

# Rietveld and Sandberg Library Manual

v0.3

Infrastructural Manoeuvres

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# Evergreen

## What is Evergreen?

Evergreen ( <https://evergreen-ils.org/> ) is a free-software integrated library system (ILS). As an ILS, it essentially comprises a set of digital tools for managing a library catalog and the circulation of its items, that is, “it helps library patrons find library materials, and helps libraries manage, catalog, and circulate those materials”. [Free-software](#) is software that is free to download, use, view, modify, and share. Evergreen was initially developed and released by the Library of Georgia in the early 2000s; it is now widely adopted by libraries around the world and benefits from an active community of closely working users and developers. The official documentation can be found here: <https://docs.evergreen-ils.org/docs/latest/index.html>.

## Evergreen in Rietveld and Sandberg

Infrastructural Manoeuvres has set up Evergreen software on a server (actually more than one) managed by the school ICT (actually by ever changing companies the school contracts). Settings were tuned to the library’s needs and the database populated with bibliographic records of books in the library collection as well as with library users information. This is the core of the library software infrastructure and is what we call “evergreen”, or “the system”. The OPAC (Open Public Access Catalog), or “the catalog”, is what we access at <https://catalogue.rietveldacademie.nl> and is a slightly customized version of evergreen’s own web interface; the same goes for the [staff interface](#). The library website - <https://library.rietveldacademie.nl> - is built as an alternative interface to the system and is designed in a way such that library uses and events can interact with the catalog and viceversa. Custom scripts - accessed via [bibliotecaris](#) - also use evergreen as backhand.

## > Evergreen's system structure

Evergreen is a highly scalable system, suitable for small libraries as well as for bigger organizations comprising many sub-branches. In terms of administration, in the [Staff Interface](#) we find a generic level of 'System Administration', and a particular level of "Local Administration". Because the Rietveld and Sandberg library has a simple and autonomous structure (it is not part of a big consortium of universities nor it is itself the umbrella organization for other libraries) Server settings and Local settings apply to the same single entity.

## > Organizational unit

In Evergreen the Rietveld and Sandberg library is the single main Organizational Unit: "GRA". This is set in Administration > Server Administration > Organizational Units. GRA is here defined as a Consortium, not because it is one, rather because this is the top level organizational structure type, capable of eventually hosting sub-organizations in the future. The opening times of the Library are also set in this same place.

Sys admin note: Run autogen.sh as opensrf user after changes in organizational data

## Staff Client

Within the staff interface there exist different sections, the most used ones being Search, Circulation and Cataloguing. [Circulation](#) concerns all movements of books (and so also the people carrying them), [Cataloging](#) concerns books and records, Search is for searching both books and people.

## > Basics

The Staff User interface for Evegreen lives here: <https://catalogue.rietveldacademie.nl/eg/staff/>

Login with your staff details -- not with your patron account!

If logging in for the first time or from a new browser: register a new workstation (just give it a name)

If it does not work (but login is correct) → delete cache from browser!

## Users

Staff and patron are different users of the library. Within the system their differences are set in terms of permissions (of use, access, modification etc). Students and non-librarian staff (i.e. GRA and SI employees) are generally registered as 'Patrons'. When a new user account is created for a librarian, we usually set it as 'Global Administrator'.

Currently all librarians and working-students have the same permission profile (the system administrators too!). This could be changed (different profiles are available, like cataloguer, local administrator etc) but so far there has never been an issue. Individual permissions can be modified in **Administration > User Permissions Editor**, although this is normally not necessary if the user profile is set correctly. See [Permission Editor](#) for more info on this.

## > Permanent Deletion of Patrons

In case of overlaps or errors in the creation of User Accounts, they can be deleted from within the Patron Editor, clicking **Other > Completely Purge Account**.

## > Users with Inactive Cards

It can happen that sometimes users are double imported due to redundancy in the Rietveld system, or there is an overlap as the barcode has been spelled wrong or something, so they end up having two different barcodes.. In that case one of the two gets deactivated! Which means the user cannot borrow books, as the Check-Out function is greyed out.

You can fix it by going to the **Patron Edit** page, and next to the first element, **Barcode**, you can click on the **See All** button. In the dialog you can turn both barcodes active again, or otherwise fix the wrongly spelled barcode.

