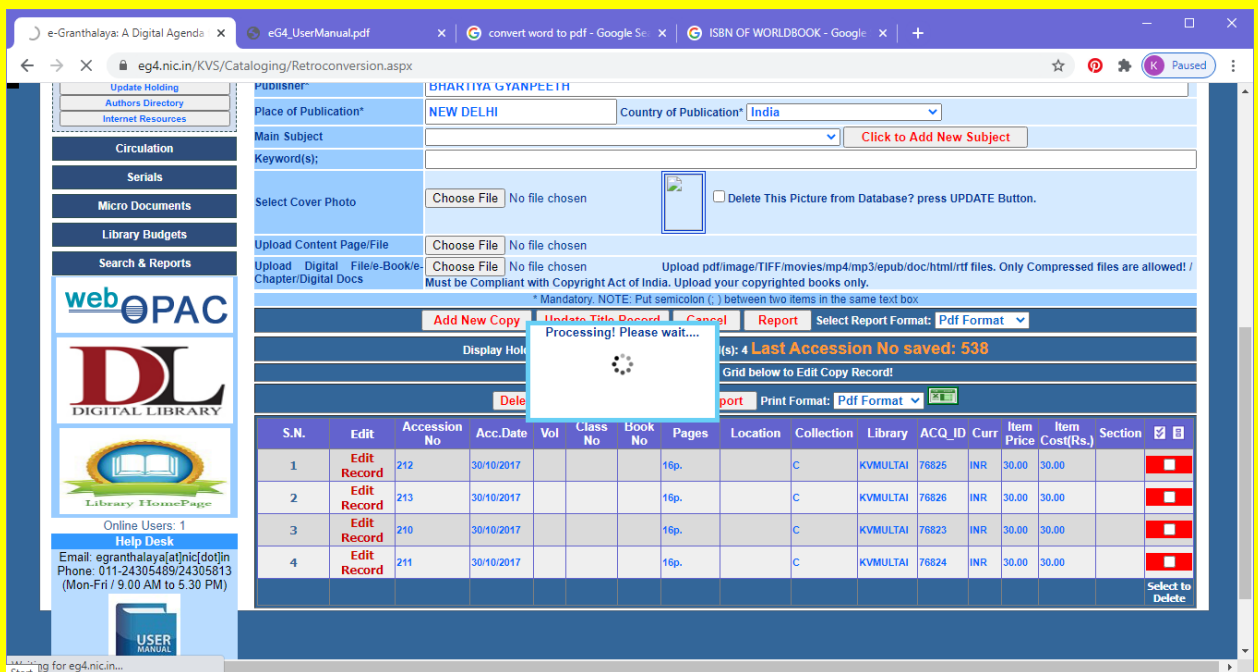
ENTER ISBN NO IN ISBN TEXT BOX

PRESS DOWNLOAD BUTTON TO DOWNLOAD RECORD FROM NET (IF EXISTS SOMEWHERE)

- CORRECT THE DATA IF REQUIRED.
- PRESS SAVE BUTTON TO SAVE THE RECORD



4. ADD MORE COPIES IN THE EXISTING RECORD
 ONCE CATALOGING RECORD IS SAVED THEN YOU CAN ADD MORE COPIES IN THE EXISTING RECORD BY PRESSING ADD NEW COPY.



TYPE THE COPY DATA AND PRESS SAVE NEW COPY BUTTON TO SAVE THE RECORD.

Search & Reports

webOPAC

DL
DIGITAL LIBRARY

Library Home Page

Online Users: 1
Help Desk
Email: egranthalaya[at]nic[dot]in
Phone: 011-24305489/24305813
(Mon-Fri / 9.00 AM to 5.30 PM)

USER MANUAL

Upload Digital File-Book/Chapter/Digital Docs

Choose File No file chosen

Upload pdf/image/TIFF/movies/mp4/mp3/epub/doc/html/rft files. Only Compressed files are allowed! Must be Compliant with Copyright Act of India. Upload your copyrighted books only.

ACQUISITION / PURCHASING DATA - OPTIONAL

Acquisition Mode* Purchase (for Books) 76826 Currency* Indian Rupees Item Price 30.00

Conversion Rate

Item Cost(Rs) 30.00 NOTE: In case, copy is purchased using BOOKS ACQUISITION Module then cost can not be changed here.

Source/Vendor

Direct Accessioned [Click to Add New Vendor](#)

Note

HOLDING/S/COPY DATA

Multiple Copies Accession Multi-Copies with Single Click. No of Copies To be Accessed

Accession Details* Acc. No.* Acc Date* 23/08/2020 242505 Show? Y Issueable? Y

Pages* 16p.

Collection* Circulation

Status* Available

Binding Paperback

Acc. Materials Select Accompanying Materials received with book/Item

Format* Print

Library* KV Multai Library

* Mandatory. NOTE: Put semicolon (;) between two items in the same text box

[Save New Copy](#) [Cancel](#) [Report](#) [Select Report Format: Pdf Format](#)

Display Holdings/Copies Record(s); Total Record(s): 4 **Last Accession No saved: 538**

HELP: Click the 'Edit' link from Grid below to Edit Copy Record!

[Delete Selected Copy Records](#) [Report](#) [Print Format: Pdf Format](#)

S.N.	Edit	Accession No	Acc.Date	Vol	Class No	Book No	Pages	Location	Collection	Library	ACQ_ID	Curr	Item Price	Item Cost(Rs.)	Section	☑	☒
1	Edit Record Edit	212	30/10/2017				16p.		C	KVMULTAI	76826	INR	30.00	30.00			

5. HOW TO COPY HOLDING DATA FOR NEW COPY

YOU CAN USE EXISTING RECORD OF HOLDING TO ADD NEW ACCESSION NUMBER.

- PRESS EDIT BUTTON FROM THE HOLDING / COPY GRID AT THE BOTTOM OF THE FORM.
- ENTER NEW ACCESSION NUMBER AND OTHER INFORMATION AND SAVE COPY BUTTON TO
- SAVE THE COPY.

6. HOW TO SAVE AS NEW CATALOG RECORD

YOU CAN PRESS EDIT BUTTON FROM THE COPY GRID AT BOTTOM OF THE PAGE (IF COPY RECORDS EXISTS) THE MODIFY THE DATA FOR NEW TITLE/COPY AND PRESS SAVE AS NEW TITLE BUTTON

- TO SAVE RECORD.

THIS IS VERY USEFUL IF NEW EDITION APPEARS OF THE SAME BOOK.

