

ELR (Educational Lending Right) School Library Survey Matching Program for Amlib Installation and User Guide

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ELR Survey Matching Program for Amlib

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Support:

Australia: 1300 260 795 (Local call cost in Australia)

Email:

support-amlib@oclc.org

Amlib Help Desk (TOPDesk):

<https://servicedesk.oclc.org/tas/public/>

OCLC Amlib Support Documentation:

<https://www.oclc.org/support/services/amlib.en.html>

Sales:

Australia: 1300 260 795 (Local call cost in Australia)

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www.oclc.org/en-AU/

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WELCOME

The following details provides details on how to install and operate the customised *Amlib ccsurvey.exe* program to match the ELR-supplied source file against the school's database to identify all matches together with the number of holdings of individual titles. It will produce 2 files as output – a detailed output text file and a summary output text file.

Education Services Australia will provide a data file containing the ELR Source file to the schools which will enable you to run the survey. The results will be produced in the required results output file which can be forwarded to *Education Services Australia* by email to elr@esa.edu.au.

BEFORE YOU BEGIN THE INSTALLATION...

Read the Installation Notes First

Please carefully read the entire installation guide prior to commencing the actual *ELR Survey* installation.

If you have any questions please contact: support-amlib@oclc.org.

Follow the instructions precisely. If you have any difficulties, please call *Amlib Support* immediately.

SYSTEM REQUIREMENTS - AMLIB VERSION 5.X

Please Note:

- In order to run the ELR CC Survey application for *Amlib* you will need to ensure that your library has is running *Amlib Client v5.1* or higher
- If this is not the case, then please consult *Amlib Support* about updating your *Amlib* client

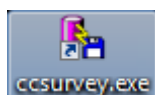
INSTALL ELR SURVEY APPLICATION

Install the Amlib ELR CC Survey Application

IMPORTANT: Please ensure that you have **full read/write** access to the **\Amlib** folder on your server (for example: **C:\Amlib**) or PC (if the Amlib client is installed locally) and that you are logged in with Administrative Privileges.

The **ccsurvey.exe** application should already be installed (and visible) in the **Amlib** folder on your server (or PC, if installed locally). If not, it is available to install from the *Amlib Content Portal*:

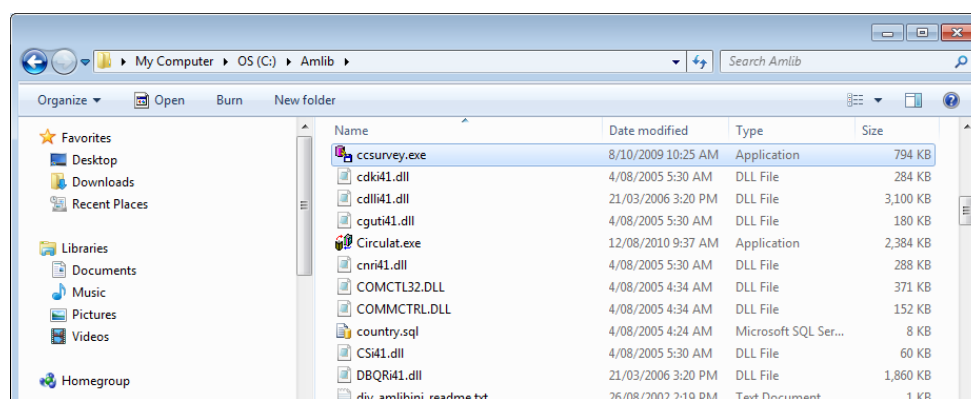
1. The *Amlib ELR Survey* zip file is available on the OCLC Website, under Download and Software Updates>Utilities:
<https://www.oclc.org/support/services/amlib/downloads-software-updates/utilities.en.html>
(contact *Amlib* support if you require a login to this website)
2. Download the **InstallCCSurvey60.zip** and save it on your *Amlib* server
3. Double-click the **InstallCCSurvey60.zip** and unpack the contents
4. The following files should be copied into the **Amlib** folder on your server (or PC, if installed locally):
 - **ccsurvey.exe**
5. Right-click on the **ccsurvey.exe** application and select **Send to > Desktop (create shortcut)**



6. In addition, the following file supplied by ELR should also be copied into a separate folder in your **Amlib** folder:
 - For example: **C:\Amlib\ELR\ELR Source.txt**