## Library Staff Permission editor

In terms of user permissions, for the Library Staff (Admins, Librarians, Working students) we are using a pretty flat hierarchy, so we do not have too many different permissions ( if you are able to check out books for a Patron you are also able to edit records in the catalog and to add and edit users. ) To change permissions to make a User part of the Library Staff, this is done by changing settings in two different places:

- First make the user a **Global Administrator**, by looking up the user in the **Patron Search**, and editing its **Main Permission Group**
- Look up the barcode of the user in **Administration > User Permission Editor**, and once the data loaded, make sure that **Rietveld Library (GRA)** has a checkmark in the first section **Working Location**

## Shelving Locations

Shelving locations are the different categories within the library where books can be found (or lost). These are for instance "On shelf", "On request", "Archive", "Display" etc. They can be created and configured at **Administration** → **Local Administration** → **Shelving Locations Editor**. Locations can be public or not (set Opac Visible yes/no). For special locations it may be helpful to add circulation "Alerts" (see [Alerts](#) paragraph).

## Advanced Evergreening

There is a lot of useful information at the [Evergreen Documentation Wiki](#) on advanced syntax for searching.

This is very useful to create queries to make buckets, but the same tricks work also in the non-staff opac interface.

## Buckets

Buckets are a handy way to group together small to medium size lists of records or items. Bucketing tools are found in [Cataloging → Record Buckets](#) or [Cataloging → Copy Buckets](#) (see link for instructions on creating and managing buckets). There exists also a tool for putting people into buckets, in the Circulation menu, but we hardly ever use that..



Buckets can be private or shared. Every bucket gets an ID number (e.g. #58); to share a bucket with colleagues you can give them this number. To access a shared bucket: **Buckets** -> **Shared Bucket** -> **Bucket ID**

## Statuses

### > Item status

To quickly check the status of an item, select **Search** → **Search for copies by Barcode** → **Scan/Type the barcode**. The current status of the item is displayed in the Item Status column. To edit status: **Actions** -> **Edit Items** -> **Status** dropdown menu.

### > Search for books by status

To see all books with a particular status: **Cataloging** -> **Record buckets** -> **Record query** and enter "**statuses(number)**"

Examples:

- for reshelving books type: statuses(7)
- for missing books type: statuses(4)
- for all books checked out: statuses(1)
- in reserved books shelf: statuses(8)
- damaged: statuses(14)
- bindery: statuses(2)

*If you are confused about the results you get, check your query! Non-existing ids and wrongly formatted queries give [ghostly records](#) as a result.*

To check the ID number corresponding to each status category in use: [Administration](#) -> [Server administration](#) -> [Item Statuses](#)

In that page you can also edit and add new statuses. Check "OPAC visible" if you want the status to be publicly visible in the catalog, uncheck if it's for internal use only. Default numbers reference and further instructions on eg's docu [https://docs.evergreen-ils.org/docs/latest/admin/copy\\_statuses.html](https://docs.evergreen-ils.org/docs/latest/admin/copy_statuses.html)

## > Catalog by Status

Another way to see books statuses is via **Bibliotecaris** -> [Catalog by Status](#). Use column 4 to sort results by status category. You can also use the search bar, e.g. "Missing", results get filtered as you type.

# Circulation

## > To Check Out Books

From evergreen staff home page, search for patron and scan in books:

1. Search by student number or by name A. By student number: **Circulation -> Check-Out -> Student Number** (Or name.surname for teachers and staff) B. By name: **Search -> Search for Patrons -> Search by Name**
2. Scan Book/s (->note Due Date for stamping book)

## > To Check in Books

**Circulation -> Check-In -> Scan Books**

If a Reservation pop-up appears:

- Print new slip or write name of patron+capture date on a post-in and place on reservation/holds shelf (lower shelf of the cabinet next to the left work station)
- When the person comes pick up their book, don't forget to check it out (else for the system it will be still on holds shelf..).
- If another kind of alert message appears, for example "Studium Generale Shelf" the book should be moved to that particular shelf. (Some books have several alert messages, they'll appear in pop-ups after each other)

## **> To Renew Books**

Loans can be renewed up to 3 times. After that the renewal action will show a warning. This can be bypassed/reset else the book needs to be returned first.

