

# HOW TO ADD A NEW SERIAL TITLE IN E GRANTHALAYA 4.0

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## STEP 1. LOG IN TO E GRANTHALAYA 4.0

Transaction alert for your State Bank of India Debit Card - shivanandmishra74@gmail.com - Gmail

e-Granthalaya  
A Digital Agenda for Automation and Networking of Government Libraries  
from NATIONAL INFORMATICS CENTRE, Government of India

Kendriya Vidyalaya Libraries Network | Ver.4.0 Rel.11, 2020 (Enterprise Edition)

Display Labels In: [Dropdown]

Total Titles : 245190  
Total Copies : 319611  
Member Libraries : 64

Staff Login

User Code: KVMULTAI  
Password: \*\*\*\*\*

EHQ4VX  
Enter the code shown above

Log In  
Forgot Password

webOPAC  
DL  
DIGITAL LIBRARY

Welcome to e-Granthalaya 4.0

e-Granthalaya: A Digital Agenda for Automation and Networking of Government Libraries - is a Library Management Software, developed and maintained by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India. The software is being implemented in Government Libraries on request basis. NIC provides support, consultancy, training and hosting for the software and database to computerize the Government Libraries. The Software is a Cloud Ready Application; and uses PostgreSQL - an Open Source DBMS as back-end solution. The Software is multi-lingual, UNICODE compliant, provides an online data entry solution. The current version of the software is 4.0 - Enterprise Edition, web-based and hosted in NIC National Cloud. Suitable for cluster of libraries under one organization with a centralized database. [Read More](#)....

About Cluster

This cluster of e-Granthalaya is dedicated to Kendriya Vidyalaya Libraries where these libraries are using online version of e-Granthalaya for Automation and Networking of libraries. The software is being used for Automation and Networking of KV Libraries in the country. Union Catalog of these libraries is also available for access in Public domain along with other online member services. The Cluster is maintained by NIC, Govt.

इन पुस्तकालयों पुस्तकालयों के स्वचालन और नेटवर्किंग के लिए ई-Granthalaya के ऑनलाइन संस्करण का उपयोग कर रहे हैं, जहां ई-Granthalaya के इस क्लस्टर केन्द्रीय विद्यालय के पुस्तकालय के लिए समर्पित है। सॉफ्टवेयर देश में ऑटोमेशन और नेटवर्किंग के लिए इस्तेमाल किया जा रहा है। इन पुस्तकालयों की संघ सूची भी अन्य ऑनलाइन सदस्य सेवाओं के साथ-साथ सार्वजनिक क्षेत्र में उपयोग के लिए उपलब्ध है। क्लस्टर एनआईसी, भारत सरकार द्वारा बनाए रखा है।

## STEP 2. GO TO SERIALS MODULE

The screenshot shows the e-Granthalaya 4.0 web application interface. The browser address bar displays <https://eg4.nic.in/kvs/Default.aspx>. The page header includes the logo of the National Informatics Centre, Government of India, and the text "KV Multai Library, Kendriya Vidyalaya Multai, Multai". The main content area is divided into two columns. The left column contains a sidebar with a "Display Labels In:" dropdown, user statistics (My Titles: 371, My Copies: 538, Member Libraries: 64), a "Logout" button, and a "MODULES" menu with options like Library Administrator, Master Data, Books Acquisition, Cataloging, Circulation, Serials, Micro Documents, Library Budgets, and Search & Reports. The right column features a "Welcome to e-Granthalaya 4.0" message, an "About Library" section, and a large image of a library interior. The system tray at the bottom shows the date and time as 10:21 AM on 09/28/2020.

