



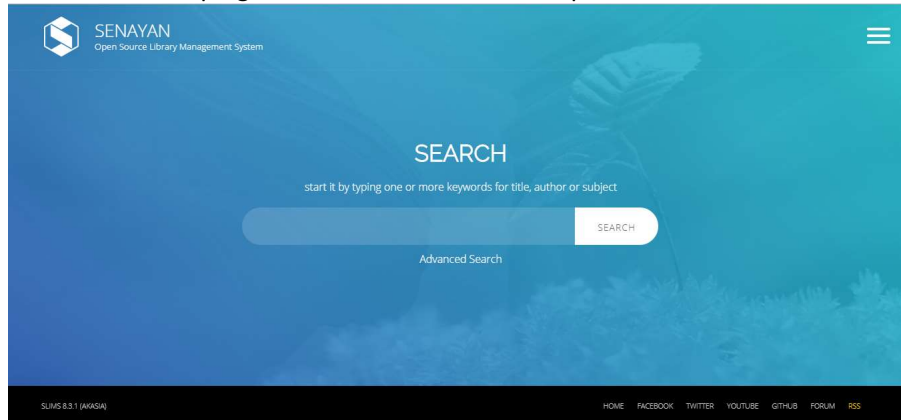
SLIMS 8 QUICK START GUIDE

Prepared by
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Country Coordinator
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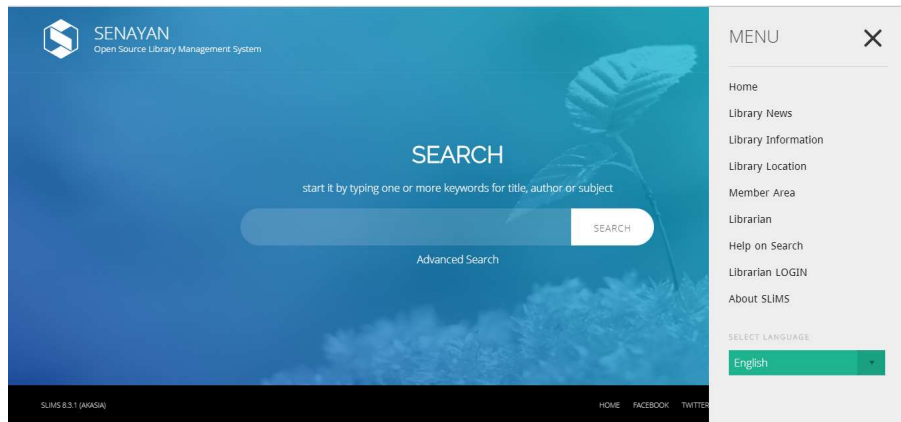
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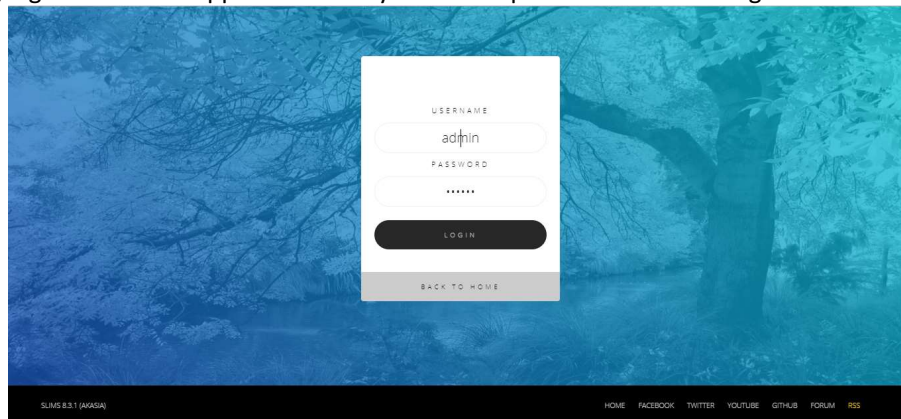
Type your server IP address or URL at your browser's address bar. You will find the following screen. Click on the ☰ icon at the top right corner. This is the menu option for OPAC users in SLiMS.



The menu at right side shows you different options. For library administration, you need to login as Librarian. Click on 'Librarian LOGIN'.



