



# PAPYRUS

Library Administration  
System

**"THE VERY EXISTENCE  
OF LIBRARIES  
AFFORDS THE BEST  
EVIDENCE THAT WE  
MAY YET HAVE HOPE  
FOR THE FUTURE OF  
MAN."**

T S Eliot

**CONTACT US**

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[www.papyrus.co.za](http://www.papyrus.co.za)



# PAPYRUS OVERVIEW

Developed in 1995 for a large library with 200,000 items, Papyrus has always been at the forefront of innovation.

Parity Software, recognize with numerous international awards, has been developing and supporting the software since its inception.

Based on Microsoft technologies from day one, Papyrus is the longest Microsoft Windows library software in existence, the most cost effective solution and uses the latest technology available today



# PAPYRUS TECHNICAL FEATURES

- Microsoft SQL server database ensuring high speed, availability and excellent security
- Client Server technology with additional Cloud functionality
- Compatible with Windows 7 to Windows 10
- Workstations little or no disk space and limited memory
- Works over LAN and WAN connections
- Security by Active Directory, SMTP mail gateway



# PRODUCT SUPPORT

- Developed and supported by the same company for 25 years.
- Stable product with low support dependency
- Training usually within 2 hours
- Issue Ticket logging with 24 hour response
- Upgrades to the product every 18 months and patches released when necessary required
- Annual Enhancement Fee provides free email support and upgrades to the product
- Online product manual



# PAPYRUS FEATURES

- MARC21 compliant including SAMARC
- Supports multiple branches
- Unlimited Publication Types with customizable Cataloguing Templates
- Online Public Access Catalogue Searching
- Membership Management
- Circulation
- Reporting



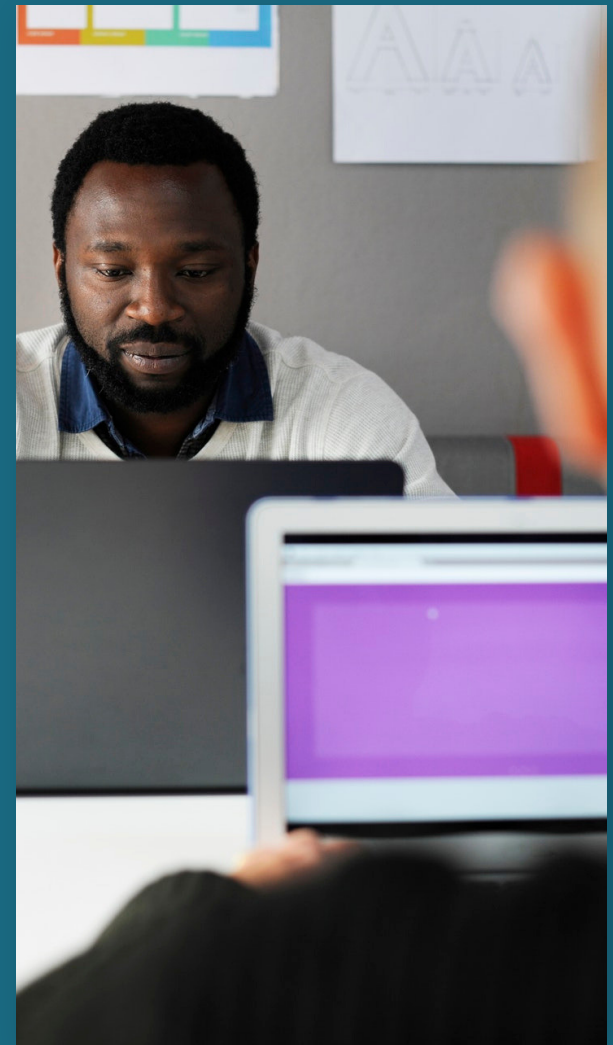
# CATALOGUING

- Unlimited Publication Types each with its own cataloguing template
- MARC21 compliant with multiple fields for Authors, Subjects, Keywords
- Cross referencing between publications
- Thesaurus on Subjects, Authors and Keywords
- One cataloguing record with multiple copies of a book
- Each physical stock item tracked to a branch, collection and shelf
- Download records using the ISBN or title search from Library of Congress, Amazon and Google
- Bookcover images and web site links
- Comprehensive Stock taking and tracking



