LOLITA OMNIBUS MANUAL
TECHNICAL PROCEDURES FOR THE
DEFENCE RESEARCH ESTABLISHMENT SUFFIELD
ONLINE LIBRARY SYSTEM

by

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ABSTRACT

This manual illustrates certain procedures for the LOLITA/LOLA library system that have been developed since the publications of the cataloguing and search manuals or which were not within the scope of those manuals. Topics include: logging on; configuring the printer; processing; producing accessions lists; enhancements to cataloguing; and trouble shooting. This manual is to be used in conjunction with the cataloguing and search manuals.
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INTRODUCTION

This manual is a quick reference guide to using LOLITA library network and the LOLA catalogue/access system as configured on ELOQUENT Version 3.2 (May 1992) with all the enhancements added by DRES to 1 October 1992. This manual is to be used as a supplement to SSP 141, the cataloguing manual, SSP 153, the search manual.

LOGGING ON

You are not able to access LOLA without logging on to the LOLITA network. This is because LOLITA is run in a dedicated server. Nothing but library applications as defined in LOLITA can be run off the server.

When your terminal is turned on a menu appears. The menus are slightly different for each machine but there are three constant menu items:

Log onto Network

LOLA

Log out of Network

When you select the action "Log onto Network" the system will ask you to confirm your user number (1 to 5). You confirm by pressing <ENTER>. The system then asks for your password. You type FEB and <ENTER>. This is no secret but only a formality that could not be programmed out of the system. Several screens flash up telling you that you are logged on to the network and you are returned to the original screen.

GETTING STARTED

At the menu you select LOLA. The screen will then say

*** THE ELOQUENT LIBRARIAN ***

1. LIBRARY
2. TUTORIAL

PLEASE ENTER DATABASE NUMBER :

You respond with 1 <ENTER>. The screen will change to the ELOQUENT licensing screen, confirm that you are in the LIBRARY database and say

PLEASE ENTER YOUR OPERATOR CODE :

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You respond with **ALL <ENTER>**.
Another line will appear on the screen that says:

**PLEASE ENTER YOUR PASSWORD :**

You will respond with your personal password. The screen will then present the main LOLA menu.

**POWER FAILURES OR SHUTDOWNS**

Power failures or surges can do a great deal of damage to the system. There is a power-saver attached to the server. This is only good for 30 minutes. In the case of a failure or shutdown all terminals should be turned off. Then the server should be turned off. There is no need to log off the network. To restart the system merely turn the server on, press <ENTER> twice and follow the prompts. The server's screen will tell you when the system has restarted itself. The process will take approximately 3 minutes.

Do not worry about backing up catalogue files in the event of a failure. Each record is automatically filed and saved as it is entered. Only a hard disc crash could destroy more than a partially finished record in LOLA.

**CONFIGURING THE PRINTER**

All the terminals on the network can be configured to a physically attached printer (called standard) or the network's shared laser printer (called HPlaser). It is always good to check to see what printer your terminal is configured to. One of the terminals seems to have a default configuration to standard even though there is no printer physically attached. To check your printer configuration from any screen in LOLA merely press <ALT>2. The screen will then say:

**PRINTER DRIVER (\-TO LIST DRIVERS) :STANDARD.**

If you are happy with standard press <ENTER>, if you wish to use the network laser type HPlaser<space><ENTER>. The word standard must be completely erased to take effect, the space after the r and before the <ENTER> is very important. Two more lines will appear but they are answered with <ENTER>.

**SEARCHING**

LOLA has a search capability called NUMBERS. This includes report number, publication year, both DRES and DSIS accession

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numbers and so on. This is the only search field in LOLA that is not indexed. Any search relying solely on a number will take a long time, be indiscrete in its retrieval, or all of the above. If REPORT NUMBER was selected and DRES-SP-162 was searched LOLA would retrieve over 5000 documents whose report number began DRES-. The NUMBERS category should be used with caution and should always be used in connection with a search term from an indexed field, say a personal author. Sometimes NUMBERS must be used on its own but those occasions are rare and formalized as is the case with producing an accessions list.

SORTING AND PRINTING

The sorting and printing functions in LOLA are mutually exclusive. They are functions of the search program. SORT can be used only if followed by the DISPLAY command. The information will appear sorted on the screen only. PRINT, on the other hand, directs that a list be generated on one of the printers. PRINT has 14 different styles of report. The operator code ALL can access all 14 while the operator code RES (who the search manual was written for) can access only 7. Each one of these report styles has been specially programed to reflect the needs of DRES. If required more report styles can be programed. Each report style has its own sort command built into it.

Table I lists the report styles, its sort command and the information that will be printed.

CATALOGUING

The cataloguing template can be reached from the main menu by typing AAA.

