

INTRODUCTION

Welcome

Rolling Prairie Library System migrated to our present Horizon automation system on April 22, 2004. The company that owns Horizon is known as SirsiDynix.

All Library Systems in Illinois agreed to conform to Statewide Cataloging Standards. The latest version of these standards is available:

http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/catalog_standards.pdf

This manual incorporates requirements of these statewide standards. It is intended to address the needs of barcoders and copy catalogers. This manual does *not* serve as a comprehensive guide to original cataloging.

All libraries should strive to provide quality records. The purpose of this manual is to provide guidelines so we can provide a quality online catalog for our patrons.

Multiple supplementary documents to aid Horizon users are available at <http://www.rpls.ws/dbs/manual/index.html>. The titles below are examples of what can be found; follow the link to see what is currently available:

- Searching for Bibliographic Records
- Determining if a Record is a Match
- Finding an OCLC Record with FirstSearch
- Importing OCLC Connexion data files into Horizon
- Fast-Adds - - Creating Fast-Adds, when and how to do it and Finding and Fixing Old fast-adds
- Merging and Re-linking records

Extraction Policy

Extraction of records for marketing purposes is not permitted. The use of our bibliographic records shall be restricted to only those entities with whom the Governing Board has authorized Rolling Prairie Library System to enter into a contractual agreement. Permission for extraction of records for other purposes shall be approved by the Governing Board.

Horizon Guides

It is important that all staff members of all libraries be familiar with the documentation provided by SirsiDynix. Users' guides are available as PDF files once they are installed from the Horizon Installation CD. To view any PDF file, you must install Adobe's Acrobat Reader on your workstation. The latest version of Acrobat Reader is free to download from Adobe's website at www.adobe.com. Once the PDF files and Acrobat Reader are installed, you can access the guides by logging into Horizon, clicking on **Help** on the top toolbar, and choosing **Launch Help Center**. All the guides are available on the drop-down menu. Also, you can search the PDF versions of any Horizon user's guide by clicking on the **Find (Binoculars)** icon. The following guides are available:

- Acquisitions Setup Guide
- Acquisitions Users' Guide
- Borrower Import Guide
- Cataloging Setup Guide
- Cataloging Users' Guide
- Circulation Setup Guide
- Circulation Users' Guide
- Community Resources Guide
- Closed Stack Access Guide
- Horizon Basics Guide (installed by default)
- Launcher Configuration Guide (installed by default)
- Portable Circulation Guide
- Reserve Bookroom Guide
- System Administration Guide
- Serials Users' Guide

If you only see the two default guides from your drop-down menu, please install the rest from the Horizon CD. If you need assistance, please contact RPLS.

Log In/Log Out

Consult the Horizon Basics Guide page 1-12 for information on logging in. Your library has a number of logins to Horizon. You may or may not use all of them. Some of the major features of each login are highlighted below.

Login Categories

“Director or Head Librarian” login - Personal name login for the director or head librarian. All privileges except those reserved for central site system administrative staff.

“Librarian” login – Very similar to the director's login. Designed for the librarian in charge in the absence of the director, or for those libraries where two or more people perform all job

functions in the library. This login combines the privileges of cataloging supervisor and circulation supervisor in one login.

“Cataloging Supervisor” login – Top-level cataloging functions, including Item Group Editor and reporting capability. Minimal circulation functions. Full search capability.

“Cataloger” login – General cataloger functions, but no access to Item Group Editor. Minimal circulation functions. Full Search capability.

“Circulation Supervisor” login – Top-level circulation functions including 30-day circ history on items and reporting capability. No cataloging functions except fast-add. Full search capability.

“Circulation” login – General circulation clerk functions but no access to 30-day circ history on items. No cataloging functions. Full search capability.

“Student worker/Volunteer” login – A low-level login. Checkout, check-in, record transactions for fines and fees, place requests. Full search capability.

How to Determine Logins

You will need to know your library’s 7-letter Horizon location code to construct all logins except that of the director. If you do not know this code, look it up at <http://www.rpls.ws/CLlibname.asp>

Personal name login for the director or head librarian. Use the first initial and last name, all lower case. Example: If the director of the library is John Smith, his login is jsmith.

“Librarian” login – Your library’s 7-letter Horizon location code, with the letters “lib” attached to the end. Example: If your library’s location code is abcdefg, your “Librarian” login is abcdefglib.

“Cataloging Supervisor” login – Your library’s 7-letter Horizon location code, with the letters “cats” attached to the end. Example: If your library’s location code is abcdefg, your “Cataloging Supervisor” login is abcdefgcats.

“Cataloger” login - Your library’s 7-letter Horizon location code, with the letters “cat” attached to the end. Example: If your library’s location code is abcdefg, your “Cataloger” login is abcdefgcat.

“Circulation Supervisor” login - Your library’s 7-letter Horizon location code, with the letters “circs” attached to the end. Example: If your library’s location code is abcdefg, your “Circulation Supervisor” login is abcdefgcircs.

“Circulation” login - Your library’s 7-letter Horizon location code, with the letters “circ” attached to the end. Example: If your library’s location code is abcdefg, your “Circulation” login is abcdefgcirc.

“Student Worker/Volunteer” login - Your library’s 7-letter Horizon location code, with the letters “swv” attached to the end. Example: If your library’s location code is abcdefg, your “Student Worker/Volunteer” login is abcdefgswv.

Passwords

Initially, the password is the same as the login. So director John Smith would login as “jsmith” with a password of “jsmith”. The first time he logs in, he will encounter a screen asking him to change his password. He will need to type the password twice. From that time on, he will log in as “jsmith” but use his new password. If he wants to change his password at any time, he will call any of the LLSAP staff at RPLS headquarters who will set the password to require a change at the next login. The same applies to all other logins. More than one person may be assigned the same login, but each login can only have one password. Therefore, all individuals assigned to one login must use the same password.

Changing Users or Logging Off

To log off, simply click on the **X** in the upper right hand corner. It is also possible to log off by clicking on **File** in the upper left hand corner and choosing **Exit**.

Consult the Horizon Basics Guide page 1-16 for information on changing users.