# OPAC ONLINE SEARCHING

- Basic or Advance mode searching
- Searching by 14 different methods including, title, author, keyword, subject
- Limit search to Branch or across all libraries
- Drill down and across
- Email, print or save search results
- Comprehensive details on each stock item including availability, location, book covers and web links
- Bespeak or reserve a book if not available
- OPAC HTML .NET search engine for extranet searching



# LIBRARY MEMBER MANAGEMENT

- Unlimited Member Types and Categories
- Control by Member Number, Barcode, ID Number, Library Branch
- Comprehensive contact information
- Photograph capturing off camera or file and ID Card printing
- Membership and Subscription Fee management
- Family Member Codes
- Account number for integration to Accounting
- Full Circulation History
- Full record of notes and defaults





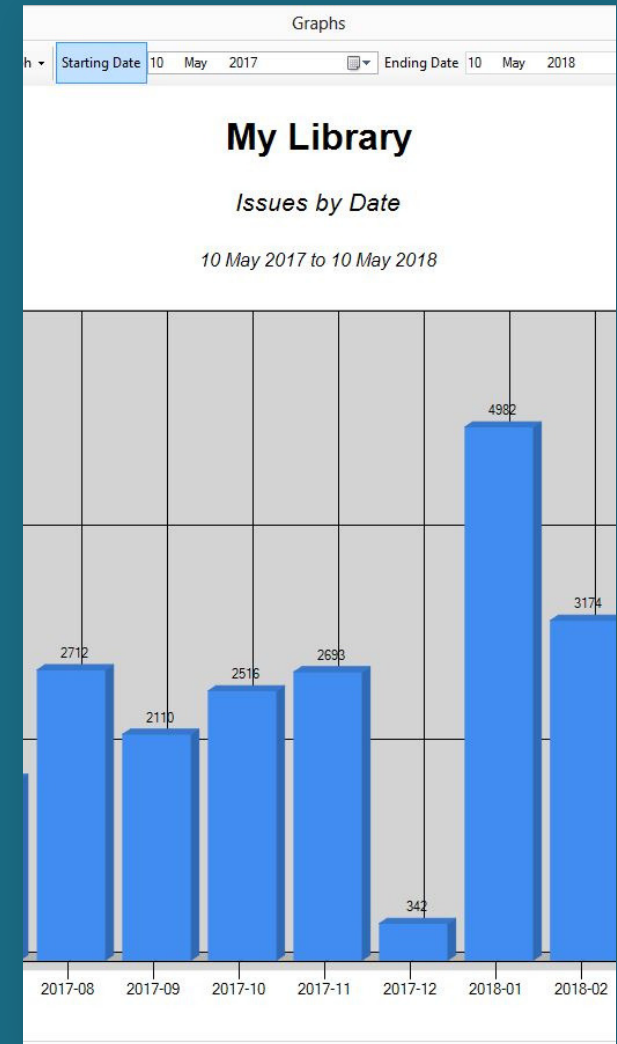
# CIRCULATION ISSUES AND RETURNS

- Identification by ID, Barcode and Photograph
- Complete control over quantity, loan period, renewal, fees and fines by member and publication type
- Override limits and dates by password
- High speed sub-second issue and return
- Bespeak, Overdue and reminder management
- Print or Email load history
- Payment of Fines and Subscriptions
- OPAC searching for front desk enquiries



