Understanding the Interface

TRAC stands for Teacher Resource Assistance Center. TRAC is based on the Koha library system. The program is web based, accessed though a web browser, like www.yahoo.com or www.google.com. The program is navigated though a series of links show on the screen. These links can be accessed by a single left click of the mouse. The program is accessed in the same fashion as any other web site, using standard web site forms.

The system contains 2 interfaces: the administrative interface and the user interface. The Administrative interface is used to administer the library. The user interface allows library patrons to view and search the catalog and access their account information.

The first page of the TRAC user interface where users search for items.
The Administration Menu

The administration menu (as pictured above) is the control center for managing the library. It provides staff with access for adding items to the library, finding members, and performing circulation related activities. It is not intended for anyone other than those staff responsible for the library upkeep. The main administration menu provides links to each of the following areas:

- Catalog Search
- Member Search
- Acquisitions
- Accounts and Reports (not detailed in this manual)
- Parameters (not detailed in this manual)
- Circulation

The administration interface is password protected. This is to protect sensitive data housed in the members search section. Please do not share the password with anyone or let others access the administrative interface using your password. After you are finished using the administrative interface you must close the browser, this tells the library you are done using the administrative interface.
The Catalog

The catalog is the portion of the library that houses the items (resource material) available for checkout. Each item has 2 records. The first is a group record; it is the same for all copies of an item. This would hold information that is the same across all copies of an item (i.e. The title of a book, number of pages, ISBN, etc.). The second is item data about that particular copy. This is information that distinguishes this copy from other copies of the same item (i.e. torn pages, barcode on inside cover, who has checked it out, etc.)

The catalog section allows the administrator to search the database for items and view the items properties. An item’s status can be checked, the item’s description and group data edited.

Real-Life English SB 1 ()

Here you can see a book with 2 copies. The group data is on the left, the two copies on the right.
The Member Search

The member search area manages the user accounts. Here you can find information on the libraries patrons and their checkout history. The member search area is also where new member accounts are created. To add a new member, or to find information on an existing member, you must first enter part of the name and search for that member’s record. This is to ensure new members do not already have accounts and existing members have only 1 account.

The member search page.

If the account exists, it can be clicked on to reveal more detail information. If the account does not exist a new account can be created from the link at the bottom. The member’s information is then filled into the appropriate places on the form. There are some existing standards and tips that can help make this process simple and easy:

1. Scanning the members ID card can fill the card number. Always fill out the card number last. After the card is scanned, the form is automatically submitted.
2. Always correctly fill in Given Name (first), Surname (last), Gender, Phone number, and E-mail.
3. For Instructors: Address is the address of the site that they have a school issued mailbox. Alternate contact is the person who they report to. (i.e. ESL Coordinator). The Relationship should be Workplace.
4. The Membership Category refers to the type of account. (i.e. Student, ESL Instructor).
5. The Area should be left to its default value of District.

After the information is submitted a new account is created. For instructors there is an additional step to allow access to log into the user interface. Find and view the detail of a user account press the password button. In the password box type the month and day for the user’s birthday in the form ‘MMDD’, in the id box scan the user’s card. They can then use their card and birthday to access the user interface.
Acquisitions

The Acquisition page is where new items are added to the library. Before a record for a copy of an item can be entered, the group that the item belongs in must first be identified. The group is where information about all copies of this item is held. The Acquisition interface provides 2 ways to enter this data. The first is the Z39.50 search tool; the second is manual entry.

Z39.50 Search Tool

The Z39.50 Search tool searches the library of congress for bibliographical information about a book, then uploads it into the database. To use the Z39.50 Search Tool, click on the link shown above and scan the barcode on the back of the book.
The Library of Congress will process the search during their idle time. Sometimes results can take a while to return. While a result is pending, other books may be scanned into the queue. When a search returns it will either have no results or display a list of titles from which you must select the one matching your book:

Results of the Z39.50 Search Tool.

After clicking on the link, the tool presents the data it has found for your review. You can then press submit and enter that group record into the database.

New MARC Record found by Z39.50 Search Tool.
Manual Entry

Scanning the back of the book into the acquisition page starts manual entry. If the book has no existing group record in the database the following screens will appear prompting you to provide various bits of data concerning the item.

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Copyright Information manual entry page.

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Publication Information manual entry.
Item Information Entry

After the group data is entered, whether it was pre-existing, entered manually or imported from the Z39.50 Search Tool, the item information must then be entered into the page feature below.

Select the home branch where the item will be held when it is not checked out. The notes section can be used for any notes about the item. If the item is a computer or other electronic device the serial number should be placed in the notes section. If the item has an existing barcode (inside front cover of book, an RSCCD asset tag, etc.), highlight the suggested barcode number and erase it. Then scan the existing barcode number in, submitting the form. If there is no existing barcode a new one must be printed. Click on the “BARCODE” link and a barcode corresponding to the number will appear. Print this barcode to a laser or label printer and affix it to the item. For books, typically the barcode is placed on the first page seen after opening the cover, in the lower right corner.
**Accounts and Reports**

**Parameters**

These two sections contain administrative functions that should not be relevant to ordinary use. Parameters controls various aspects of the way the program behaves (i.e. the time zone the server is in, the proper units of currency used in the local, etc.). The Accounts and Reports section contains reports on profits and fees, which are not utilized at this time in our implementation. Were we a fully functional library, this section would allow us to track expenses and profits from fees and assess the libraries financial situation.

**Circulation**

The circulation section is also available to users through a bookmark in the toolbar at the top of the browser window. The circulation system handles check out, check in, and transfers of items. To check out a book simple scan the user’s card, or look up their name, then scan the barcode on the inside cover of those books they wish to check out. To check the book back in, scan the barcode while on the ‘Returns’ page.

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![Circulation check out page.](image1)

![Circulation check in page.](image2)
The User Interface

The user interface provides public access to the catalog. It allows users to search though the items stored in the catalog and, if the user is registered, reserve items for later check out.
Logging Into the User Interface

To log into the user interface, users enter their password and the scan their card or type their card number. After logging in, users will see a customized page of options.

By hitting view accounts the user can see outstanding books and when they are or will be due. When searching user will see an option to reserve a book for pickup, this allows the user to request a book from a remote site and then pick it up from the library without fear that someone else will check it out.

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