# 1. Basics

ELTAB serves as an electronic trading place for dispensable media between libraries. The main advantage of ELTAB is a searchable database of all participating libraries to conveniently find a certain medium. The feature *Institutions* delivers information about all participating libraries. If desired you can download a list (PDF) of all offered mediums of the respective libraries (Exchangelists).

1.1 Navigation bar
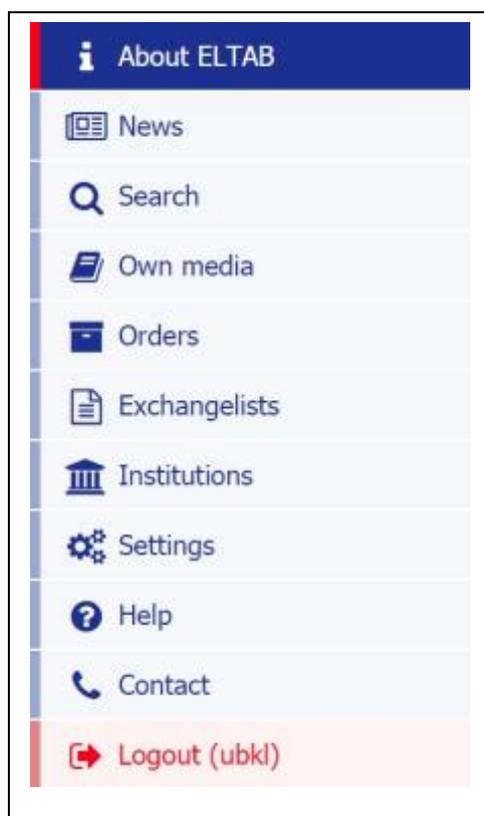
All important functions in ELTAB are accessible throughout the navigation bar at the left-hand side.

Search
Own Media
Orders
Exchange lists
Institutions
Settings
Help

Own Media, *Orders* and *Settings* only appear once you are logged in.

1.2 Tables
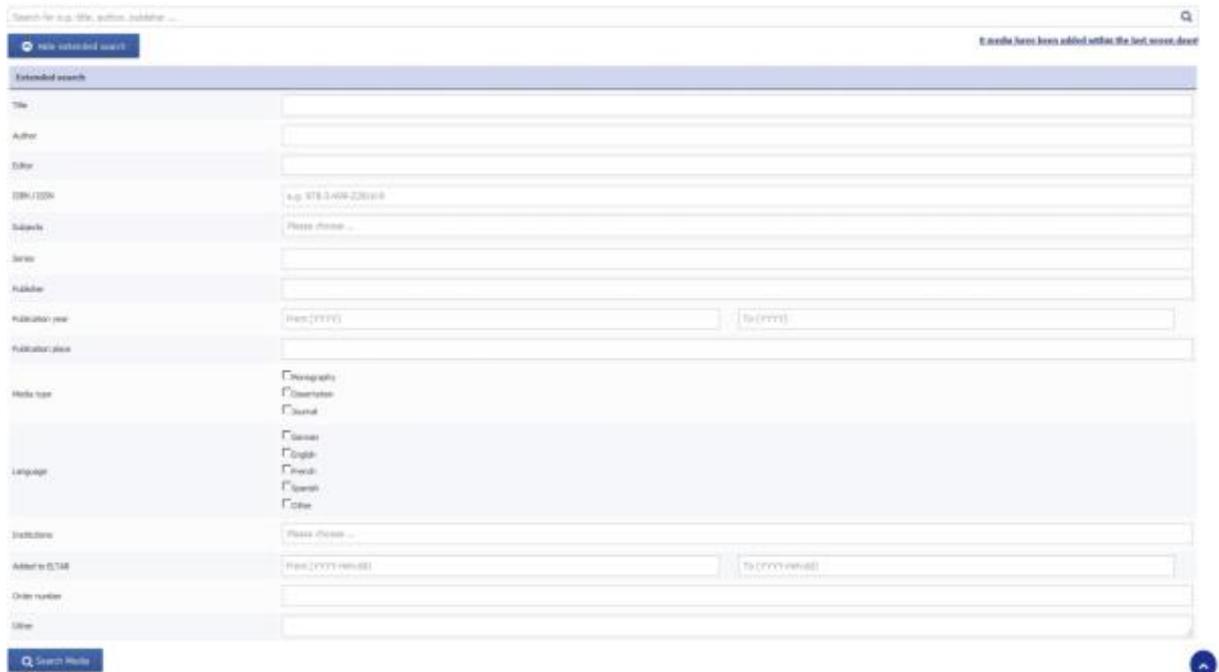
All lists (for overviews or from search results) can be sorted by clicking the different headers. Clicking again will switch between ascending and descending order. Clicking *next* or the specific *page numbers* will lead you to further results.