## REPORTING

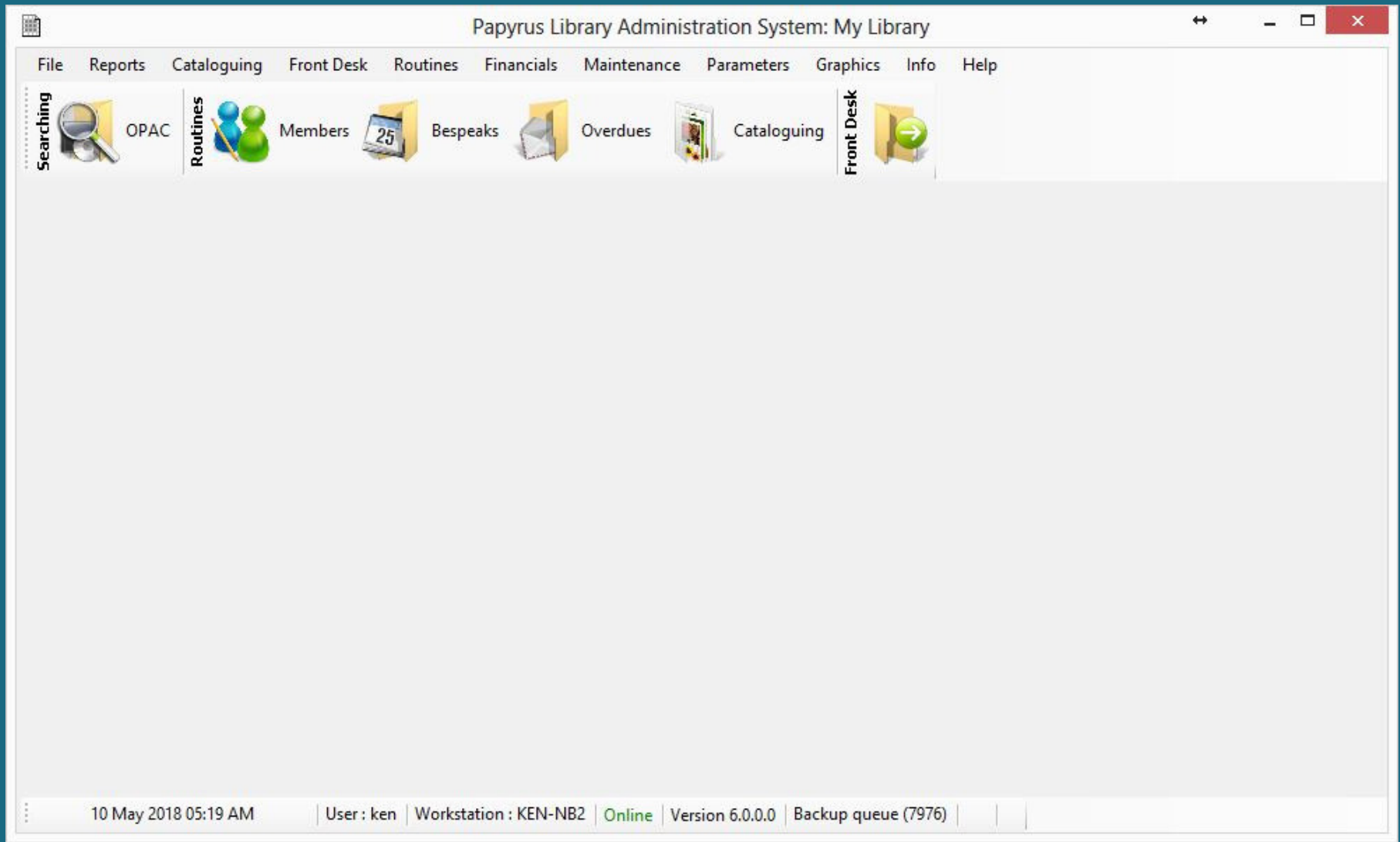
- More than 85 reports covering Parameters, Members, Catalog and Circulation
- All reports can be printed to screen or printed, and exported or PDF, Word or Excel, and emailed
- Customizable using Microsoft Report Writer
- Circulation Statistics and Graphs
- Audit of Stock Deleted, fines received and waived
- Tracking of Workstation and User activity