- A. By Patron: Circulation → Check-Out → Student Number (Or name.surname for teachers and staff) → Items Out → select books → tick upper box to select all → Actions → Renew/Renew All
- B. By Item: Circulation → Renew Items → Scan Book/s

## **> To Place Holds, aka Reservations**

Only books currently loaned out or on hold can be reserved (if a book is available on shelf, no reservation is possible)

- A. By Patron: Circulation → Check-Out → Student Number (Or name.surname for teachers and staff) → Holds → Place Hold → Search Book in the OPAC → Select Book → On the right side of the Record Select Place Hold → Check that notification by email is checked and by phone number unchecked → Submit
- B. By Item: Search for Book in the Opac → Select Book → On right side click Place Hold → Place hold for patron by barcode=Student Number → Press Enter and check that contact info appears → Check Notification by Email → Submit

The Patron will receive an email when the book is back and placed on reservation shelf

## > Books on holds/reservation shelf

- You always have to check-out the books! (if you just hand-out the reserved book, the status remains “ready for pickup” and we loose track of the books)
- If books are not picked up within 2 weeks we Cancel the hold and put the book back on shelf
- To Cancel Reservations: **Circulation -> Holds Shelf -> sort by Capture Date -> Select books that have been capture 2 weeks earlier or longer -> Always check that the books shown correspond to the books on holds shelf! -> Actions: cancel holds**
- Always Check-in the books after Cancelling the Reservation!!! (status changes to reshelving, and books can be returned to shelves)
- If there are more reservations on the item a pop-up appears at the moment of check-in: **print new slip or write name+capture date on a post-in and place on reservation shelf**

## Alerts

Alerts are messages that can be set to pop-up in the staff interface whenever specific items are checked-in or checked-out. Alerts are useful especially for routing material to specific locations or piles, such as the display shelves, Studium Generale selections, On request etc.

Alerts can be used also to keep track of individual materials, for instance books consisting of multiple items - a permanent alert can be set up both for checkout and for checkin reminding the librarian to check the consistency of the item. Other scenarios are lending out a book that shouldn't be loaned out because it is being processed or awaiting to be relabelled or send to bindery, etc.

To add an alert to a single or multiple items:

- A. Search book by barcodes -> scan in all the books part of the group
- B. Select them all and add them to a new items bucket - Actions/add to bucket/new bucket/check publicly visible -> (give it a name and a date so we know when an alert is an old one and does not count anymore)
- C. Select them all (leave them selected) and do Actions/Add/Items alert -> Type “Normal Checkin” + ~~check “Temporary” ~~ + Alert text (e.g. Studium

Generale 2020)

After this operation a pop-up notice will appear in the staff interface whenever the items are checked-in. You can also skip step “b”, the bucket, but this makes it easier to backtrack the group of books and to remove the alert later on.

D. to remove alerts:

- scan in (all) the item/s or find the barcodes in Items buckets
- select all -> Actions/Edit/Manage Items Alerts -> Clear
- eventually delete also the items bucket

You can manage alerts:

- from Status page - where you can also process multiple items at the same time (search for items by barcode -> actions -> add items alerts/ manage items alerts ) e.g. <https://catalogue.rietveldacademie.nl/eg/staff/cat/item/search>
- from the Item page -> at the bottom left of the table e.g. <https://catalogue.rietveldacademie.nl/eg/staff/cat/item/10995>
- and from the Item editor/Holdings editor -> at the bottom right of the page

At the moment there is no simple way of keeping track of all existing item alerts via evergreen. Buckets can help keeping track of bigger groups of items with alerts, and checking-in practices can help with cleaning up obsolete or lost alerts (e.g. when an item is checked-in and an unusual/unused alert pops up, it is good to edit it and remove it straight away)

## Email Reminders

Email reminders are automated emails the system sends out to patrons in relation to different events. Some notifications in use are: overdue notices, to remind patrons that books are due; courtesy notices, to remind books are soon due; holds notices, sent whenever reservations are ready for pick up, etc. The templates for these emails are set in **Administration -> Local Administration -> Notifications / Action Triggers**.

To modify a template: - Find it in the list - e.g. *7 day Overdue Email Notification*. It helps to arrange results by the Enabled column, “True” values, so you can filter out the notifications currently in use (the list is annoyingly paginated, so you may have to hit the button ‘Next’ a

few time to find what you are looking for). - Double click to open the notification configuration. - Edit the template. For anything more complex than changing the email textual content, check the [documentation](#).

Email addresses are mostly imported from the school database. If an email bounces back (you receive delivery failed errors at the library address) you should check and correct/change the email in the patron account.

