



# Knowledgeone<sup>K1</sup>

USING KNOWLEDGEONE<sup>K1</sup> TO MANAGE YOUR LIBRARY

# Introduction

## Overview

### ***Library Management Versus Records Management***

Library management is different to records management in many ways. For example, when a record is requested it may move from user to user to user before finally returning to its permanent location. In a library, a book is loaned to a borrower and then returned to the library before it is loaned out again.

A record is 'unique' but a book or bibliograph is a one of many, for example, 20 copies of Mary Shelley's Frankenstein.

Both disciplines speak about 'classification' but the classification of books is very different to the classification of records. Records are classified according to an organization's Keyword Thesaurus or Corporate Vocabulary and every site classifies similar records differently. Books are classified according to known and internationally accepted standards like the Dewey Decimal system (for non fiction). This means you should be able to go to any library in the world and find the same book using a common classification system; you can't do that with records.

A library system relies on a Catalogue, a records management system relies on a File Plan. A Catalogue is described as, "a list of the contents of a particular collection of objects and is arranged in some definite order so as to facilitate the use of that collection, and as a guide to its scope and content."

### ***Private Library Versus Public Library***

Generally speaking, public libraries have a much more formal and disciplined relationship with borrowers than a private library. You will for example, usually find a system of fines (for overdue borrowers) in a public library but rarely in a private library.

### ***Library System Required Functionality/Business Processes***

In a public library, the librarian is concerned with many more duties than just advising borrowers on how to access the catalogue. For example:

- regulations of the library;
- library stock and its selection;
- book ordering;
- book preparation and records;
- statistics;
- classification; and
- cataloguing,

to name just a few.

### ***The MetadataProfile Table & Configure By Type***

Knowledgeone<sup>K1</sup>'s MetadataProfile (MDP) table was specifically designed to hold the Metadata on any object, including books and periodicals.

The configure by type function of Knowledgeone<sup>K1</sup> allows you to construct any number of logical views of the MDP. This means you can configure fields, field links and captions to suit each type of object being represented by the MDP.

As a first step to managing your library with Knowledgeone<sup>K1</sup>, you need to determine the fields and captions you need in your 'bibliograph' version of the MDP. You then create a Type Code of say, "Bibliograph" and then use the following tables to build your 'view' of the MDP to represent books in your holding.



Type  
Type Dependent Field Info  
Type Dependent FieldLink Info

### ***The Database Registration Module (DRM)***

Knowledgeone<sup>K1</sup>'s DRM has been specifically designed to allow you to change the Knowledgeone<sup>K1</sup> Data Model without programming.

You should use the DRM to add any new fields required for your library application to Knowledgeone<sup>K1</sup>. You should also use the DRM to modify any of the existing MDP fields to make them more suitable for your library application (K1 Personality).

### ***The Clone Method***

The Knowledgeone<sup>K1</sup> Clone method is an ideal tool for creating multiple copies of a bibliograph (a book). Simply clone the original and then alter only those fields that are unique (e.g., copy number or accession number).

Using the Clone Method you could easily create 20 copies of Mary Shelley's Frankenstein in just a few minutes.

### ***The Person Table***

Knowledgeone<sup>K1</sup>'s Person table was designed to hold information on any person. In conjunction with a linked UserProfile record, the Person record also holds all the information on any employee. The Person table is where we hold information on library 'borrowers'.

### ***The Request Method***

Knowledgeone<sup>K1</sup>'s Request Method is used to maintain a request from a Person for a particular MDP record.

You should use the Request Method to record 'orders' from borrowers for a future 'loan' of a book.

### ***The Move Method***

The Knowledgeone<sup>K1</sup> Move Method was specifically designed to record the movement of an MDP from one location to another location or Person.

You should use the Move Method to 'loan' books to people.

### ***The Print Method***

Knowledgeone<sup>K1</sup>'s Print Method makes it easy to create any report you require to support your library operation.

### ***Barcodes And Tracking***

If you want to assign barcodes to books and periodicals and use portable barcode readers to track them then all the functionality you require is already part of Knowledgeone<sup>K1</sup>.

### ***What Will You Probably Have To Add?***

You will probably have to add a field or two to the MDP to hold such information as Classification or accession number.

If you implement fines for overdue borrowers, you will have to add say a stored procedure (Scheduled Task) to automatically calculate fines for all loans that are overdue. You can also use the same Scheduled Task to email borrowers and advise them. Please look at any of the existing Scheduled Tasks in the DRM as examples of how to do this.

Other than the above, everything you need is already part of the 'out-of-the-box' functionality of Knowledgeone<sup>K1</sup>.

### ***Suggested Reference Material***

#### **A. Knowledgeone<sup>K1</sup>'s Help System**

Much more than a help system. **Everything** mentioned above is covered in detail.

#### **B. An Introduction to Librarianship**

Author: E.V. Corbett

Published by James Clarke & Co.

*It is an old one, but a good one, (easy to read for the novice and very well organized).*

Frank McKenna, CEO