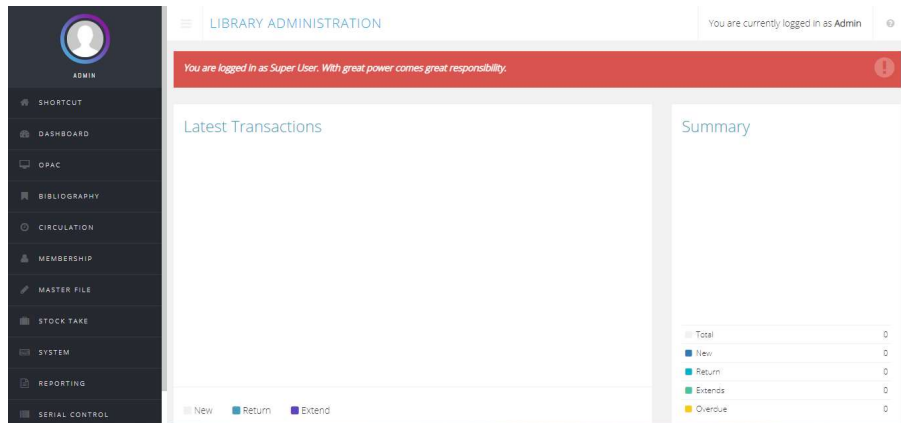
Following login screen will appear. Provide your id and password and click login button.



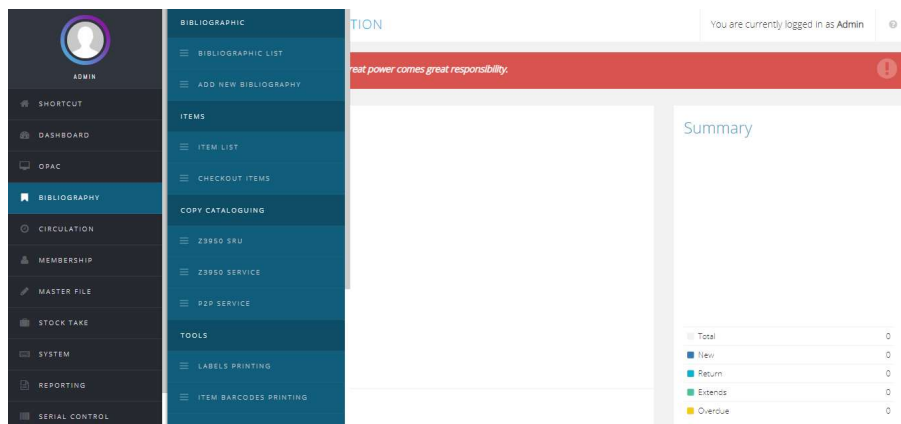
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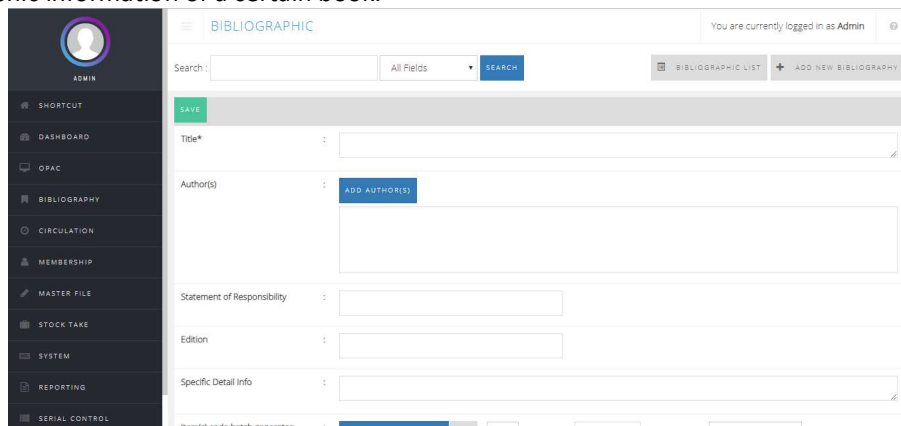
After successful login, you will see the following administrative dashboard.



All bibliographic data i.e. book related information is available under BIBLIOGRAPHY menu. You can add new book as NEW BIBLIOGRAPHY under this menu. To add new book, click on BIBLIOGRAPHY and then click on ADD NEW BIBLIOGRAPHY.