# Cataloguing / MARC Records

## Creating a new Marc record

Creating and editing record is delicate work and should be done only by cataloguer(s)! This section gives only a reference to the evergreen interface but does not go into MARC language and cataloguing practices.

A new record can be created from scratch or it can be imported from online databases (Z39.50). For importing see next section. For reference with screenshots and examples see also <https://docs.google.com/document/d/1aULjfN4B47QJ8xUo33Qn8UxxwwKAxeSiAZo8Xp3JG9Y/>

To create a new record, in the staff interface:

- Select **Cataloguing -> Create new MARC record**
- Select **MARC template "lieven\_book" -> Load**
- Check "Add Item" at the top of the page to add directly copy information
- Add Call number and Barcode (by scanning)
- Copy information like call number and barcode, that can eventually be added later in the Holdings Editor
- Check "Flat Text Editor"
- Write MARC record
- Save

Saving the record brings us to the Holdings Editor. This is the place where the bibliographic information of the record is connected to a physical item. Status, Location, as well as notes and alerts can be set here before printing the labels. If SISO and barcode weren't added through the fast-add option ("Add items" at record creation) they can be added here. Labels can be printed automatically when finalising this step (After clicking Save & Exit, you will be redirected to the label printing page - If this is not happening: At the top of the Holdings editor access the "Defaults" tab - at the bottom of the first column check "Print Item Labels on Save & Exit" ). The Save & Exit button is not active if Barcode is missing.

## > No item connected to record (yet)

Records can be created (and retrieved) even though they have no items attached. The most basic defining piece of information for adding an item to a record is a barcode. No barcode, no item. This means also that if a barcode is added but the copy and/or record information is not filled in or not finalised, by default the record will become available/visible in the OPAC (the public search interface).

To create provisional records:

- The easiest way to avoid adding an item when creating the new marc is to leave “Add item” unchecked
- if an item is added (i.e. call number and Barcode) but we don’t want this record to be yet visible in the public interface - because bibliographic information is lacking for instance - in the Holdings Editor we can (for instance) change the Status to “Cataloging”. Items with this status won’t be found in the OPAC.

Provisional records and un-itemed records can be retrieved via the Cataloguing->Retrieve record options and can anyway be found by searching the catalog in the staff interface. Working with buckets can make the tracking of in-process records even easier.

To retrieve un-itemed records use **Cataloging -> Retrieve** options, as well as normal searching in the staff interface. Alternatively, use **Cataloging -> Record Buckets -> Record query**. This last option is necessary whenever we are looking for a partial record that has no title yet (records without titles are found via the staff search but you can’t click on them to edit them! e.g. [https://catalogue.rietveldacademie.nl/eg/opac/results?qtype=author;\\_adv=1;detail\\_record\\_view=0;locg=1;query=%20bonannoss](https://catalogue.rietveldacademie.nl/eg/opac/results?qtype=author;_adv=1;detail_record_view=0;locg=1;query=%20bonannoss))

See [un-itemed records mysteries](#) for more info on this issue

## Z3950 Record Import

Z39.50 is a standard for sharing Bibliographic and Authority records in-between libraries. This can be very useful to add books to the catalog without having to fill in all the MARC



fields by hand. The system resides at <https://catalogue.rietveldacademie.nl/eg/staff/cat/z3950/search> and it works as follows:

- Select from the List “Service and Credentials” the Z39.50 service(s) you want to search at.
- Add one or more values to search for in the bibliographic fields that appear.
- Click **Search** and the results will appear in a long list.
- You can then select one record from the list for import.

It might be that some of the services are down / unmaintained, but in general you should always get some results from the Library of Congress. There is a pair of things to take into account when importing records from external libraries:

- First of all, a lot of un-wanted noise is imported too, if one does not take care to remove the un-related fields. So when searching to the Z39.50 interface, one should use the **Edit then Import** button, to remove the unwanted fields from the MARC before importing the record (for example many Libraries have their own keywording or classification systems we do not want to import, and there is a lot of noise in the 0xx and 9xx fields to be removed).
- There is also a more subtle question, about what to import from the bibliographic fields. Do the descriptions produced by the Library of Congress of the United States always fit how an art school speaks about their books? Is there a trade off when we give up our own modes of classifying and giving keywords to our own references? To reflect further on these questions, at some point Infrastructural Manoeuvres came up with a tool to compare records for the same book.. See the [Marc Comparison](#) section.