WARNING: Restricted Use of Amlib

- The *ELR Survey* matching program will take approximately 4 to 6 hours to run (times will vary depending on the number of catalogue records on your system)
- The server/PC designated to run the ELR CC Survey matching application must not be logged onto *Amlib* during this time
- Whilst other PC users may be logged onto *Amlib* when the ELR application is running – the *Catalogue* and *Authorities* modules should remain logged off

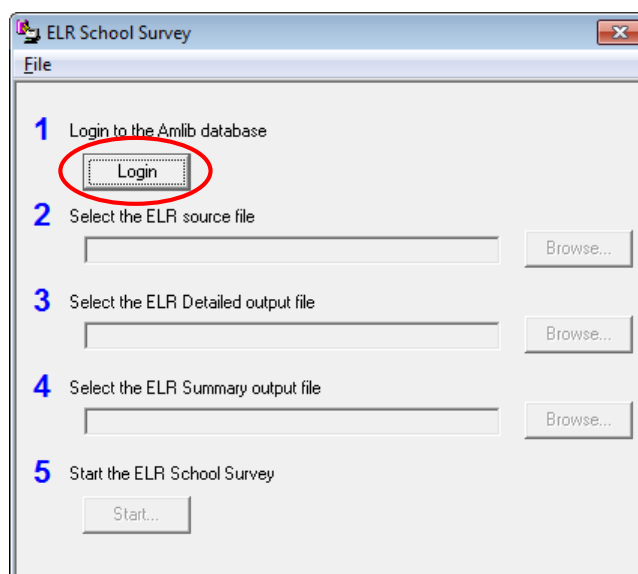


RUNNING THE SURVEY

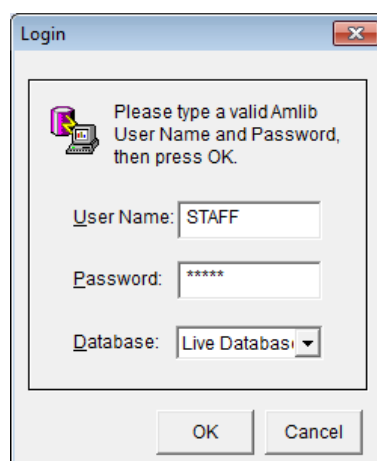
1. On the PC, start the *ELR School Survey* (CC Survey) application, by double-clicking the **ccsurvey.exe** shortcut icon on the desktop

Please Note: If you are unable to locate the ELR Survey via the Run box you may need to locate the application by opening *Windows Explorer* and check whether the **ccsurvey.exe** program is located in the *Amlib* client folder (normally **c:\amlib**). If you are still unable to locate the program please contact *Amlib Support* for assistance.

2. The ELR School Survey screen will display:



3. Click the **Login** button – the Login prompt will display:



4. Type in your *Amlib*:

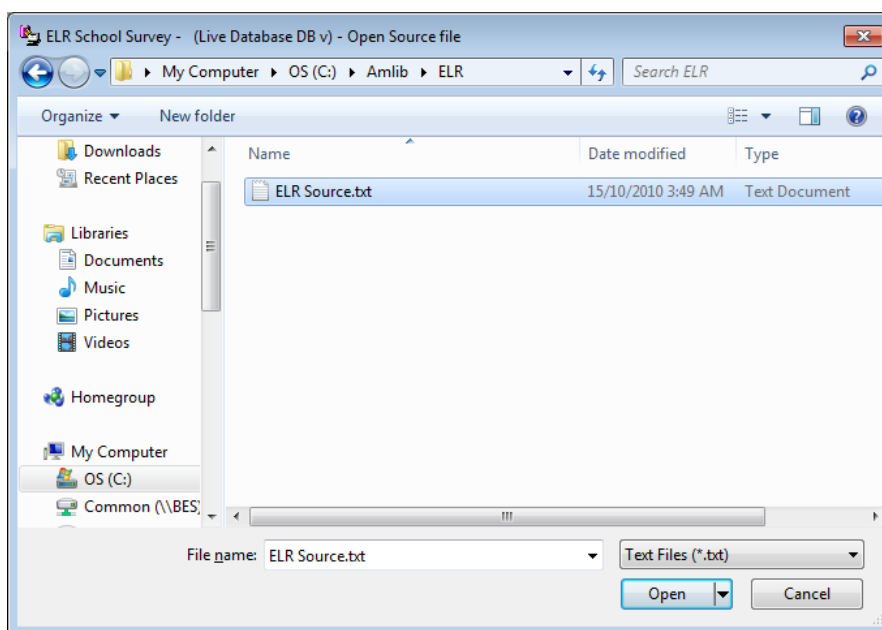
- User Name – for example: **STAFF**
- Password – for example: **AMLIB**
- Select the Database to use – the default is the **Live** database

