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PRODUCT CATALOGUING – LIBRARIANS’ TRAINING MANUAL

The Trade Literature Collections

Manufacturers and suppliers of building products send lots of information about their products to architects in the hope that the architect will design a building to include their products. The architects need this information so they can compare products, get ideas for new designs, and write a specification (building instructions) for the builder which takes account of the product manufacturers’ instructions.

The Database

The Arclib database is essentially an online union index of Building Trade Literature. Architectural libraries use the catalog by adding their holdings information to each record for the items they have in their library collection. The catalogue is then, an index to their holdings with shelf locations for each item. The records also hold notes and information about the manufacturers and suppliers and their sales reps which the architects can use without needing to pull the literature from the shelf, e.g., phone numbers, web site links, notes about product application.

Passwords & Security

There are 3 levels of access password to the database:

- *Users* – who can look at the database but not change it - mostly architects -except to add private practice notes. See below for more info about private practice notes.
- *Administrators* – who can change records for company libraries (Your Level)
- *Masters* – who can manipulate the entire database (Nerida)

Each architectural company (called client on the database) has a user’s password unique to their library. This password allows the database to sort records shown on the screen into two lists: first ***your library’s*** holdings, and then items held only by other libraries (called the ***master library***).

Cataloging

As new literature comes into our clients’ libraries, we index it on the database and file it away on their shelves.

Most often, the literature is **an update** to information already in the collection. In this case, our job is out with the old and in with the new, and then amend the date on the client’s record which shows how current (or out of date) the supplier’s literature is.

When a manufacturer launches a **new product**, literature is usually bulk mailed to every architectural practice in Sydney. ArcLib gains economies of scale by entering the full record about the item only once, and then adding a brief entry holding statement for any subsequent libraries who receive the item.

When a company goes **out of business**, delete the holding statement and leave a note so that an architect searching for that company has an explanation of the missing material. For example, Supplier Name: Fireball International (No Longer Trading)

Field Definitions

Main Record Page

If a supplier and their products are already index in ArcLib, you access details about them by clicking the [edit item](#) link at the bottom of the record. This will bring up a page with the following details to be edited. A blank for of this page will also be presented when creating a new record.

Name

This is the title of the entry – not really the title on the literature, which tends to change with each new edition, but a more general description. The records sort by this field for the summary display, so put the brand name or supplier name as the first word in the title.

Examples:

- Dulux Trimatrix Powdercoat
- Louis Poulsen Lighting
- Space furniture (the word furniture is not mentioned on the cover but it is necessary to tell the user what the record is about in the summary list)

Binding

(Entered in the main record, this will form the default on the holdings form)

Use the terms you commonly use in-house – here is a suggestion

Binder for ring binders

Booklet for anything that needs to go in a stand up booklet box

Brochure for little things filed in subject based collated binders

Book for hard bound books

CD Rom, Samples, Box are other possibilities

Product Terms

Common language terms describing *the products* supplied

Brand Names

Brand names which Architects may use to search for a supplier are entered here. It is not necessary to enter all the model names of a particular furniture or lighting manufacturer, just the more memorable brands.

Supplier

Enter in CAPS. The company which sells or brings the product to market

Supplier Phone & Fax

Enter phone and fax numbers in the following format

ph 02 9560 2507, fax 02 9572 2572

Using this format consistently will make the field easier to search

Supplier Logo

Don't enter anything here – it is for a link to a logo image if a supplier has purchased one from ArcLib

Manufacturer

Sometimes Manufacturer is the same as Supplier, sometimes different. If the manufacturer is foreign, enter the country of origin, e.g., Volvo Inc, Sweden. If there is more than one manufacturer for this supplier's catalogue, don't enter anything. Put the various Manufacturer's brands in the brand names field.

Manufacturer Phone & Fax

Enter phone and fax numbers only for Australian manufacturers and only if different from supplier.

Contact Name & Mobile

Enter the name and the mobile phone number of the sales rep usually found on an accompanying business card, e.g. Nerida Bohringer 0439 465 242.

This field will be filled out in the main record from data in the latest updated client holding as a default. The default appears on the summary search results list if the client holding data is blank

- If you are updating the entry, fill in the contact field on your client holdings page, if you have a current sales rep contact. If not, please leave it blank, and the default will remain unchanged.
- If you are entering a new record you can fill it out here or in the client details page.

Contact Email

Enter the Sale Rep's personal email address here. This will also become the contact email default.

Notes

This field holds details about the products that are too complicated to be written in the product name field. Terms entered here will be retrieved on a simple search.

Alternate Spelling

Enter spellings of brand names that would be common errors used by architects, e.g., If SmartGard is the brand name, enter *Smart Guard*, *Smart Gard*. The ArcLib search engine reads punctuation such as hyphens as spaces.

Web

Enter web address e.g., <http://www.bhp.com.au>. If there are more than two websites, enter additional addresses in the Notes field.

Email 1 & Email 2

Enter the general company email address for technical or sales inquiries in Email 1. Email 2 is for the manufacture's email. (The Rep's email address goes in the client holding data, but can be entered here only if there is no general email address)

Government Contract

A tag entered by the Department of Commerce Librarian for items on their Contract Suppliers List

Australian Made

Select if product's origin of manufacture is noted in literature

Environmental Claims

Select if literature makes a big deal about being green

Client's Holdings Page

If an item is already held in your library, clicking the [edit holding](#) link at the bottom of the record will bring up the page with the holdings details to be edited. A blank form of this page will also be presented after creating & saving a new record. This blank also comes up if you click the [add to client](#) link to add holdings detail for an item already in the database but new to your library shelves.

Shelf Location

Enter the location code here. The codes are checked on an authority list. If you would like to define a new shelf location number, Nerida will happily set it up for you.

Division

This field is automatically filled out by the database from an authority list of the meanings of shelf location codes.

Location Notes

If the item is not in the normal shelf run, make a note of its location here.

URL

This field is for the address of a file on the client's server which has relevance to the record, for example, information on a CD provided by the supplier and downloaded to the practice server, or a file associated with the practice comments. Clicking the link from some browsers (Microsoft Internet Explorer but not Mozilla Firefox from behind the company firewall) will allow the document to be opened directly.

Practice Comment

This is information entered by architects for the individual client's (architectural practice's) notice only. Other clients (architectural practices) cannot see this information. You don't need to put anything here unless the client specifically requests it.

Updated

This tells the user how old the item on your shelf is. Put in any format you like

Contact

See notes above for the Main Record Page



Process model for literature to be indexed and shelved

