

Module Description

Patron Services / Reader Advisory Module

- Manage borrower data/records for Students, Teachers, Schools / School systems
- Track data for APH census and IEP
- Maintain multiple addresses per borrower
- Maintain relationships between borrower records Student/Teacher, Student/School, Teacher/School
- Track all materials utilized through relationships
- Know all of the materials used by a school system
- Know all the materials currently checked out to students of a teacher

Circulation Module

- Allow items to be marked as consumed, damaged, or in repair
- Hand held scanners that download data work to help schools check in and manage collections
- Know what is on each shelf regardless of how it was shelved

Catalogue / Holdings Module

- Full MARC cataloging for title records
- Allow different copies of the same book to contain different number of volumes
- Track each volume of a book through a unique barcode
- Allow staff to identify a group of items through a 'bundle' barcode
- Maintain links to electronic documents
- NIMAS file sets
- Files converted into other formats for student use
- Differentiate between consumable items, and those that will be returned and re-used
- Maintain a record of the quantity on hand for consumable materials

Branch Module

- The Branch module allows each branch to maintain separate inventory and statistics.
- It also tracks the collection as it shifts between branches and/or the main library.
- Each location can generate their own reports and create and maintain their own patron records.

Equipment Control

- Ability to track equipment by serial number as well as barcode
- Can have up to 3 different unique numbers associated with each piece of equipment
- Search equipment records

- Tracking equipment that is in repair or at a repair agency

WebOPAC (Online Public Access Catalogue)

- Provide an on-line catalog to allow the public to search the collection, and see what materials are available
- Provide a web-based interface to allow teachers to maintain student data
- Provide a web-based interface to allow teachers to enter in requests for materials
- Provide a web-based interface to allow teachers to see the status of existing Material Requests

Electronic Document Delivery (EDocs)

- KLAS Electronic Document Delivery provides a the capability for managing electronic materials, all types of electronic materials
- Any sort of electronic file may be managed, and grouped into 'packages' that control the access permissions
- These access permissions may be set for different types of users, such as patrons, non-patrons, and staff
- The EDocs module allows KLAS to maintain statistics as materials are downloaded, so they can be tracked

Materials Request

- Keep a history of every request for materials that is processed
- Be able to easily account for the status of each Material Request
- Account for every action taken for a Material Request
- Be able to easily see all Material Requests for a borrower
- All Material Requests for a student
- All Material Requests for a teacher
- All Material Requests for a school / school system
- Facilitate shipping of materials to the borrower
- Print pick-lists of materials that need to be pulled off the shelf and sent to students
- Print packing slips to summarize the items being shipped
- Print shipping labels for the number of boxes being shipped
- Allow staff to track requests for titles that are not currently part of the collection
- Ensure that materials are not "double booked" for a given academic period
- Process receipt of partial shipments for materials
- Allow those materials to then be sent to the requesting student

Acquisitions

- Maintain records of the vendors the organization orders from
- Allow organization to issue purchase orders for materials
- Link purchase orders to the originating Material Request
- Materials can be "drop shipped" to school / teacher
- Maintain accounts (such as APH quota funds)
- Invoice School / School system for materials ordered.

- Encumber accounts when orders are placed to track remaining total
- When an item is received from the vendor, automatically assign the item to the originating Material
- Maintain a "Vendor Catalog" of the titles that the vendor can provide – facilitating the process of fin

Administration

- Ability to build reports against the database using Crystal Reports interface
- Extract data from screens into Excel / OpenOffice spreadsheets
- Administrative reports to account for:
 - Summary of overall operation
 - Number of students served in time period
 - Value of materials sent to them
 - Usage of materials
 - Timeliness of delivery of materials
 - Material Requests that need attention
 - Value of materials used by a school / school system
 - APH Census report to have teachers verify accuracy of student data
 - Inventory report to have teachers report what materials will be returned, and what will be retained f
 - Overdue notices for materials that need to be returned

- Access to functions is determined by the permissions granted to each user's login

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