The ADD NEW BIBLIOGRAPHY page looks like below screenshots. Here, we need to entry different bibliographic information of a certain book.

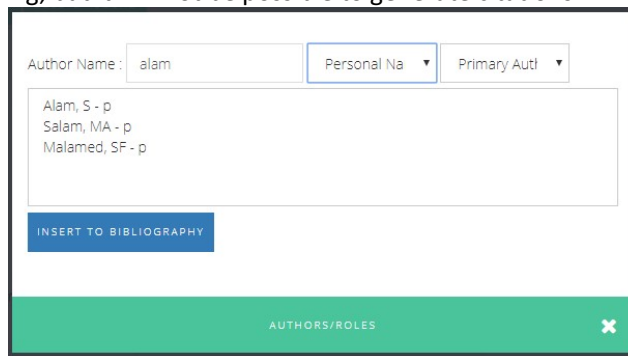


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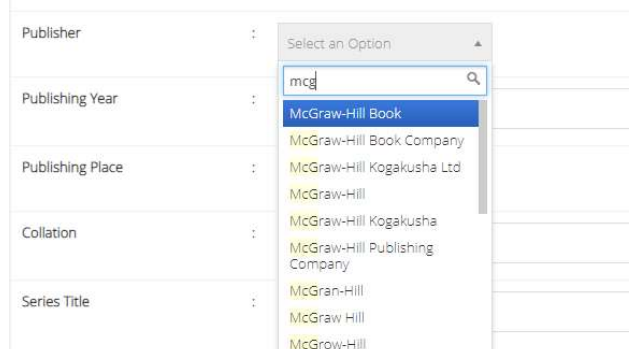
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Let's have a look on some basic fields:

1. **TITLE:** Enter Book Title as it is appeared on the book. Add subtitle after main title following a colon (:). If there is any parallel title, add that one after an equal (=) sign.
2. **AUTHOR:** In SLiMS, you can add as many as authors according to your book. All the authors, editors, translators and contributors should be added in SLiMS. This will help users to find by any author or contributor's name. It is always advised to entry author in reverse mode i.e. surname first, then remainder part of the author. If you don't follow this rule, there will be no problem in searching, but it will not be possible to generate citations.



3. **STATEMENT OF RESPONSIBILITY:** When entering any author (contributors), we have to omit different words like: sir, Dr., PhD, and etc. Here, you can type the author name as it is printed on book.
4. **EDITION:** Entry edition number under this field. Do not use abbreviated version. Always use fully spelled edition like: *Third edition, revised edition*.
5. **GMD:** GMD means General Material Designation. In AACR2, GMD was an optional field. Since 2013, there is no GMD in RDA (AACR3).
6. **FREQUENCY:** To entry periodical items (to be managed under Subscription Kardex), you have to set documents publication frequency. Generally, for journals and magazines, kardex management is required to keep the arrival record. For Book entry, please DO NOT CHANGE the default value (Not Applicable).
7. **ISBN/ISSN:** Entry ISBN or ISSN number here. For ISBN, don't use any dash/hyphen.
8. **PUBLISHER:** Entry the publisher name as printed on book. For previously entered publisher, just type first 3 alphabets, it will show the matched publishers list. Just select your appropriate publisher's name.



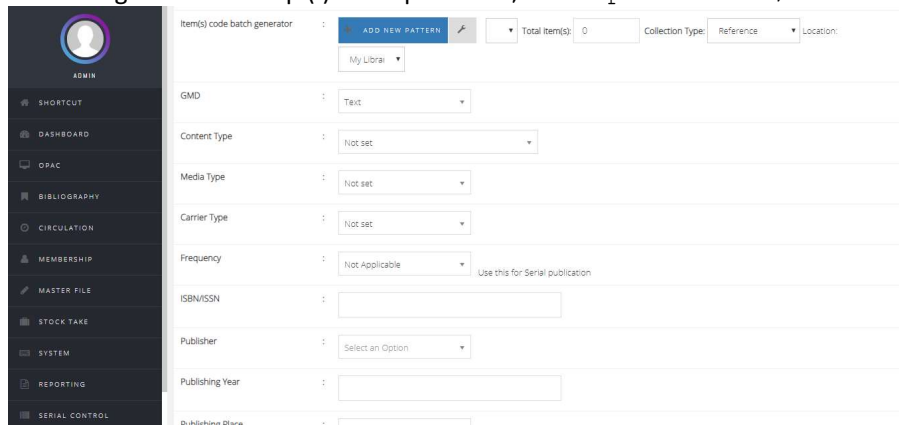
9. **YEAR:** Just add your book's copyright year here.
10. **PLACE:** Add book publishing place here. For previously entered places, just type first 3 alphabet and you will get the matching place list. Just select your desired place.