# SAMPLE SCREENS



# Main Menu



Papyrus Library Administration System: My Library

File Reports Cataloguing Front Desk Routines Financials Maintenance Parameters Graphics Info Help

Searching OPAC Routines Members Bespeaks Overdues Cataloguing Front Desk

10 May 2018 05:19 AM | User : ken | Workstation : KEN-NB2 | Online | Version 6.0.0.0 | Backup queue (7976) |

# Member Maintenance

Maintain Members

1 of 1

Add new Delete Add Family Member Update


Find Member Types Member Number 100000 Member Name

Member No: 100000 Surname: FARGHER Title: First Names: Ken  
Member Type: Grade 10 Category: G10M

Issues	Family Members
Member Details	Addresses Phone Numbers Notes Distribution Defaults Financial Fees

Sub Category: Location: e Mail: IDNo: Bar Code: 100000 Bar Code 2: Status: Normal Join Date: 04 May 2018 Date Of Birth: 10 May 2018 Expiry Date: 10 May 2018 Family Code:

Drag a photo onto this form.



Camera Import Clear

4:3 Landscape Photo Left

Email Reminders Print Reminders This member Notes

# OPAC Searching

Search Request

Clear Basic Search Mode Search Issues Exit Backoffice

Step 1. Enter the terms for which you are searching

mandela

Step 2. What would you like to search by ? Click one of the buttons

**Title Search**

by Title by Title Page by Author by Subject Dewey Abstract All

**Authority Search**

Author Subjects Series Keywords Publisher Title ISBN

**Advanced Options**

How would you like the search to use these terms ?  
Find containing all of these terms only

How would you like to match these terms ?  
Match any part of the term/s

Location  
Publication Type

# OPAC Results

Search Results - 2 references found

Search: mandela

Clear Title T Page Author Subject Dewey All Authorities Author Subject Keyword Series ISBN Publisher Title Results OK X

Search Results Book Covers

mandela(2 items found)

- LANGE WEG ZUR FREIHEIT / MANDELA N. - 1994 : FISCHER. - 850p : Illus. - 3-10-047404-X ::920.1 MAN
- LONG WALK TO FREEDOM / MANDELA N. - MAC DONALD, 1994. - 617p : Illus. - 0-316874965 ::920.1 MAN

Accession No: S0800/00 Barcode:S0800/00 Location:: Collection:: Shelf:920.1 MAN (Normal) Currently Issued - Due: 06 February 2018 [Taken By:09/014 KOSTLIN, ANNIKA cd dvd - G

Persons/Authors  
Publishers  
Subjects

- NELSON MANDELA
  - AFRIKA - EIN KONTINENT IM WANDEL / SCHADOMSKY LUDGER. - €9.99x14+25%. - ARENA, 2010. - 126p : Illus. - 978-3-401065274 ::300.2 SCHAD
  - INVICTUS - NELSON MANDELA AND THE GAME THAT MADE A NATION / CARLIN JOHN. - ATLANTIC BOOKS, LONDON, 2009. - 253p : Illus. - 978-1-848872400 ::E5 CAR
  - LONG WALK TO FREEDOM / MANDELA N. - ABACUS, 1996. - 751p : Illus. - 0-349106533 ::920.1 MAN
  - LONG WALK TO FREEDOM / MANDELA N. - MAC DONALD, 1994. - 617p : Illus. - 0-316874965 ::920.1 MAN
  - MANDELA - THE AUTHORISED BIOGRAPHY / SAMPSON ANTHONY. - HARPER, 2011. - 610p : Illus. - 978-0-007437979 ::920.1 MAN
  - NELSON MANDELA - CONVERSATIONS WITH MYSELF / MANDELA N. - MACMILLAN, 2010. - 444p : Illus. - 978-0-230749016 ::920.1 MAN
  - NELSON MANDELA - CONVERSATIONS WITH MYSELF / MANDELA N. - MACMILLAN, 2010. - 444p. - 978-0-230749016 ::E5 BIOGR MAN
  - NELSON MANDELA BY HIMSELF : THE AUTHORISED BOOK OF QUOTATIONS / MANDELA N. - MACMILLAN, 2013. - 252p. - 978-1-770103276 ::829 MAN
  - YOUNG MANDELA / SMITH D J. - WEIDENFELD & NICHOLSON, 2010. - 340p : Illus. - 978-0-297858454 ::920.1 MAN