## Marc templates

When creating a new MARC record (previous section) we selected a template called *lieven\_book*. This template was created based on the most common fields and subfields used by the cataloguer in the early times of evergreen in the library, i.e. ([Lieven](#)). Different templates can be created and adapted to different types of material, books, magazines etc. and different cataloging tastes. In general, it makes the cataloging easier when the template is set up with the Marc fields that are likely to be used (possibly also less typing mistakes). The LDR can also be set for different formats. At the moment it is not possible to

create or change templates from the staff interface. These have to be set up in the [server](#), contact IM for adding new templates!

## Cataloguing Practices

The decisions and discussions about how to catalog at the Library are not part of this manual. They are at the moment hosted in a shared Google Docs at <https://docs.google.com/document/d/1aULjfN4B47QJ8xUo33Qn8UxxwwKAxeSiAZo8Xp3JG9Y/edit>

## On records without items

**aka the phenomenon of ghostly records in the OPAC**

For some time we have thought that these provisional records would appear no matter what in the OPAC as available. This is actually true only when a copy actually exists, that is, there is at least a barcode attached to the item (and the default settings are applied for the item). The misunderstanding arose because if we open in a browser tab the public interface ([evergreen OPAC](#)), while we are logged in as staff in another tab, let's say with the expectation of searching the system the way patrons would, we are in fact still getting the search results for the staff account! You can verify if you are still logged-in by checking the top right of the catalogue page: If you don't see the button "My account" but only the Basket, then you know you are still searching as staff. The top banner with the evergreen ship stuck in the Suez canal should also be missing.

Open a new private window to actually access the catalogue as a public user! The confirmation you are in the right place is the button "My account" at the top right.

**TLDR Whenever you see weird search results in the public interface do check whether you are in fact still logged in as staff!**

## > Retrieving records without items

To retrieve un-itemed records use Cataloguing -> Retrieve options, or perform a normal search in the staff interface. Alternatively, use Cataloguing -> Record Buckets -> Record query. This last option is necessary whenever we are looking for a partial record that has no title yet: Records without titles are found via staff search but you can't click on them to edit them! e.g. [https://catalogue.rietveldacademie.nl/eg/opac/results?qtype=author;\\_adv=1;detail\\_record\\_view=0;locg=1;query=%20bonannoss](https://catalogue.rietveldacademie.nl/eg/opac/results?qtype=author;_adv=1;detail_record_view=0;locg=1;query=%20bonannoss)

## > Keeping track of loose records without items

Records without items populate the system as part of the cataloguing process. Sometimes they are instead unintentional, leftovers, tests, or forgotten records.

There is an easy way to list all records without items, by searching in the Record Query or the Basic Search interface for statuses(11). It's a weird trick - as records with no items also have no statuses in the database.. And in fact it would work with statuses(anythingexceptrealstatutes). We just say statuses(11) as it is the "Cataloguing" status for items, that can be added to the items being worked on ( so they do not show in the public catalogue search )

The result will be a mix of intentional un-itemed records and ghostly records. The best way to see through ghosts is to order results by Overall Record Quality column. Results that have a score lower than 10 are normally random tests or mistakes. Again, random ghostly records are not really an issue, as they do not appear in the public interface, but this trick is anyway helpful to keep track and eventually clean up.

## Handy Links for Cataloguing

### > Official Marc Descriptions

All the MARC Fields and how to fill them in are thoroughly described, with examples and everything, at the Library of Congress website: <https://www.loc.gov/marc/bibliographic/>  
Additional information and other examples, including suggestions for the local fields like the [690 we use for local keywords](#), are also available at the OCLC (Online Computer Library Center) website: <https://www.oclc.org/bibformats/en/0xx.html>

### > Official SISO

Here is a link to the latest update of the Flemish specification of the SISO (version 6,2023): [https://drive.google.com/file/d/1njOhECMiez-Yu\\_SRwApgjUR3BFi89yAJ/view](https://drive.google.com/file/d/1njOhECMiez-Yu_SRwApgjUR3BFi89yAJ/view)

