

Dictionary of Sirsi K-12 Terminology

Sirsi K-12 Term	Sirsi K-12 Definition
Alert Window	The Alert Window displays user alerts such as delinquencies, bills, and messages.
Auto-generated barcodes	<p>Auto-generated barcodes property can be selected or cleared to allow IDs to be automatically generated when adding new items or new users. Barcodes are automatically generated, using an autoid file with predetermined starting numbers.</p> <p>When the system is auto-generating an ID using Barcode Validation policies and finds a duplicate ID, the system will try to generate a valid ID again before creating the item or user record with an auto-generated ID.</p>
Barcode shortcut	<p>Using the barcode shortcut feature, you may enter only the significant digits of the barcode to retrieve the user or item record. You may also include an x wild card character for the check digit to auto-calculate the check digit on-the-fly.</p> <p>For example, barcode 32605000024312 could be entered as just 5002431x or 50024312</p>
Barcode validation	<p>The Barcode Validation feature prevents the use of user or item barcodes that do not comply with the INFOhio formats.</p> <ol style="list-style-type: none"> 1. The first digit of the barcode number must be a 2 (user/patron) or 3 (item) 2. Positions 2 through 5 of the barcode number is the institution code assigned to the school district 3. Position 14 is appropriate calculated check-digit (mod 10 algorithm) 4. The barcode is 14 digits long.
Barred	Barred users cannot checkout items. A user cannot be automatically barred or unbarred by the server. This status must be set or removed by a workstation operator with special privileges. An override code is required to check out items to a barred user.
Blocked	Users are blocked when their unpaid bills and accruing fines reach a specified amount (policy) or they have overdue items beyond limit allowed by policy. An override code is required to check out items to a blocked user.

Client	Client /server means that there is an intelligent workstation client accessing a central database through software that resides on a server.
Delinquent	Users become delinquent when they have unpaid bills or overdue items, but have not yet reached the limits set by policy for barring. Delinquent users have all privileges, but the system will warn staff of the user's status.
Gadgets	Gadgets are buttons used to select information such as date/time ranges and monetary amounts.
Glossaries	Glossaries are dashed lines that contain additional information about users and items.
Helper Bar	The helper bar is located below the active window's title bar. Helpers on the left side of the bar make it easier to access information needed by the current wizard.
Hyperlinks	Hyperlinks are underlined terms that represent a link to a related step.
Instance	An instance is the specific district.
ITC Staff	Instructional Technology Center staff.
Item Group	The Item Group uniquely identifies an item type of an object. INFOhio has a standard list of Item Groups .
Item ID	The item ID is the barcode number for a specified item.
Library	The Library is a specific school library in an instance. The library has been assigned a 4-5 letter building code.
Location	Each item has a home Location and a current Location . The item is at its home Location whenever it is not checked out (usually AVAILABLE). The current Location always reflects where the item is now, checked out or not.
Material Type	Material Type denotes a copy's special characteristics for collection management and statistical analysis. Material Type determines display in the OPAC.
Override	An Override password is needed to allow entry into protected information or allow the staff to override policies for circulation. Must be obtained through system administrator.
Policies	Policies are tools used to configure Sirsi K-12 Library Management System to reflect a library's policies governing access to resources.

Radio Button	A Radio Button is a circle that must be selected to control the type of search: keyword, browse, exact, current, etc.
Search Index	Search Index is a list of possible search fields. The values that display in the list vary depending on the wizard or helper.
Set ID	Set ID identifies items placed in a Circulation Set to circulate together.
Shadow	The shadow catalog allows the library to retain full catalog records searchable only by library staff. The library may want to shadow records which cannot be used by patrons, such as lost or missing volumes/copies or titles still being cataloged by technical services.
Shortcuts	Keyboard Shortcuts are two keys struck at the same time to eliminate the need to use the mouse.
SirsiDynix	SirsiDynix is the company that owns the library software.
Sirsi Workflows	SirsiDynix library software
SmartPort	Software that acts as gateway to various cataloging sites such as LC and the Union Catalog. SmartPort provides the additional feature of immediately capturing records directly into your catalog.
Tabs	Tabs are categorized folders containing related information. Arrow tabs display when more than five folders are available.
Template	Template (reports) is a list of reports based on generic delivered reports that were modified and/or saved as templates by members of the library staff.
Title	The first level of the Bibliographic information in Sirsi is the Title . The Title is the Bib/MARC Record.
Toolbar	The toolbars contain the wizards that the user has access to through defined User Access policies.
User	Correct term for students/patrons. The patron is the User .
User ID	User ID refers to the patron barcode number which uniquely identifies a User.
Call Number	The second level of the Bib information in Sirsi is the Call Number level. In a district system, each library must have separate call numbers for the titles in its collection. The prefix used in the Call Number tells the patron where the item can be found in the library.

Wizard	A Wizard is an interactive utility that leads a user through all the steps required to complete a complex task. Toolbars are made up of various Wizards – determined by staff's access policy.
Wizard Group	A Wizard Group opens a bar of wizards necessary to perform a task.
Workflows	Workflows is a powerful, yet easy-to-use interface to the SirsiDynix Library Management System, used by library staff.
Workform	A Workform is a template used to enter cataloging information.