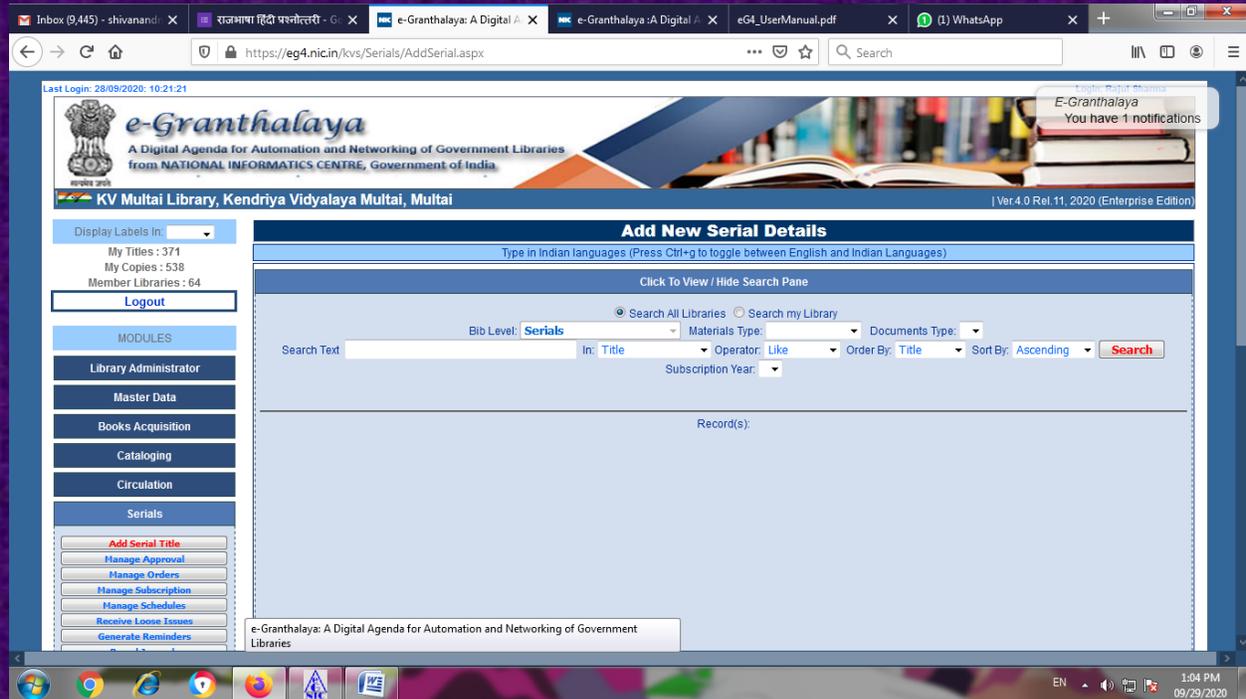
## STEP 3. ADD NEW SERIAL TITLE TITLE

CLICK ON ADD SERIAL TITLE.

The screenshot shows the "Add New Serial Details" form in the e-Granthalaya 4.0 application. The browser address bar displays <https://eg4.nic.in/kvs/Serials/AddSerial.aspx>. The page header includes the e-Granthalaya logo and the text "KV Multai Library, Kendriya Vidyalaya Multai, Multai". The main content area is a form for adding a new serial title. It includes a "Display Record" section with a search bar and a "Display Record" button. Below this is a "HELP: in case no fields are displayed to Enter Data - Create Data Entry Format for Selected Doc type in LIBRARY ADMIN Module." section. The form fields include "Document Category\*" (Serials, Periodicals, Journals), "Language\*" (English), "Format\*" (Print), "Title\*", "Select Cover Photo", "Upload Content Page/File", "Upload Digital File-Book/e-Chapter Act of India", and "Access Permission" (Access to Public, Access to My Members Only, Access to All Members in my Cluster). The "Serial Start History" section includes fields for CODEN, Start Volume, Start Issue, Start Month, Start Year, Start Frequency, Close Volume, Close Issue, Close Month, and Close Year. The system tray at the bottom shows the date and time as 1:02 PM on 09/29/2020.