### > Libraries with marc 21 view

- <https://library.rijksmuseum.nl/cgi-bin/koha/opac-main.pl> (RijksMuseum)
- <https://maurice.bgsu.edu/search/X> (Bowling Green State University)
- <https://search.iisg.amsterdam/> (IISG)
- [https://bll01.primo.exlibrisgroup.com/discovery/search?vid=44BL\\_INST:BLL01&lang=en](https://bll01.primo.exlibrisgroup.com/discovery/search?vid=44BL_INST:BLL01&lang=en) (British library)

### > Libraries with SISO coding

- <https://www.oba.nl>
- <https://www.bibliotheek.be>

- <https://kunstenbibliotheek.be>
- <https://vaneyck.on.worldcat.org/discovery> (Jan van Eyck)

## > Other links

- <https://www.worldcat.org/>
- <https://www.oba.nl/>
- <https://www.stedelijk.nl/nl/verdieping/collectie-online>
- <https://www.hogent.be/student/bibliotheken/>
- <https://bib.kuleuven.be/luca/sintlucasbibliotheek>

## > Further coding / LOC coding / Dewey

- <https://guide.unwsp.edu/c.php?g=57327&p=367924> (LCC to DDC)
- <https://www.loc.gov/aba/publications/FreeLCC/freelcc.html>
- [https://www.loc.gov/aba/cataloging/classification/lcco/lcco\\_q.pdf](https://www.loc.gov/aba/cataloging/classification/lcco/lcco_q.pdf)

# Rietveld Library Website

## About the Website

<https://library.rietveldacademie.nl/>

The Evergreen interface gives full access to the library catalog operations, but is not built to host other types of content. In front of that, the Library has a lighter website that both acts as an interface to the catalog, and as a place to collect informations on the library activities, announcements, and so on.

The website is built with a static website generator called [Jekyll](#), which interacts with the back-end of the Evergreen library system thanks to its [APIs](#).

Making our own simple webpage allowed to develop ways to activate elements of the library catalog in a different way from more traditional library interfaces, giving it another type of attention. Motivated by the understanding that cataloguing and classification are not neutral practices, that the objectivity of any Library is always the result of many collective processes of mediation, negotiation and judgement, we tried to bring it to the fore of what a visitor sees in the library website.

For example, one choice was to put outright to the frontpage the classic library element that stays the most obscure to its user: the classification system, in our case the [SISO](#), which is a version of the [Universal Decimal Classification](#) system tuned for the Dutch language. The full collection of the library is scrolling vertically in all the pages of the website, in the form of a SISO snake.

A similar choice was to use the MARC-21 records, which are the form that all the books and other materials take when they are added to the library catalog, as the structure in which books are encountered in the website. Whenever you select a book, the READ / MARC switch in the top right corner alternates between a more friendly view of the main fields that a user is generally interested in (title, author, call number) and a full view of how the book is inscribed into the database.

## How to edit website pages

The website is generated from [markdown](#) files, which consist of plain text files with a very light syntax to add headers, make lists or make text bold, add images.

The source files are hosted in a [git repository](#), and there is an interface to edit these files with a preview at <https://library.rietveldacademie.nl/admin/>.

Once you login, there is a list of different pages on the left, some of which are static /information pages that can be edited (Resources, Projects, Other Pages), some other are page collections to which you can add new ones ( Events and Book Selections )

### > How to edit pages in general

If you click on one of the pages, you are sent to an editor in which you can switch between markdown editor and a “rich text” editor. For more information on the markdown syntax, you can refer to this markdown guide: <https://www.markdownguide.org/basic-syntax/>, but you can also just use the rich text editor.

After making a modification, if you want to discard it, you can just click in the upper left corner to go back, where it says “UNSAVED CHANGES”, and it will just drop the modifications.

If you want to save the edited page, you can click on **Publish** -> **Publish Now**. After few seconds, the changes should automatically appear on the website. If they don't, please first check with a hard refresh if it is a cache problem, and if it is not, get in touch with Infrastructural Manoeuvres to let us know!

## > How to add an image to the text

You can upload images by either clicking on the **Media** link on the top left corner in the main page, or while editing a page with the rich text editor, you have a **+** icon with inside an **add Media** option. Please do not upload images bigger than **2MB**, resize them before upload to keep a lighter load on the website and on people's browsers.

