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Automation solutions for libraries worldwide

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*I*mpressions

The Mandarin Newsletter

Thank you for letting us share news and developments in the world of library automation solutions. Our goal is to give you the information and insight you and your library need to make the most out of your existing system - and to determine what tools you'll benefit from in the future. This is your space, so please contact us with topics you'd like us to cover.

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LIBRARY AUTOMATION *BULLETIN BOARD*

*S*hare. *D*iscuss. *A*sk. *L*earn...
Introducing a new forum for the Mandarin Community

The new Mandarin Forum allows you and your colleagues throughout the world to share valuable information, give and receive important tips and open discussions on areas relevant to you and your library.

Join now and take advantage of this free, open and comprehensive resource open only to Mandarin clients.

Here's how:

- Current customers can access the Mandarin Forum through the Customer's Corner.

- Log in and choose Mandarin Community (lower right corner) and then User's Discussion Board.

Mandarin makes disaster recovery easier, more efficient and less damaging

One of our customers recently experienced a flood in the library when an air conditioning unit malfunctioned and soaked several banks of shelves. None of the wet materials could be salvaged, and the librarians were faced with identifying the individual items in order to calculate their replacement cost, create a list for insurance purposes and delete them from the database.

To organize a set of materials without having to search for each record, follow these steps to create a new Item Group in Group Editor.

- In Group Editor, click on the New button and choose New Item Group.

- Highlight the new group and click the Edit button.

- Under the General tab, type a name for the new group, such as "Flood-damaged Materials."

- Click the Apply button on the bottom right.

- Go to the Members tab, where you will first see a message that there are no members and click OK.

- Next to the word "Display," pull down the choices and choose "Scan Items into Current Group." A space will open up for you to enter barcodes to add items to this group. As soon as an item is scanned, it is moved from its original standard group to this one, but you should click on the Apply button every once in a while to make sure you are saving your changes.

- When you have completed scanning items, change the Display choice to "Items in Current Group Only" to see how many items are in the group and to double-check what you have entered.

- You now have identified all the damaged items so that you can print lists, call them up in Cataloging and make global changes and/or create a special report.

Welcome to some of our new customers

- Harvard Library of New York City, NY

- Imagine School at North Port, FL

- International Community School ABIDJAN, Ivory Coast

- Kenya Ind. Research and Development Institute, Kenya

The Mandarin Team
Mandarin Library Automation
www.mlasolutions.com

Get in touch with us by phone or e-mail, it's easy:

- To request a consultation with a library automation specialist, click here.

- To request a live webinar with a library automation specialist, click here.

- To request instructions for a free sample data conversion, click here.

- For Technical Assistance,
    - e-mail: support@mlasolutions.com
    - Phone: +1 561 995 4010 ext. 4
    - Toll Free:1 800 426 7477 ext. 4 (USA & Canada Only)

- For Customer Service,
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