2. Search

ELTAB offers the possibility to limit your search through certain criteria. You can use any combination of the 13 Criteria available to filter for the best result.

Showing all Media can be achieved by leaving all fields blank.

- Clicking into the search box for *subjects* shows you a list with all possible choices.
- The Search box for ISBN's ignores dashes.
- Searching by ISBN can be complicated, because only **one** ISBN is registered in the ELTAB-Database. In most cases it is easier to use the author, the title or other details.

By clicking on a medium, the properties will be displayed and by clicking on the cart symbol the medium will be ready to order.

3. Add Media

To add Media to ELTAB you have to be logged in.

Choose *Add Media* and the type of the medium. Fill in the form with appropriate bibliographic data. Please pay attention to the following guidelines. Press *save* to add your medium to the database.

Rules for entering bibliographic data:

- Enter a minimum of one title. Further bibliographic data will facilitate the retrieval.

- Order codes to new entries are automatically assigned by ELTAB. It is however possible to enter your library's own order code. If you do so, this code will replace the automatically generated ELTAB code.

- Multiple entries may not be made in one single field. In particular, only **one** ISBN/ISSN may be entered in the ISBN/ISSN field.
  Place hyphens in ISBN/ISSN, as they should be displayed in the trading list.
  If you have entered an ISBN, it will remain in the field, even if you use external data import.

- The selection of a subject heading is optional. Subject headings are in accordance with the DBS-Statistic. Documents that are assigned a subject heading will be arranged accordingly in the trading-lists.

- Comments concerning the condition of books, cover type and/or other features can be entered in the field *Miscellaneous*.

- In the input form for journals the field *stock* is a free text field. Please enter here all information on type and amount, e.g. year, volume (from/to), single issue, missing issue etc.

3.1 External Data
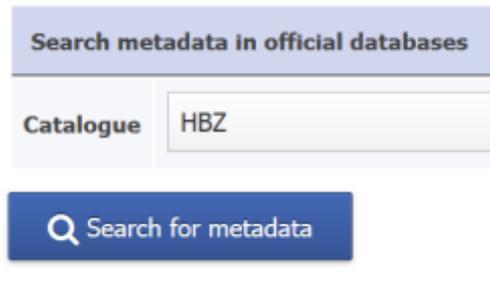
To make the adding of documents to ELTAB easier, you can search in several catalogues for adequate entries by using Z39.50-Search. If you find the desired title, you can import its data into the input mask.

3.1.1 Selection of the union catalogue

Specify the catalogue you chose to search by using the drop-down menu. By default the HBZ-catalogue will be selected. If you prefer a different catalogue as default,

- Click *Settings*
- *Edit your profile*
- *Standard catalogue for metadata.*

3.1.2 Applying external Data into the input mask

Fill one or more fields of the input mask. Then click *Search for metadata*.
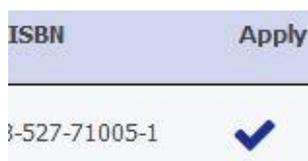
If two or more relevant items are found, they will be listed in a table below the input mask. You may transfer the retrieved entry into your input mask by clicking on

the in the confirming row.

When using external data, check if the language information is correct, because

sometimes entries do not contain language information (in this case the language-field may be set to *other)*.

3.2 Data import from an Excel-sheet

If the literature you wish to trade is already entered in an excel-sheet (> 30 titles), send the file to eltab@ub.uni-kl.de. The ELTAB team will import the data to ELTAB and save it in your library's account.
Our system gathers the following bibliographic data:

- Own Order code
- Type of document (monograph/journal)
- Title (mandatory field!)
- Author (mandatory field!)
- Editor
- Publisher
- University Dissertation Annotation
- ISBN/ISSN
- Year of publication
- Place of publication
- Edition
- Series
- Stock
- Area of studies (Please choose a number from this list) (mandatory field!)
- Quantity (mandatory field!)
- Language (mandatory field!)
- Miscellaneous

Note: the more details you add, the better the search results!

4. Edit / Delete Media

To edit or delete a medium, you have to be logged in.