## How to add events

The system is pretty self-explanatory:

- Go to the admin interface at <https://library.rietveldacademie.nl/admin/>
- From the **Events** section in the **Collections**, click on **New Events**
- Add at least the Title, Description, Date and Category of the event
- You can also add Location if different from the Library, an end date if multiple days, and upload an image that will appear as the attached image for the event
- click on the top left **Publish** -> **Publish Now**

## How to add book selections

There is currently two ways to add a book selection to the list that is shown at <https://library.rietveldacademie.nl/selections/>.



## > Adding selections via a field 930

The main way to add a Book Selection to the website is by modifying the bibliographic records of the books that compose the selection, adding an entry using the Marc field **930**. That is used to mark the books that are activated as a group in events, studium generale, reading groups, and other curated collections.

- Add the same 930 field to all the books that should appear in the selection
- go to the website admin page at <https://library.rietveldacademie.nl/admin/>.
- From the **Collections** list on the left, select the **Book Selections** section
- Click on **New Book Selections**
- in the **930 Selection Field**, fill in the same text that has been added to the bibliographic records
- Add a title and a description to the selection
- **Publish -> Publish Now!**

## > Adding selections of books manually as a curated selection

**Alternatively**, in cases in which it does not make sense to add the field 930 to the records, a Book Selection can also be made by selecting individual books by their record number:

- start a new book selection
- in the **Books** field, click the button **Add books**, it will add a text field in which the number of the record can be added.
- Add as many necessary fields, and fill in the record numbers of the corresponding books.
- Add a title and a description to the selection
- **Publish -> Publish Now!**

## > Relating Book Selections to Library Events

An Event that exists in the website can be added in relation to a book selection, which will make automatic links from the selection to the event, and viceversa. To do so, you can select

in the Book Selection the correct event from the drop-down menu **Related Event**. This will automatically add in the website view a link saying "This selection was made in the occasion of (name of the related event)". In case you don't want to add any additional Description to the Book selection apart from this line, since the Description is a required field, you can just add a space in the description text box, so that it is not seen as empty.

## Book Suggestions

Book suggestions are gathered by sheets at the front desk as well as by a [form](#) on the website.

A link to the form is found on the homepage and in Resources -> Rietveld/Sandberg Library  
-> Can't find a book?

**Librarians can see all the book suggestions that have been added by students via the [requests page](#)**

## Other Systems

### Bibliotecaris Tools

A series of automated scripts are run everyday to generate useful lists for the librarians. They produce simple text and csv formats that can be used without passing through the evergreen interface. All the lists reside at <https://catalogue.rietveldacademie.nl/bibliotecaris/>.

- [onloan.csv](#) a list of books on loan
- [ritardi.csv](#) a list of books on loan that are late
- [call\\_to\\_record.csv](#) connecting SISO classification to record
- [inventory.csv](#) the full inventory
- [inventory\\_w\\_status.csv](#) the full inventory including the status of the items
- [inventory\\_w\\_status.html](#) the full inventory including status in a html page
- [084miss.txt](#) a list of records that are missing their SISO classification in the record
- [all\\_541.txt](#) a list of 541 fields, sources of donation/acquisition
- [all\\_930.txt](#) a list of 930 'event/curation' fields that activate selections in the website
- [all\\_keywords.html](#) a list of all the keywords in use in the catalog

### Label Generator

Books in the library have different types of label: barcode labels (back labels), siso codes (spine labels), and mixed barcode and siso (archive tiny labels).

## > SISO

Because call numbers are specific to items, spine labels are individually printed directly from Evergreen to the label printer connected to the cataloguer's computer. Printing can be done when adding an item to a record or a posteriori (e.g. Summary page > Actions > Show > Print Labels ).

At the moment we use a Zebra thermal transfer printer. The labels for the siso codes are 32mm x 25mm (Z-Select 2000T) and can be ordered here: <https://www.zolemba.nl/nl/blanco-etiketten/zebra-z-select-2000t-800271-105>

Settings for siso/call numbers labels are hardset in Evergreen and the print settings should be saved on the computer used for printing. In case of data loss, printer settings will be relatively easy to figure out, while the Evergreen settings can be copy pasted from here below into the section "Call Number Template" in the main Print Items Labels window. Update info if something changes. :

```
<pre>
{{
  [
    get_cn_and_location_prefix(copy)
    ,copy['call_number.label']
    ,get_cn_and_location_suffix(copy)
  ]
  |
  cn_wrap:settings['webstaff.cat.label.call_number_wrap_filter_width']:settings[
  'webstaff.cat.label.call_number_wrap_filter_height']:copy['call_number.label_c
lass']
}}
</pre>
```

## > Barcodes

Barcode labels are generic and pre-printed in sheets. The system in place at the moment consists of a basic web interface for generating batches of barcodes, to be printed on A4 stickers sheets (3 × 8, 24 per sheet) on the library printer or on the school printer (Tray 5! double sided off!).