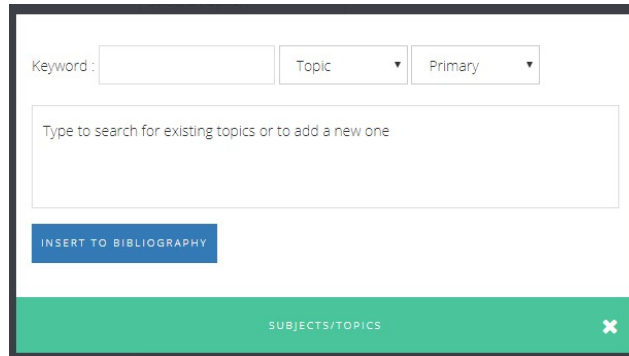
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11. **COLLATION:** It is pages, illustrations and book size. First roman numbers, use comma, then total page numbers with p and colon (:) next ill.; for illustration and finally and book heights in cm ending with a full stop (.). Example: xvi, 180 p. : ill. ; 25 cm.



12. **SERIES TITLE:** Type your series title here.
13. **CLASSIFICATION:** Type your classification number here.
14. **CALL NUMBER:** Type your full call number here. When you type class number at previous field, the number will show at this field automatically. Then add author mark following a space. To add year, just add after author mark following a space. Example: 332.21 ABC 2016
15. **SUBJECT:** Similar to author entry, add all possible related subjects one by one. First is primary subject and rest are additional.



16. **LANGUAGE:** Select your book language here.
17. **ABSTRACT/NOTES:** Add abstract (if available) here. Any important notes including references and bibliography can also be added here.
18. **IMAGE:** Choose your book cover image here. File size must be less than 500kb and type should be jpg, jpeg, png or gif.



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The screenshot shows the SLiMS 8 admin interface. On the left is a dark sidebar with a user profile icon and the name 'ADMIN'. Below it are menu items: SHORTCUT, DASHBOARD, OPAC, BIBLIOGRAPHY, CIRCULATION, MEMBERSHIP, MASTER FILE, STOCK TAKE, SYSTEM, REPORTING, and SERIAL CONTROL. The main content area is a form with the following fields: Publishing Place (dropdown: Select an Option), Collation (text input), Series Title (text input), Classification (dropdown: Select an Option), Call Number (text input), Subject(s) (text input with a blue 'ADD SUBJECT(S)' button), Language (dropdown: Language), Abstract/Notes (text input), and Image (button: Choose File, No file chosen).

19. **FILE ATTACHEMENT:** To upload any digital file like pdf and mp4, type a title, click on ADD ATTACHMENT, select your file, tick the check box for permitted groups and upload.

The image shows two side-by-side screenshots of the 'FILE ATTACHMENTS' form. The left screenshot shows the 'UPLOAD NOW' button, 'Title*' (text input), 'Repo. Directory' (dropdown: Repository ROOT), and 'File To Attach' (button: Choose File, No file chosen, Maximum 20480 KB). The right screenshot shows 'URL' (text input), 'Description' (text input), 'Access' (dropdown: Public), and 'Access Limit by Member Type' (checkbox: Standard).

20. Skip other fields and **SAVE.**

The screenshot shows the SLiMS 8 admin interface. On the left is the same sidebar as in the previous screenshot. The main content area is a form with the following fields: File Attachment (button: ADD ATTACHMENT), Related Biblio Data (button: ADD RELATION), Hide in OPAC (radio buttons: Show, Hide), Promote To Homepage (radio buttons: Don't Promote, Promote), and Label (checkboxes: New Title URL, Favorite Title URL, Multimedia URL). At the bottom left of the form is a green 'SAVE' button.