5. Click the **OK** button

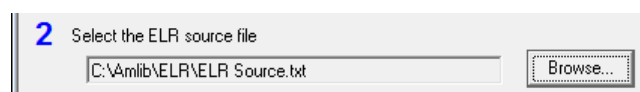
ELR Survey Matching Program for Amlib

- Click the **ELR source file Browse** button and navigate to the directory on your PC where the source file provided by *Education Services Australia* was saved (for example: **C:\Amlib\ELR**):

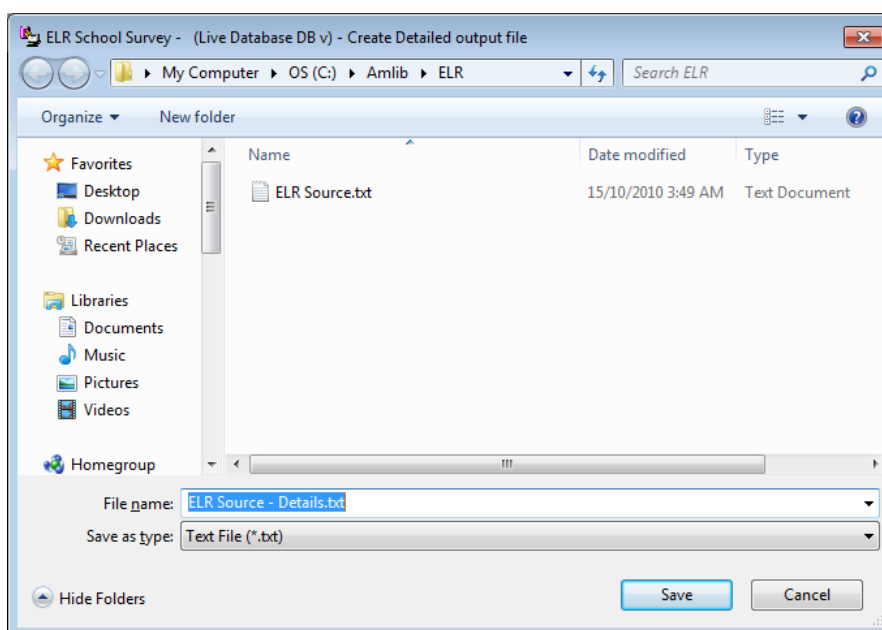
Please Note: It possible to save (and then load) the **ELR Source.txt** file from any location on your PC, including your desktop).



- Select the **ELR Source.txt** file and click the **Open** button

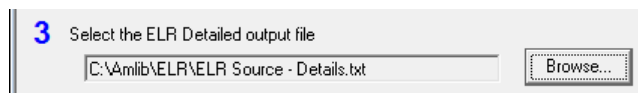


- Click the **ELR Detailed output file Browse** button and select the directory on your PC where the program will create the first output file (in this example we are saving them in the **C:\Amlib\ELR** folder):