Generating new barcodes: In bibliotecaris (the password protected useful-tools page) you'll find a folder named 'labels'

<https://catalogue.rietveldacademie.nl/bibliotecaris/labels/>

In there you find a button that whenever it is clicked it runs a script on the server to generate a new batch. The system keeps track of the previous batch, and saves the pdf in the same label folder. Currently it keeps also the previous pdfs (in case something goes wrong). Files are named with the range of barcodes they contain and the page shows the timestamp for extra-reference.

The template is identical to the one the library had been using in the times of Aura.

sys-note: the contraption consists in a cgi + glabels script. The templating info are set in the .glabels file. all files are in /web-cgi

## > Archive Labels

### *import*

Archive labels are special labels custom made for the publication archive. Besides being as tiny as possible (Henk's concern), they combine call number and barcode in a single label. They are printed on A4 stickers sheets of 7 × 27, 189 per sheet. They are normally created as part of a batch import: during the conversion from spreadsheet to marc records, the siso code is generated based on the first columns of the file, and an alphanumeric barcode is added incrementally. The printing file is generated during/after a batch import.

### *single entries*

Whenever sparse entries have to be added by librarians to the publication archive (hence not a big batch like in the case of an import) we use the same system as with books: separate barcode and siso stickers. Nevertheless, the barcodes will be printed on the tiny archive labels. To generate plain archive labels (without siso!) there is another magic button in bibliotecaris: [https://catalogue.rietveldacademie.nl/bibliotecaris/archive\\_labels/](https://catalogue.rietveldacademie.nl/bibliotecaris/archive_labels/). For the siso codes, in this case, we decided to print them manually on the zebra printer from a text editor (e.g. kladblok).

note: The barcode range for this kind of labels stops at A3000!  
All the barcode numbers after that are reserved for batch imports ---> i.e. labels generated during import, containing both siso and barcode

## Reset Button

In case of the Evergreen Catalogue system acting up weirdly for a long time, or not working at all, there is an emergency reset button accessible to librarians. It is hosted at <https://catalogue.rietveldacademie.nl/bibliotecaris/reset/>.

Please use it carefully and only once. If things do not go back to normal functioning, get in touch with Infrastructural Manoeuvres. Please describe precisely what is not functioning, take note of the timing of the issues, if necessary take screenshots. And please add the description of the issue to the [Ticketing system](#)!

## How to track issues

There is a simple ticketing system we use inside a git repository that lives here: <https://github.com/splotr/tickets/-/issues>.

You can use it to describe issues and desired changes to the Library system as well as the Library website. There is a lot of options but you can just ignore them and stick to the blue buttons:

- Add a new issue by clicking on the top right blue link **New Issue**
- Add a title, clear description of the issue and you can attach images if necessary by clicking on the attachment icon in the toolbar of the description field.
- Click on **Create Issue** in the bottom of the page

Please check when there are replies to the issue, you can follow the discussion add further comments and notes with the blue link **Comment** at the bottom of the page. When the issue is resolved you can **Close Issue**.

## This Manual Itself

This manual is also hosted in a git repository, at <https://gitlab.com/splotr/docu/>. This means that it can be updated by Infrastructural Manoeuvres and librarians. When there is a change to the GIT, the manual is automatically updated at <https://manual.para-doxa.org> and compiled into a pdf at <https://manual.para-doxa.org/manual.pdf>.

# Infrastructural-Manoeuvres (potential pasts + futures)

## About IM

Infrastructural Manoeuvres section in construction. This section contains the different proposed, half-working, abandoned, imagined projects that were developed at/for the library.

## Marc Comparison

This is a very simple cross-check interface that Infrastructural Manoeuvres has developed to compare the differences between the records with which a book is present in the Rietveld and Sandberg Library catalog vs. the catalog of the U.S. Library of Congress.

<https://catalogue.rietveldacademie.nl/class/>

## Keyword System

issues with subject heading and keywords (what we inherited from aura, what changed, what needs work, what work was done already and what should/could be done?)