Clear All Clear Selected Save Email Print Drag items from the search results into the area below

ISBD

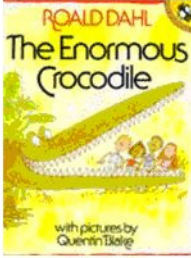
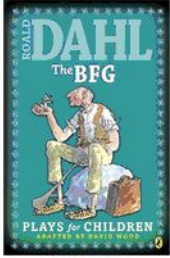
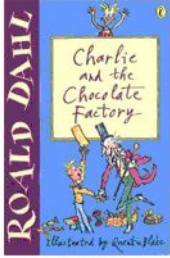
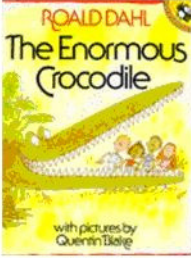
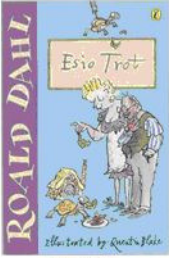
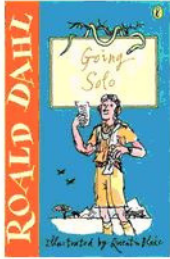
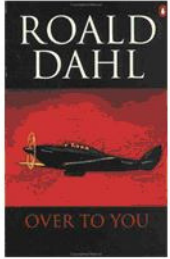
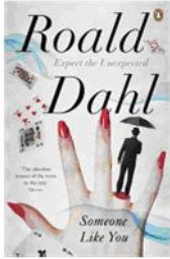
# OPAC Results

Search Results - 21 references found

Search

Clear Title T Page All Authorities Author Subject Results OK X

Search Results Book Covers

 <p>ROALD DAHL The Enormous Crocodile with pictures by Quentin Blake 00015525</p>	 <p>ROALD DAHL The BFG PLAYS for CHILDREN 00027446</p>	 <p>ROALD DAHL Charlie and the Chocolate Factory Illustrated by Quentin Blake 00027131</p>	 <p>ROALD DAHL The Enormous Crocodile with pictures by Quentin Blake 00014051</p>	 <p>ROALD DAHL Esio Trot Illustrated by Quentin Blake 00026541</p>
 <p>ROALD DAHL Going Solo Illustrated by Quentin Blake 00027133</p>	 <p>ROALD DAHL OVER TO YOU</p>	 <p>Roald Dahl Respect the Unrepentant Someone Like You 00088332</p>		

Clear All Clear Selected Save Email Print Drag items from the search results into the area below

ISBD



# Easy Cataloguing

EasyCat

Search OPAC Publication Type BRN, Acc No or Barcode ISBN

New Item Delete BRN Copy this Item Download Update ISBN

Clear 4 of 16

BRN: 00025715 ISBD: ART OF THE 20TH CENTURY : PAINTING SCULPTURE NEW MEDIA PHOTOGRAPHY. - 1. - 2000 : TASCHEN, 2000. - 840p : illus. - 3822859079

Publication Type: Art Master BRN: Reading Age:

Hyper Link:

Sort

Cataloguing Entries Stock Items BRN Statistics Loan History Serials Abstract Book Cover

Delete a Line Insert a Line Reload Default Template Cross Reference Link Auto Cross Reference