Now, your bibliographic information is saved. But still you have to add accession numbers which is known as Item in SLiMS. Just after bibliographic data saved, the edit page will appear. Click on EDIT button at top right corner. Add new item form will appear. Let's see how to add new item.

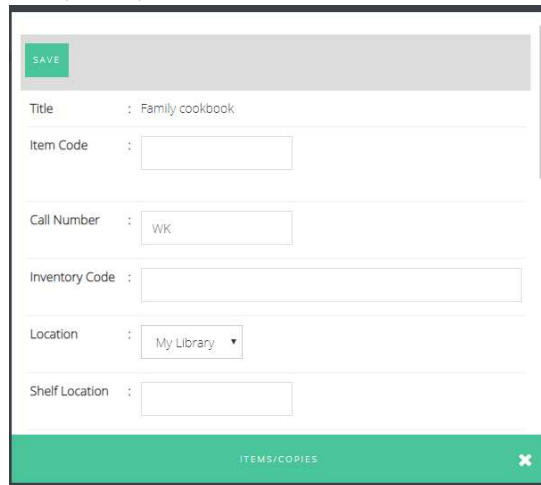


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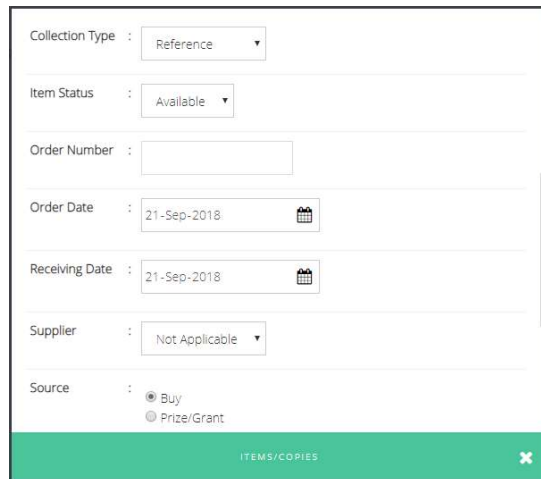
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ADD NEW ITEMS

- i. First, you have to provide **ITEM CODE** which is your accession number.
- ii. Then, if required, update your **call number**.



- iii. Select **Collection Type**
- iv. Fill or Select other information and **SAVE**. Then **UPDATE**.



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The screenshot shows a web form with the following fields and values:

- Supplier: Not Applicable (dropdown menu)
- Source: Buy (radio button selected), Prize/Grant (radio button unselected)
- Invoice: (empty text input field)
- Invoice Date: 21-Sep-2018 (calendar icon)
- Price: 0 (text input field), NONE (dropdown menu)
- A green SAVE button is located at the bottom left of the form.
- A green bar at the bottom of the form contains the text "ITEMS/COPIES" and a close icon (X).

MEMBERSHIP

Add new member

Member ID: Membership number without space

Member Name: Member name

Birth Date: Date of Birth

Member Since: Can be similar to registration date

Registration Date: Registration date

Expiry Date: Expiry date can be auto set or select manually

Institution: Entry member's department/institution if required

Membership Type: Select membership type. It is basically course name for students.

Sex: Select Gender

Permanent Address: Type permanent address in full

Postal Code: Type postal code

Present Address: Type present address in full

Phone Number: Mobile number

Fax: You can Skip

PIN: Like NID number

notes: Skip

Pending Membership: don't tick

Photo: select members photo

Email: members email address

New Password: 1234

Confirm Password: 1234

Then Save.



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MEMBERSHIP

You are currently logged in as Admin

Member Search: [] SEARCH

MEMBER LIST VIEW EXPIRED MEMBER + ADD NEW MEMBER

SAVE

Member ID* : []

Member Name* : []

Birth Date : dd----yyyy []

Member Since* : 21-Sep-2018 []

Register Date* : 21-Sep-2018 []

Expiry Date* : Auto Set
dd----yyyy []

Institution : []

Membership Type* : Standard

Sex : Male Female

Address : []

Postal Code : []

Mail Address : []

Phone Number : []

Fax Number : []

Personal ID Number : []

Notes : []

Pending Membership : Yes

Photo : No file chosen
Maximum 500 KB
or take a photo

[Load Camera] [Capture] [Use It!] [JPG] [2x3]

Email : []

New Password : []

Confirm New Password : []



Updated on 23 July 2019