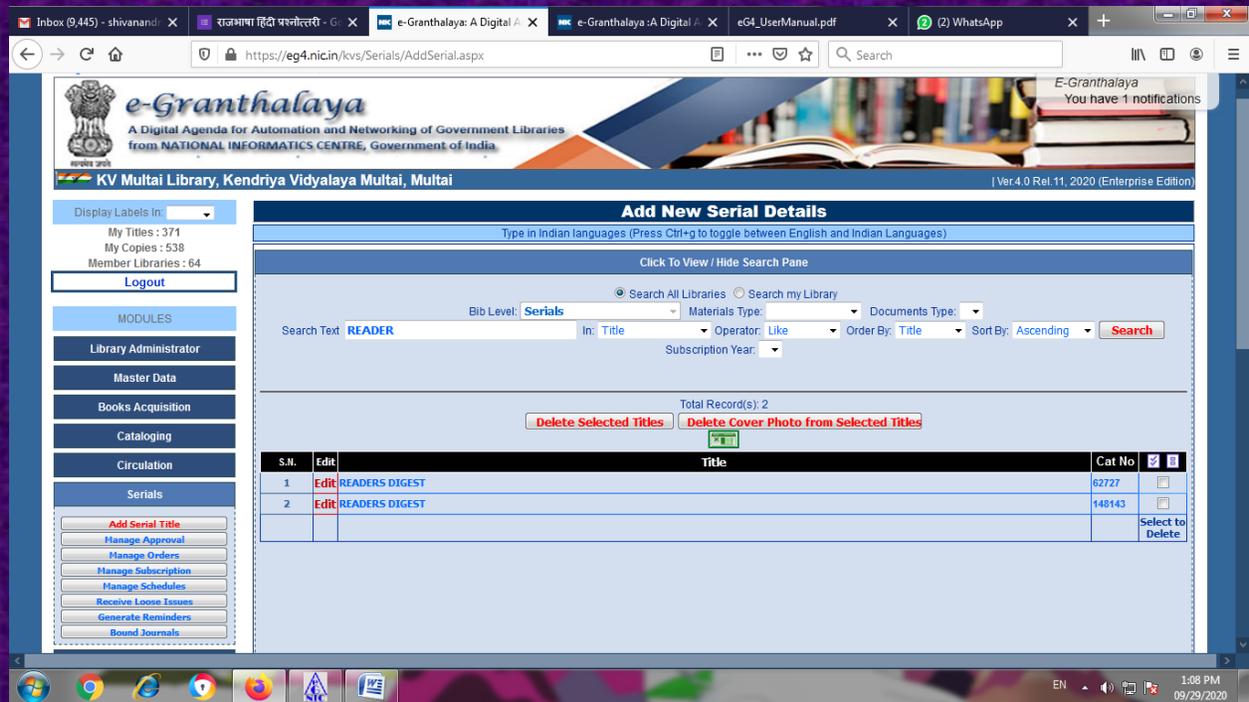
**STEP 3 (A) SEARCHING EXISTING RECORD (WHETHER THIS MAGAZINE IS ALREADY ADDED OR NOT)**

**NOW CLICK TO VIEW/HIDE SEARCH PANE. HERE WE SHALL SEARCH THAT RECORD OF MAGAZINE/JOURNAL/SERIAL IS ALREADY ADDED IN DATABASE OR NOT.**