Description	Seg	Value (10)	ARN Value
▶ ISBN	0	3822859079	
language of text	0	ENGLISH	
Title Proper	0	ART OF THE 20TH CENTURY	
Sub Title	0	PAINTING SCULPTURE NEW MEDIA PHOTOGRAPHY	
Author	0		
Other Authors	0		
Edition statement	0	1	
Place of publication	0	2000	
Name of publisher	0	TASCHEN	01002828
Date of publication(YYYY)	0	2000	
Extent of item (pages, etc.)	0	840p	
Other physical details (illus.)	0	illus	
Accompanying material	0		
Title proper of series	0		
Volume numbering within series	0		
Text of notes (Abstract)	0		
Subject	0		
DEWEY Class number	0	DO ART/HIST RUH	
Author Surname (in caps)	0		
First Part of Author Name	0		

# Circulation

Papyrus Front Office

Search

Next

Issue & Return

Fines
Bespeaks
Notes

Issues

OPAC

Back Office

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**Member Details**

Number	<input type="text" value="100000"/>	Name	<input type="text" value="FARGHER, Ken"/>		
Phone	<input type="text"/>	Type	<input type="text" value="Grade 10"/>	Category	<input type="text" value="G10M"/>
ID No	<input type="text"/>	Addr	<input type="text" value="."/>		

**Stock Details**

AccNo	<input type="text"/>	Barcode	<input type="text"/>	LONG WALK TO FREEDOM / MANDELA N. - MAC DONALD, 1994. - 617p : illus. - 0-316874965
Return	<input type="text" value="24"/> <input type="text" value="May"/> <input type="text" value="2018"/>			
Renew	<input type="text" value="17"/> <input type="text" value="May"/> <input type="text" value="2018"/>			
Fine Due	<input type="text"/>	<input type="text"/>		
Renewed	<input type="text" value="0"/>	Date Renewed		

---

Description	Accn No	ISBD	Date Issued	Due Date	Date Returned	Fine Due
BIOGRAPHY	S0800/00	LONG WALK TO FREEDOM / MANDELA N. - MAC DONALD, 1994. - 617p : illus. - 0-316874965	2018-05-10	2018-05-24		
Fiction	111	Steve Jobs / Walter Isaacson. - 2011 : Simon and Schuster. - 630. - 9781451648546	2018-05-10	2018-05-24		

**Book Issued : Due 24 May 2018**

# Flexible Parameters

Filter by Publication Types Filter by Member Types

Member Type	Member Type Description	Publication Type	Publication Types Description
01	Grade 1	10	Fiction
02	Grade 2	10	Fiction
03	Grade 3	10	Fiction
04	Grade 4	10	Fiction
05	Grade 5	10	Fiction
06	Grade 6	10	Fiction
07			
08			
09			
10			
11			
12			
55			
57			
58			
59			
60			

Publication Types

MARC	Item	Description
010	a	ISBN
101	a	language of text
200	a	Title Proper
200	f	Author
200	g	Other Authors
205	a	Edition statement
210	a	Place of publication
210	c	Name of publisher
210	d	Date of publication(YYYY
215	a	Extent of item (pages, etc
215	e	Accompanying material
225	a	Title proper of series
225	v	Volume numbering within series
300	a	Text of notes (Abstract)
600	a	Subject
676	b	DEWEY Class number
700	a	Author Surname (in caps)
700	b	First Part of Author Name

Add Default Template

Maintain Publication Types

OPAC Icon Display the number of each type

Pub Type	Description	Icon Image	Lending Fee	No Issue After	Quota	Maximum Fine	Stats
08	Analytics						
12	Audio Cassettes						
15	Black Dot						
10	CD-Roms						
04	Charts						
14	Copessa DVDs						
01	Fiction						
09	Internet Websites						
11	Ken Publication Type						
02	Non Fiction						
07	Pamphlets						
16	Red Dot						
13	Reference books						
05	Serials						
03	Videos and DVD's						
				10 May 2018			