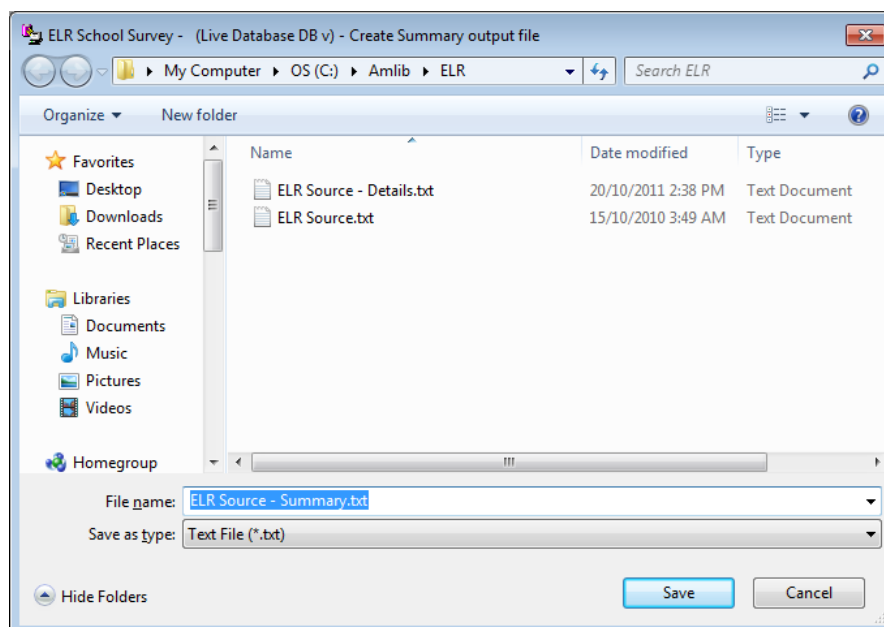


- A default **File name (ELR Source – Details.txt)** will display – click the **Save** button

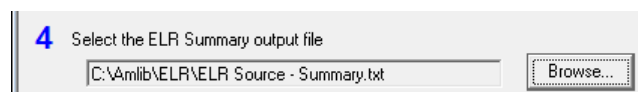
ELR Survey Matching Program for Amlib



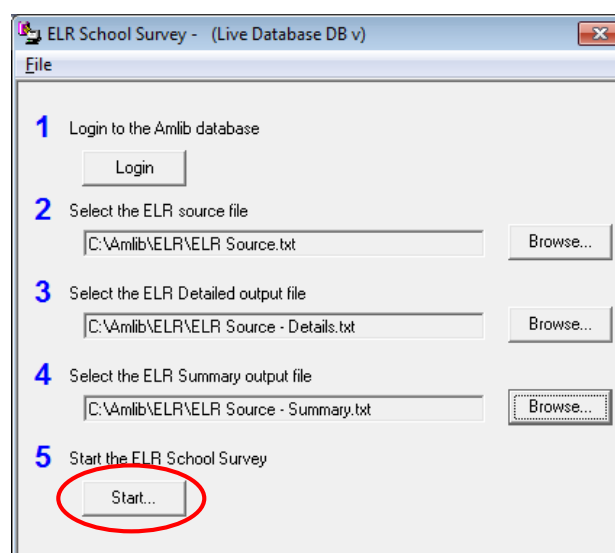
10. Click the ELR Summary output file **Browse** button:



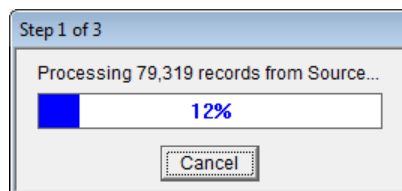
11. A default File name (**ELR Source – Summary.txt**) will display – click the **Save** button



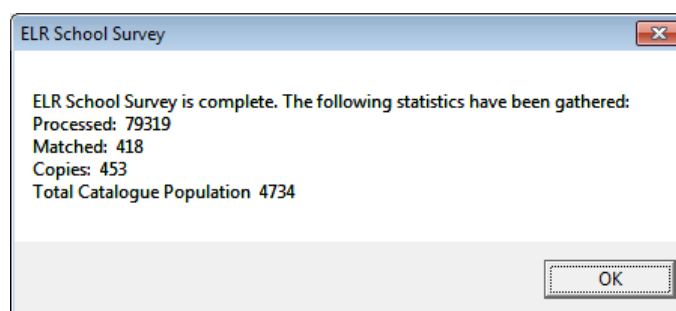
12. Click the **Start...** button – which will then *grey* out:



13. The Survey will start to run (there are 3 steps involved) – a Processing prompt will display, with which you can monitor the survey progress:



14. Once the survey has been completed, a prompt with the following message will display:
ELR School Survey is complete. The following statistics have been gathered:
Processed: XXXX
Matched: XXX
Copies: XXX
Total Catalogue Population XXXX



15. Click the **OK** button
16. To exit the ELR Survey application, select **File > Exit** button from the menu

Send Output File to ELR

Please email the two (2) output files (**ELR Source – Detail.txt** and **ELR Source – Summary.txt**) to:

- elr@esa.edu.au