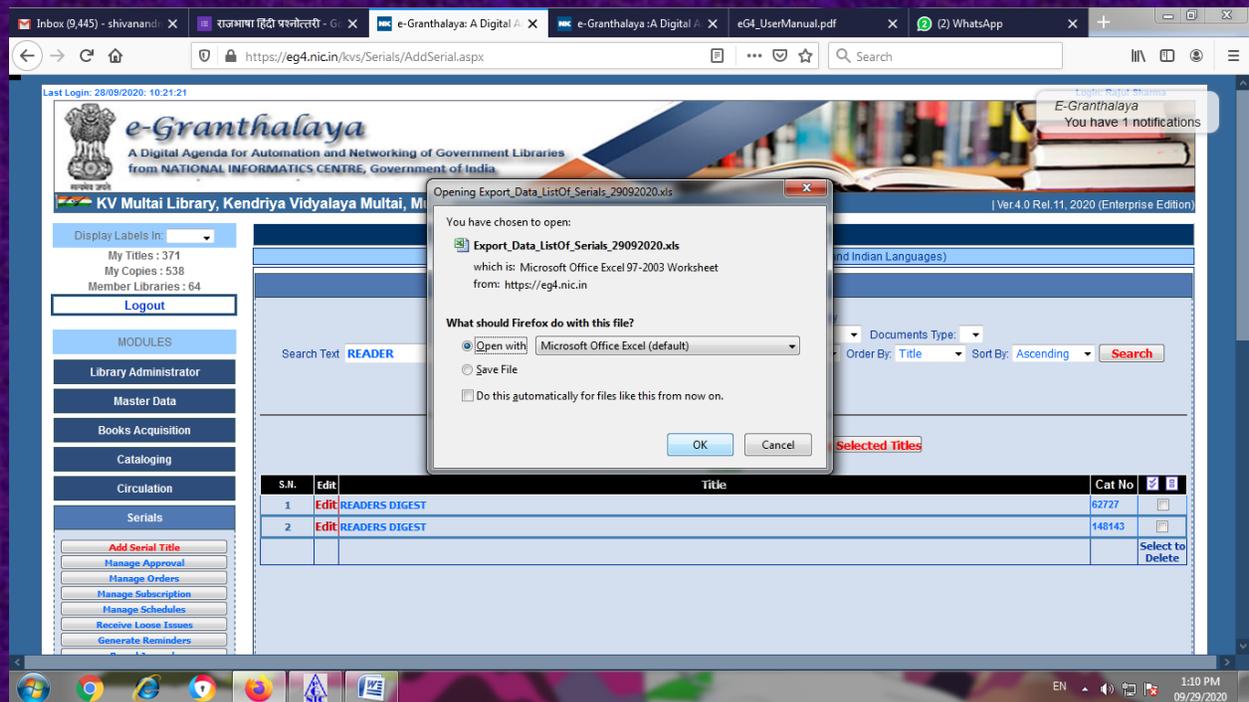


**HERE WE SHALL SEARCH BY PUTTING VARIOUS PARAMETERS .AFTER GETTING RECORD WE MAY EDIT/DELETE/PRINT ETC.**

**HERE I TYPED WORD READER AND PRESS ON SEARCH. I GOT TWO RECORDS FOR READER'S DIGEST**



WE MAY EXPORT THIS DATA TO EXCEL FILE TOO BY CLICKING ON GREEN ICON OF EXPORT TO EXCEL.



Export\_Data\_ListOf\_Serials\_29092020 [Read-Only] - Microsoft Excel

S.N.	Edit	Title	Cat No	Delete
1		READERS I	62727	
2		READERS I	148143	

**BUT IF MAGAZINE/NEWSPAPER RECORD IS NOT ADDED THEN ADD THE DETAILS IN GIVEN FORM.  
HERE I SEARCHED YUGVARTA WHICH IS NOT ADDED IN MY DATABASE.**

Inbox (9,445) - shivanandi | राजभाषा हिंदी परकोरलर - G | e-Granthalaya: A Digital A | e-Granthalaya: A Digital A | eG4\_UserManual.pdf | (2) WhatsApp

https://eg4.nic.in/kvs/Serials/AddSerial.aspx

Last Login: 29/09/2020, 10:21:21

**e-Granthalaya**  
A Digital Agenda for Automation and Networking of Government Libraries  
from NATIONAL INFORMATICS CENTRE, Government of India

KV Multai Library, Kendriya Vidyalaya Multai, Multai | Ver.4.0 Rel.11, 2020 (Enterprise Edition)

Display Labels In: [v]  
My Titles : 371  
My Copies : 538  
Member Libraries : 64  
[Logout](#)

**MODULES**

- Library Administrator
- Master Data
- Books Acquisition
- Cataloging
- Circulation
- Serials
  - [Add Serial Title](#)
  - [Manage Approval](#)
  - [Manage Orders](#)
  - [Manage Subscription](#)
  - [Manage Schedules](#)
  - [Receive Loose Issues](#)
  - [Generate Reminders](#)