# More than 80 Reports

ReportForm

345 of 586 100% Find | Next

MALLWITZ J  
MALONI MBU  
MALOT H  
MALTBY RICHARD  
MALY BEATE;  
MALY MILOS  
MAMMAOTH  
MAMMOTH  
MAMOZAI M  
MANAI YAMEN  
MANAKA M  
MANCA JOSEPH  
**MANDELA N**  
MANDELA NELSON  
MANDER G  
MANEKELLER WOLFGANG  
MANFREDI VALERIO MASSIMO  
MANI STEFAN  
MANIA HUBERT  
MANKELL H  
MANKELL HENNING  
MAN-KONG MARY  
MANLEY D  
MANN G  
MANN H  
MANN H; HELLBERG WD  
MANN H; HUMMELT-WITTKER  
MANN H; JARMATZ K  
MANN H; WOLFF J  
MANN HEINRICH  
MANN HEINRICH; EPPLE T  
MANN HEINRICH; WOLTERS S  
MANN KLAUS

01011041 MANCA JOSEPH  
00059301 1000 PAINTINGS OF GENIUS / MANCA JOSEPH. - 2006. - 543p : illus. - 978-1-844848300

**01003982 MANDELA N**  
00031642 ILLUSTRATED LONG WALK TO FREEDOM / MANDELA N. - LITTLE, BROWN & CO., 2004. - 203p : illus. - 0  
00023435 LANGE WEG ZUR FREIHEIT / MANDELA N. - 1994 : FISCHER. - 850p : illus. - 3-10-047404-X  
00068391 LANGE WEG ZUR FREIHEIT, DER : AUTOBIOGRAFIE NELSON MANDELA / MANDELA N. - FISCHER, 2003.  
00055935 LONG WALK TO FREEDOM / MANDELA N. - ABACUS, 1996. - 751p : illus. - 0-349106533  
00059191 LONG WALK TO FREEDOM / MANDELA N. - ABACUS, 2009. - 751p. - 978-0-349106533  
00009859 LONG WALK TO FREEDOM / MANDELA N. - MAC DONALD, 1994. - 617p : illus. - 0-316874965  
00079620 NELSON MANDELA - CONVERSATIONS WITH MYSELF / MANDELA N. - MACMILLAN, 2010. - 444p : illus.  
00064256 NELSON MANDELA - CONVERSATIONS WITH MYSELF / MANDELA N. - MACMILLAN, 2010. - 444p. - 978  
00072289 NELSON MANDELA BY HIMSELF : THE AUTHORISED BOOK OF QUOTATIONS / MANDELA N. - MACMILLAN, 2010. - 444p : illus. - 978-0-230737068

**01018859 MANDELA NELSON**  
00077895 MEINE AFRIKANISCHEN LIEBLINGSMÄRCHEN / MANDELA NELSON. - BECK, 2004. - 172p : illus. - 3-4065

**01008683 MANDER G**  
00026829 SHAKESPEARES ZEITGENOSSEN / MANDER G. - FRIEDRICH, 1967. - 160p : illus. - (DRAMATIKER DES W

**01000045 MANEKELLER WOLFGANG**  
00000092 BEWERBUNG DIE / MANEKELLER WOLFGANG  
00058336 BEWERBUNG, DIE / MANEKELLER WOLFGANG. - FALKEN. - 261p

**01018532 MANFREDI VALERIO MASSIMO**  
00077388 ANCIENT CURSE, THE / MANFREDI VALERIO MASSIMO. - PAN, 2010. - 978-0-330464567  
00081146 IDES OF MARCH, THE / MANFREDI VALERIO MASSIMO. - MACMILLAN, 2009. - 259p. - 978-0-230737068

**01021184 MANI STEFAN**  
00082529 SHIP, THE / MANI STEFAN. - PIER 9, 2012. - 423p. - 978-1-742661919

**01018949 MANIA HUBERT**  
00078444 KETTENREAKTION : DIE GESCHICHTE DER ATOMBOMBE / MANIA HUBERT. - €24.95x14+25%. - ROWOHL

**01007189 MANKELL H**  
00030686 CD - DER HUND, DER UNTERWEGS ZU EINEM STERN WAR 1/3 - 192 : HÖRSPIEL / MANKELL H. - HÖRFE

# Statistics