Click *Own Media*. With a click on *Search in stock* you can search for items, you wish to edit.
Clicking *Added Media of your Account* enables you to edit your own media.

Click to delete items.

Click to change information to your document.

4.1 Recovering Media

To recover any media, you have to be logged in.

After deleting title records in Eltab, data sets are not deleted irrecoverably. Because of this, it is still possible to search for your title records by their order number. Owners of such a title record, can easily revoke the deletion. By doing that, the desired medium will reappear in your offered media. Another advantage is, that you can reuse already assigned order numbers (e.g. if you use the signature of a medium) in case a deleted title record is doublet again - you can do this by just reactivating it. Click *Own Media > Show deleted media*. You will end with a list of all deleted media, which offers an option for a single recovery by clicking ⟳ or pick several titles and press [⟳ Undelete selection].

5. Orders

To view the order statistics, log in and select [▪ Orders].
As a start the order statistic provides an overview of the number of orders a library has received from ELTAB partners as well as the number of order requests a library has sent to other ELTAB libraries. The statistical data can be limited to a specific time span should it be needed for annual reports etc.
The section *From other institutions (Incoming orders)* provides information on the ELTAB ordering partners, the number of orders received and media requested.
The segment *Orders by your institution (Outgoing orders)* provides information about the partners that have sent products, the number of orders and media requested by a library.
By clicking on the name of a library in a list, you get the titles ordered / sent by this partner.

Note:
Orders placed in ELTAB are requests. Whether a request can be met and a delivery can actually be made cannot be registered by the system. The statistic may therefore contain order requests made to ELTAB which however have not been fulfilled.

5.1. Ordering procedure

To order a title, use the *search function* and click on [🛒] or click the title of the desired document in the displayed table. You will receive a full description of the document, as well as an *Add to cart* button. By clicking [🛒 Add to cart], the medium will be placed into the shopping cart.

You can also order several documents at once, just select the desired titles and press

Add to cart .

5.2. Order Form

Eltab orders should be shipped by Container-Service or the library delivery van when possible. Should you like to consult a library concerning possible shipping charges, choose *Yes* in the upper check box, if not, keep the default setting *No*.
Any further comments concerning shipping should be entered in the text field. If you are not logged in with an account, please specify the name of your library and your e-mail address for possible enquiries. Registered users with an individual account are identified by the system and therefore require no identification.

To submit your order, press **✓ Place Order** . An auto-generated e-mail will be sent to the offering library, listing the titles you have ordered, the acceptance of shipping charges as well as any further comments made on the order forms.

5.3. Shopping Cart

If you would like to order several titles at one time, use the shopping cart.

To show the current items inside your shopping cart, click 🛒② .

5.3.1. Add Media to Shopping Cart

To add media to the shopping cart, click 🛒, or select several titles and click

Add to cart to add them all at once.

5.3.2. Remove Media from Shopping Cart

Remove single titles with a click on 🗑 in the shopping-cart-view (Use the

icon 🛒② in the page-header).

You can empty the entire shopping cart by clicking **🗑 Empty cart** in the shopping cart view.

5.3.3. Submit Shopping Cart Order

To order all of the items in the shopping cart, go to the shopping -cart-view (Use the

icon in the page-header) and press .

5.4. Overview and details of orders

To get an overview of all orders that are related to your account please follow *Orders ->
Performed Orders* or *Received Orders*.

5.5. Refuse an order

Requests can always get refused. The function to do so is on the detailed view of an
order. However for technical reasons only orders that were placed after 01/01/2013 can
be refused. Refusing the delivery of media takes several steps.

1. Press *Orders -> Received Orders*, select the order you want to refuse. This gets you a
   detailed view where you can mark all the media you don't want to deliver and then

   click .

2. If you like you can state why you don't want to deliver a medium. By clicking

    you can apply the reason to all media. The reason
   will be shown to the purchaser via email later.

3. Now click . The following actions will be performed by the
   system:
   - o The purchaser will automatically be informed via email.
   - o If you have activated the automatic count down of stocks the quantity will be
     increased by one, so the medium is available and can be ordered again.
   - o Additionally all refused media will be saved in the system (*Orders -> Received
     Orders -> Order Number*)

The process can be performed several times as long as at least one medium is not refused yet in the order.

6. Exchangelists

A table is shown with Exchange lists from all participating libraries (who listed at least one medium), sorted by place. Please use the Download-Icon to get a PDF-File. Clicking the name of the library will show you the details of the institution.