**Add New Serial Details**  
Type in Indian languages (Press Ctrl+g to toggle between English and Indian Languages)

Click To View / Hide Search Pane

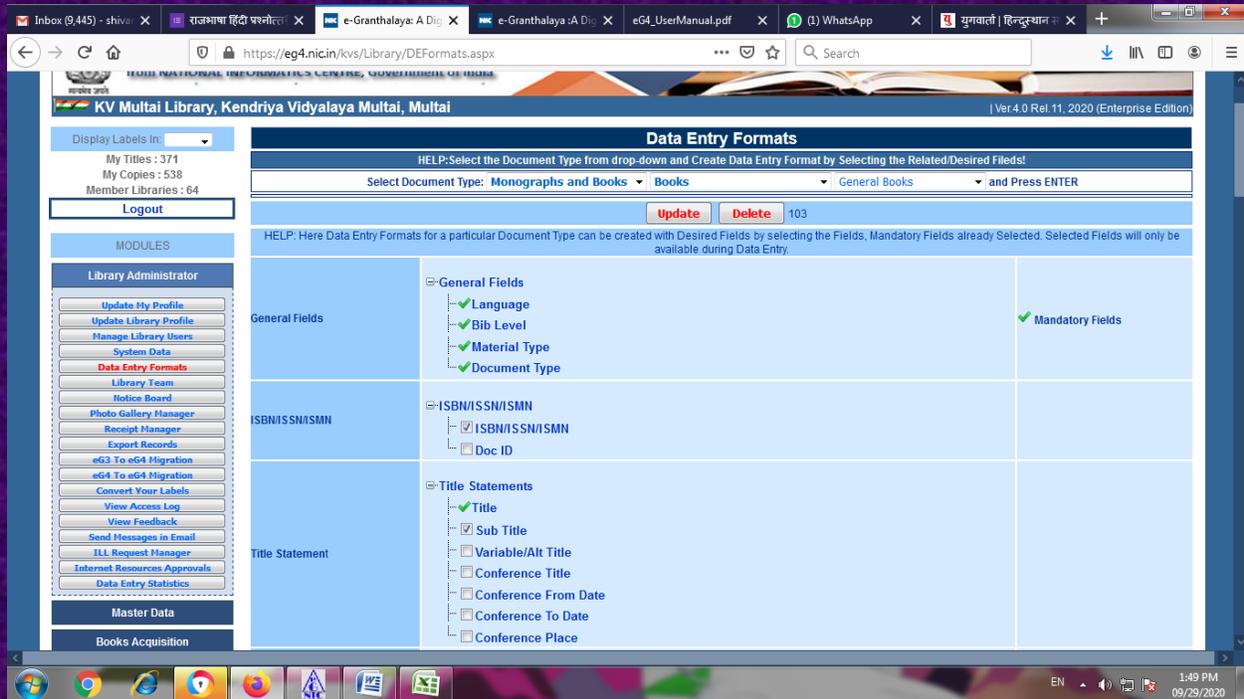
Search All Libraries  Search my Library

Bib Level: **Serials** Materials Type: Documents Type: Subscription Year: [v]

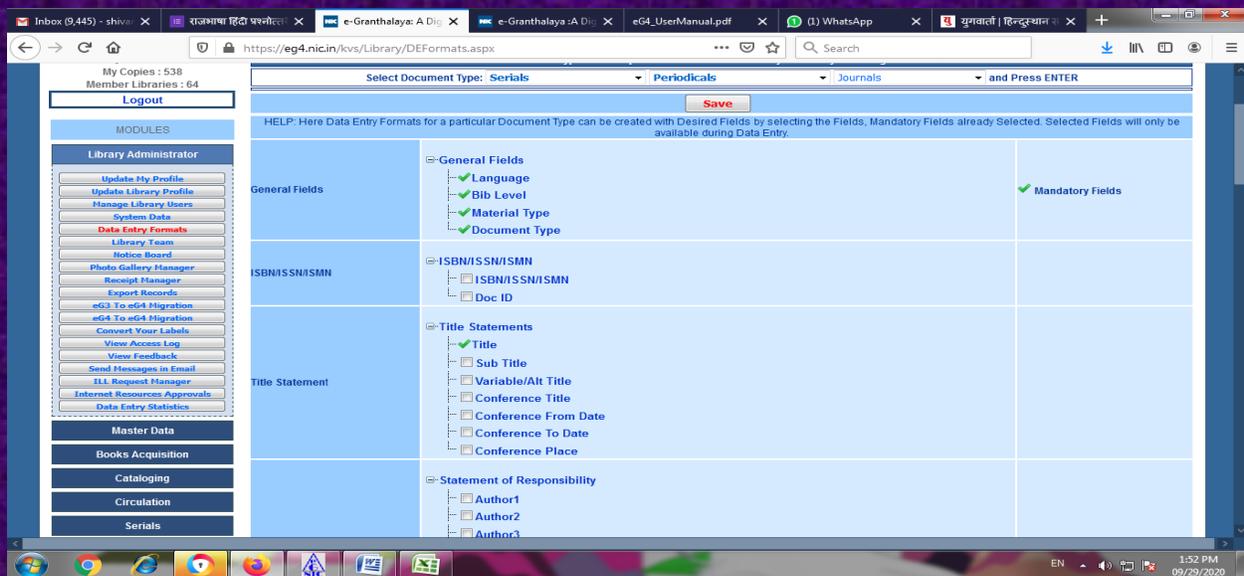
Search Text: **YUGVARTA** In: Title Operator: Like Order By: Title Sort By: Ascending [Search](#)

