

***Biblio File***

**Version 1.0**

Copyright © 1998-2000 Kevin Connery

## 1. Requirements

Filemaker Inc.'s (or Claris') FileMaker Pro database program, version 3.0x or 4.0x. (Might work with later versions, but not tested.)

640 x 480 display or patience for scrolling

A color display is *not* required, but will look better.

## 2. Features

Welcome to *Biblio File*, a personal book cataloging, tracking, and reporting system.

Unlike most book cataloging systems, *Biblio File* permits an effectively unlimited number of authors, titles, and subjects to be stored for each book, as well as identifying the location of each book (including "On Loan", and to whom and when), whether it's a first edition (or 2nd or 5th, or...), which printing, publishing history (first publication date), cost information for collectors, and all the other expected bits of information any full-featured book tracking system needs. (See section 8 for the list of specific fields.)

In addition to a full collection of reports (See section 5), and many discrete searching and sorting choices, Book Report has been tailored to make it as easy as possible to enter your books into the system quickly and without difficulty. Misfiling is minimized through the elimination of as much typing as practical; fields which are based on pop-up lists are the Subject, Sub-subject, Publisher, Edition, Printing, and Location fields, and most of these can be easily customized for any specific library.

## 3. Data Entry

There are two main data entry form, called, boringly enough, Form View 1 and Form View 2. This is where all the fields can be seen and entered; the Authors, Titles, Subjects, and all the rest. It's also the default detail view for seeing all the data on a given searched-for record. Creating new records, or duplicating existing records and modifying them is just a keystroke or an onscreen button away.

As mentioned above, many fields automatically provide lists to choose from, to reduce the typing needed. Some fields can even automatically be (partially) filled out; the ISBN field of a book, for example, can optionally (See User Customization) be pre-filled with the publisher's book code, which saves the typing of some not very easy to remember numbers.

The two views are very similar, but Form View 2 is somewhat streamlined, being set to display only a single author, title, and subject for each book. Either one can be set as a default.

## 4. Searching & Sorting: Online Retrieval

*Any* field can be used to search on. Most reports can be sorted by a variety of criteria, and can similarly be limited to specific groups of books prior to printing the report. There are multiple on-screen list views for convenience as well, and it remembers which list view was last viewed when next a list view is requested. Switching between displays is quick and easy; a single button can select a particular record from a browsing list to bring up the detailed view.

## 5. On-Line Help

Most layout pages have a detailed explanation of how and why they are to be used.

## 6. User Customization

The list of valid subjects and subsubjects, the publishers' list, and the locations list can all be easily reconfigured to fit your needs. Have two libraries, and keep books in either of them, or your den? Customize the locations list to identify your book storage areas. Want to add a specialty publisher, or configure the subjects to properly reflect the contents of a library containing hundreds of books on Organic Chemistry? It's quick and easy to do.

If you're not planning on entering ISBN values, you can avoid the ISBN validation warnings by turning off the auto-enter of publishers' ISBN fraction as a preference item. If it's turned on, after entering a publisher's name, the ISBN field is automatically updated. If turned off, this does not happen.

## 7. Reports

### 7.1. **Subject Report** (2 variants, user specified search or All records)

There are two minor variants on the Subject report; mostly cosmetic. To view/use the alternative, . after the preview appears for this report, select the pull-down menu at the top of the status area, and change to the other report name.

This report may include a book more than once, as it will be listed under each defined subject.

### 7.2. **Author Report** (2 variants, user specified search or All records)

There are two variants on the Author report. One reports only one author-- the author in a particular sort position—per book. The variant lists all the authors for each book, though they're still categorized/sorted by all the possible authors. To view/use the alternative, . after the preview appears for this report, select the pull-down menu at the top of the status area, and change to the other report name.

This report may include a book more than once, as it will be listed under each listed author.

### 7.3. **Inventory Report** (Specify sort at report time , user specified search or All records)

The inventory report can be sorted by location, subject, author, subject, title, price (cover, sold, or current value), and includes a total of all of the prices listed, as well as a volume count.

This reports is also available in two variants; one with one author/subject listed per book, and one with up to 4 each. To view/use the alternative, . after the preview appears for this report, select the pull-down menu at the top of the status area, and change to the other report name.

7.4. **Want List**  
(Specify sort at report time)

The Want List can be sorted by Author, Subject, Title, Publisher, ISBN, or a few other fields. It will automatically list only those books which have been set as "Want" rather than owned in the Status field. It's designed to be used when looking/shopping for specific books.

7.5. **Loan Report**  
(Specify sort at report time)

The Loan Report can be sorted by Author, Subject, Title, ISBN, Loaned-to, and Loaned-date, and contains these (and a few other) fields. It's designed primarily to identify which books have been loaned out, and only selects those books which are in Location "On Loan".

7.6 **Mini Report**

The Mini Report is a two column report showing just the basics.

7.8. **Title Report**

## 8. Files and Fields: The Insider View

**Biblio.FM3** This file should be launched first. It sets up the rest of the files and then opens the Book file, which is the hub for most processing.

Inside **Book.FM3**:

Author/Editor	one per book, flag of "Author" or "Editor"
Author:	multiple per book
Title	multiple per book
Subject	multiple per book, pop-up list
SubSubject	multiple per book, pop-up list A list of Valid Subjects is included with Book Report, covering a large expanse of subjects, with only minor details in each one. It's expected that each user will customize their own listing to tailor it to the specific needs of their particular library, and easy access to this list is provided through the User Customization display, where the choice is Maintain Valid Subjects List.
Publisher	one per book, in a pop-up list A list of common publishers is included with Book Report, and a name can either be selected from the list or entered free-form. Two advantages of using the list are consistency, and the automatic entry of the publisher's ISBN key into the ISBN field. Note that this auto-entry can be disabled as a user preference, available from the User Customization section.
Published City	one per book
ISBN	one per book, with automatic entry of publisher's ISBN. If not empty, validated for correct ISBN using the ISBN checksum.
Copyright Date	one per book
Published Date	one per book
First Printed	one per book
Edition	Mostly useful for reprints (e.g. Dover books) and replica copies one per book, pull down menu: 1st through 10th plus other Handy for identifying First Editions in reports.

Printing	one per book, pull down menu : 1st through 10th plus other
Binding	one per book, pull-down menu (hard/soft/leather/etc.)
Condition	one per book, pull-down menu of the standard Mint/Fine/etc
Purchased From	one per book
Purchased Date	one per book
Price paid	one per book
Cover price	one per book
Current Value	one per book
Extras	check boxes to identify Signed, Numbered, or Slipcased books
LC Number	one per book - Library of Congress #.
Location	one per book, user-defined pull-down
Loaned to	one per book, only active if "Location" is "On Loan"
Loaned date	one per book, only active if "Location" is "On Loan"
Keywords/Notes	one per book, a large free-form, searchable, text field

#### Associated Files

<b>Authors.FM3</b>	Where the Authors are stored-to-Book table
<b>Subjects.FM3</b>	Where the Subject, Subsubject, and Category are stored
<b>Titles.FM3</b>	Where the Titles are stored
<b>Utility.FM3</b>	List of Publisher<-> ISBN values for lookup; List of Legal Subjects, Subsubjects, and Categories.
<b>subSubjects.FM3</b>	Utility file, used for temporary storage. DO NOT EDIT or DELETE