Choose a period and several subjects	
Added to ELTAB	From (YYYY-mm-dd)
Type	☑ Monographs ☑ Dissertations ☑ Journals
Subject	all
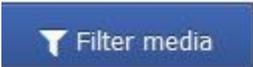
▼ Filter media

7. Institutions

A table lists all participating libraries, sorted by place. You are able to obtain more details about libraries by clicking their names.

Institution details

UB Kaiserslautern	
Country	GERMANY
Headquarter	Kaiserslautern
Sigil	386
Participating since	
Media offered	3208
Media delivered	1029
Media ordered	1257

Institution Users

Name	Department	Phone	Address
	Tauschstelle	0631/205-2369	Paul-Ehrlich-Strasse 32, 67663 Kaiserslautern

8. Settings

8.1. General Information

Registration is required for libraries who wish to add or delete documents in ELTAB.

8.2. Registration

To register, click [→] Login]. You will be redirected to the login page.

Click on [✎ Register] to get to the registration form. After a check by the ELTAB-Administrator (usually within one working day) your account will be activated. You get informed via E-Mail.

8.3. Login

To log in, click [→] Login]. You will be redirected to the login page.

Enter your user name and your password, then click [→] Sign in].
If you forgot your password, click *Forgot Password* on the login page. In the following

form, you can enter your login name and click on [✉ Request] to receive an

automatically generated E-mail. This E-mail contains a link to the form, where you can set your new password.

8.4. Logout

To log out, click **Logout**. When logged out adding, editing, deleting and ordering documents is no longer possible.

8.5. User Profile

Click **Settings**.

An overview of important data will be shown (including the permissions granted to you by the administrative Account).

Edit your Profile where you can change your own personal data and *Edit institutional settings* where you can change your library's data by simply editing the provided information in the text fields. Please enter the email addresses in *Information Distributor* that should be notified about activities in ELTAB (orders). The changes take effect as soon as you click **Save**. There is the option to *Count Media down* which enables an automatic counting down of the stack with each order, instead of manually adjusting it. There is no automatic counting down for journals. If the stack decreases to 0, it will be hidden from subject librarians and other libraries. To the owner (logged in with its library's account) all documents are displayed, independent of their stack. To get a list with all documents with stack 0, click **Own media** and then *Show media with stock figure 0*.

To change your password choose *Change your password* and enter your new password in the fields *Password* and *Password repetition*. Then click **Save**.

8.6. Exchange permissions

It is possible to create profiles with different permissions to allow every member of your library staff their respective tasks.

8.6.1 Creating profiles with different permissions

To create a new profile, proceed as follows:

- Log in with your library's account (administrative Account)
- Click *Settings -> Manage/Add users*
- Click
- Enter all necessary details (username, email and real name - Login name and password must differ from the ones set for your library as an ELTAB-participant!)
- Now chose the right exchange Permissions and press *Create new user*

An Account will be created automatically and a confirmation e-mail will be sent to you directly. The User created by the administrative Account will also be noticed by e-mail (including a request to create a personal password).

8.7. Editing the Notice in your Exchange list (PDF-File)

To add or edit the Notice in your Exchange list, you have to login first. Click then *Edit institutional settings*. Enter details into the Info Text-Field which will be displayed in exchange lists, on your institutions page and on the pages of your media. E.g. you can enter your exchange conditions or some remarks for other users. Click to complete the process. Your Message is then automatically inserted into your Exchange list.

8.8. Determine an Absence period

In case your library is not able to receive orders for several weeks (e.g. because the responsible employer is away on vacation), ELTAB offers the possibility to determine an absence period.
In order to do that, choose *Settings*, then *Set an absence period* and fill in the desired dates. Libraries, that request books from your library during the determined period, will get a note in the confirmation mail including your absence period. After the *Absent until*-date, the note will not be displayed furthermore.

9. RSS-Feed

Eltab offers RSS feeds to subscribe to search results via RSS feeds. The advantage is, that you will only be informed about the addition of media satisfying any specific search criteria.
In order to do that, simply perform a new search request. After that, click

Search query as RSS. Subscribe to your generated RSS-Feed URL or copy and paste the URL to another RSS-Reader on your computer (e.g. Thunderbird, Feedreader, ...).
If you subscribe to the feeds via Mozilla Firefox, we recommend you to install the *Add on Feed Sidebar*. Previously read entries can be highlighted in the sidebar following appropriate configuration.