Total Record(s): 0

**STEP 3 B. BEFORE STARTING ADDING A NEW TITLE, WE MUST HAVE TO DEFINE DATA ENTRY FORMAT FOR SERIALS. FOR THIS LEAVE THIS SERIALS MODULE AND GO TO LIBRARY ADMINISTRATOR MODULE AND CLICK ON DATA ENTRY FORMAT.**



**HERE I HAVE SELECTED DOCUMENT TYPE SERIALS, PERIODICALS, JOURNALS RESPECTIVELY BY DROP DOWN. NOW I HAVE TO CLICK ON FIELDS WHICH I WANT TO SEE IN MY DATA ENTRY FORMAT FOR SERIALS. RIGHT TICK. GREEN COLOURED TICKS ARE MANDATORY**



**AFTER SELECTING, COME OUT FROM HERE AND AGAIN GO TO SERIALS – ADD SERIAL TITLE**

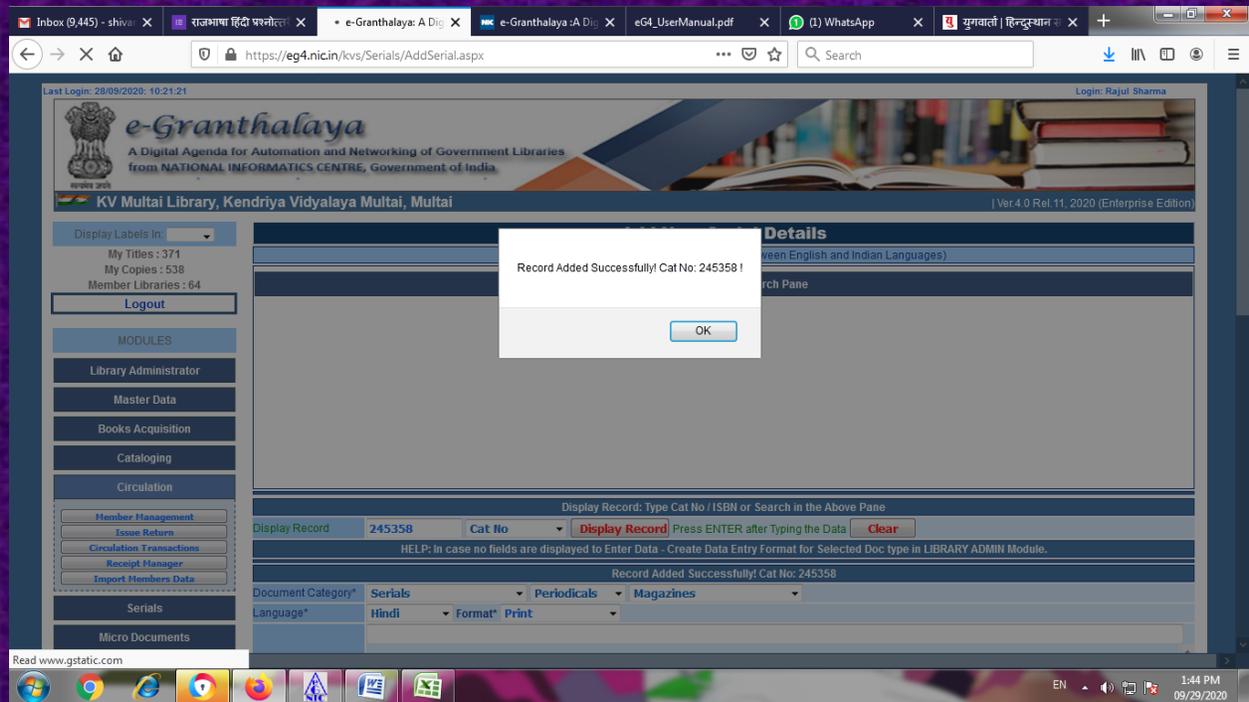
### STEP 3 C. ADDING NEW TITLE

SO I SHALL FILL UP THE FORM FOR NEW ADDITION. FIRST APPAUL, I PUT THE ISSN NUMBER OF YUGVARTA IN COLUMN OF DISPLAY RECORD AND CLICK ON DISPLAY RECORD RED BUTTON. I GOT THE NO RESULT WHICH AGAIN CONFIRM THAT THIS MAGAZINE DOESN'T EXIST IN DATABASE

The screenshot shows the 'Add New Serial Details' page in the e-Granthalaya system. The browser address bar shows the URL: <https://eg4.nic.in/kvs/Serials/AddSerial.aspx>. The page 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'. The user is logged in as 'KV Multai Library, Kendriya Vidyalaya Multai, Multai'. The left sidebar contains a 'MODULES' menu with options like 'Library Administrator', 'Master Data', 'Books Acquisition', 'Cataloging', 'Circulation', and 'Serials'. The main form area is titled 'Add New Serial Details' and includes a search bar with 'Display Record: Type Cat No / ISSN or Search in the Above Pane'. The 'Display Record' field is filled with '2457080X' and the 'ISSN' dropdown is selected. The 'Display Record' button is highlighted in red. Below the search bar, there is a 'HELP: In case no fields are displayed to Enter Data - Create Data Entry Format for Selected Doc type in LIBRARY ADMIN Module.' and a 'No Record to Edit...' message. The form includes fields for 'Document Category\*' (Serials), 'Language\*' (English), 'Format\*' (Print), 'Title\*', 'SubTitle\*', 'Authors', 'Corp Author', 'Publisher\*', 'Place\*', 'Year\*', 'Main Subject' (POLITICS), 'Keyword(s)', 'Abstract', 'Select Cover Photo', 'Upload Content Page/File', 'Upload Digital File-Book/e-Chapter', and 'Access Permission Assign to Digital Contents'. The 'Serial Start History' table is empty.

