

## Document Management



Document management serves to input and index all the company's documents. They are then much easier to manage, and not so likely to be mislaid.

Document management handles three types of document (periodicals, articles and monographs).

### In addition...

With the Document Management application you can:

- E-mail articles
- Manage loans of monographs
- Manage and circulate periodicals

It is also possible to customize **settings** and **tables** of data, and print various **reports**:

- List of articles
- List of monographs
- List of periodicals
- List of loans
- List of withdrawn items

*Look no further, the system will do it for you*

### Management of periodicals

Magazines, newspapers, etc. Periodicals comprise any documents to which you can subscribe and which come out on a regular basis.

Periodicals may be associated with **circulation lists** made up of library users. When a periodical is associated with a circulation list, the list can be printed and the periodical is circulated from one reader to another, according to the predetermined order.

The periodical management system also documents subscriptions and their copies, the dates of reception and the copies in circulation. In this way, it is easy to trace a document in the company.

### Bar code printing

A bar code (39) printing module, containing the identification number of the manual (monograph), can be added to the system, to facilitate the recording of monograph returns. Bar codes are scanned simply by using a bar code reader.

### Management of articles

The article management system lets you **e-mail digitized articles** (scanned) to members of **interest groups** with an e-mail address.

Members are grouped according to the needs of each organization. These groups represent various interests and may be associated with documents containing the digitized articles so they can be easily sent by e-mail.

### Management of monographs

Monographs are any documents, other than periodicals or digitized articles, on whatever medium (cd-rom, cassette audio or video, book, etc.).

Monographs are documents that can be **lent to users** of the library. When the document is lent, you can specify a return date. A special function records returns of documents, depending on the borrower.

Since loans are entered in the system, it is easy to find the document within the organization.



442 Saint-Gabriel St., Suite 100  
Montreal (Quebec) H2Y 2Z9

[www.lbainc.ca](http://www.lbainc.ca)  
(514) 393-3386