FILL UP THE EACH AND EVERY INFORMATION YOU HAVE ABOUT MAGAZINE AND THEN CLICK ON SAVE

The screenshot shows the 'Add New Serial Details' page in the e-Granthalaya system, now filled with information for the magazine 'Yugvarta'. The browser address bar shows the URL: <https://eg4.nic.in/kvs/Serials/AddSerial.aspx>. The page 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'. The user is logged in as 'KV Multai Library, Kendriya Vidyalaya Multai, Multai'. The left sidebar contains a 'MODULES' menu with options like 'Library Administrator', 'Master Data', 'Books Acquisition', 'Cataloging', 'Circulation', and 'Serials'. The main form area is titled 'Add New Serial Details' and includes a search bar with 'Display Record: Type Cat No / ISSN or Search in the Above Pane'. The 'Display Record' field is empty and the 'Cat No' dropdown is selected. The 'Display Record' button is highlighted in red. Below the search bar, there is a 'HELP: In case no fields are displayed to Enter Data - Create Data Entry Format for Selected Doc type in LIBRARY ADMIN Module.' and an 'Enter Data and Press SAVE Button to save the record..' message. The form includes fields for 'Document Category\*' (Magazines), 'Language\*' (Hindi), 'Format\*' (Print), 'Title\*' (युगवार्ता), 'SubTitle\*', 'Authors', 'Corp Author', 'Publisher\*' (हिंदुस्तान समाचार को-ऑपरेटिव सोसाइटी लिमिटेड), 'Place\*' (नई दिल्ली), 'Country\*' (India), 'Year\*' (YYYY (e.g. 2013)), 'Main Subject' (POLITICS), 'Keyword(s)', 'Abstract', 'Select Cover Photo', 'Upload Content Page/File', 'Upload Digital File-Book/e-Chapter', and 'Access Permission Assign to Digital Contents'. The 'Serial Start History' table is empty.



**THUS RECORD HAS BEEN ADDED SUCCESSFULLY.**

***VISIT MY YOU TUBE CHANNEL***