There is a template built into LOLA. There are 20 fields in the template. To move to the next field merely press <ENTER>. LOLA will know that the record is complete after <ENTER> is pushed following a blank sub-field in AUTHORITIES. LOLA will then ask CHANGE? If you do not wish to edit the record press <ENTER>. This will file the record. Do not type End<ENTER> until the record has been filed. End<ENTER> will erase the unfiled record and will always return you to the LOLA menu. The template is included as Table II.

The cataloguing manual states a form of entry for report numbers for NATO and TTCP documents. These are

AC225 Panel-VII-SICA D-101; and
TTCP E-TP4 Minutes 1990,

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respectively. It has since been discovered that this form or entry causes problems when asking LOLA to sort by report number. For some reason LOLA was convinced that Panel-VII-SICA should come before Panel-VII which is the opposite of the way NATO planned it. NATO and TTCP report numbers are to be entered as follows:


When cataloguing authorities you must always give LOLA a prompt. The screen will present a number, 01, 02 etc. This is merely the chronological identifier of the authority entered; it is not to be confused with the prompt. To enter an authority you must type 1<ENTER> for personal author, 2<ENTER> for subject and 3<ENTER> for corporate author.

EDITING

There are 3 ways to edit a record: during entry; after entry but before filing; and after filing.

If you wish to edit during entry you can only edit the line that you are typing, that is before you press <ENTER>. You locate what you want to edit with the <ARROW> and then erase it with <BACK SPACE>. You then retype as you would with wordprocessing.

Editing after entry and after filing is done the same way. The screen will say CHANGE?. You type in the number of the field you wish to change, 1 to 8. If there are subfields the screen will ask which line you wish to change. If you wish to change the accession number you would type 6<ENTER>, if the format type 3<ENTER>, if the 4th authority then type 4<ENTER>. The subfield numbers are listed in Table I.

You can only edit where the cursor is flashing. If you are editing an authority you must edit the prompt first. That is you must type 1 or 2 or 3<ENTER> first. The cursor will then move to the authority which will be shown as the authority number, say 11236. You can edit by typing in a word or an authority number followed by <ENTER>.

In editing you may wish to add an authority. When the screen says CHANGE? you reply 8<ENTER>. If you already have 6 authorities in the record and you wish to add another subject. The screen will say WHICH AUTHORITY (1 TO 6)?

You will reply Add<ENTER>. The screen will then say AUTHORITY RELATIONSHIP ( 1=AUTHOR, 2=SUBJECT, OR \-)

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You will then give the prompt 1 for author 2 for subject or 3 for corporate author. The screen will then show
07>8U.............
and you can enter the subject by name or authority number.

AUTHORITIES

When cataloguing authorities you must always give LOLA a prompt: 1 for personal author, 2 for subject and 3 for corporate author.

When you enter an authority 1 of 2 things will happen.

Scenario 1.
You have prompted the machine with a 1 for personal author. You then type in Lundy P M. LOLA scans the author authorities and determines that there is only one authority named Lundy. It then flashes the authority number and the name Lundy P M. You then hit enter and move on to your next prompt.

Scenario 2.
You have prompted the machine with a 1 for personal author. You then type in Zzzzauk B F. LOLA will respond with a block in the centre of the screen saying that Zzzzauk B F is not on file and asking if you want to create an authority. If you do merely type Y. This screen is shown in the following figure.

![CATALOGUE SCREEN - ADD AUTHORITY](FIGURE 1)
Scenario 3
You have prompted the machine with a 1 for personal author. You then type in White L A. LOLA scans the author authorities and determines that there are 11 authorities named White. It then flashes the option display screen shown below. You would either move the <ARROW DOWN> to highlight White L A or type 10 where it says ENTER YOUR RESPONSE. This screen is shown in Figure 2.

LIBRARY D.R.E.S. (DD) SYSTEM OPERATOR

Word(s) in a Heading - Selection and Display

Personal Author

1) (1) AU White A A
2) (1) AU White C B
3) (2) AU White D
4) (1) AU White D O
5) (1) AU White D R
6) (1) AU White F M
7) (1) AU White J
8) (1) AU White J D
9) (1) AU White J J
10) (65) AU White L A
11) (1) AU White W E

Highlight the heading of your choice, then press <ENTER>. To search using different words, enter them and press <ENTER>. Press F7 to exit or F3 for a different heading type. Cnt1-S for details on highlighted authority. ENTER YOUR RESPONSE:

FIGURE 2
CATALOGUE SCREEN - SELECT AUTHORITY
If you wanted White L B you would get the same screen but see that there was no authority for White L B. You cannot add it from this screen. You would therefore type Q to quit and move on to your next authority entry. After you had finished the record you would have type END to return to the main menu and enter BA to enter an authority. After you had entered and filed the authority you would end out to the main menu, reenter AAA and call up the documents key. The screen will say Change and you would enter 8 for authority. The screen will say Which Authority 1 to x (x representing the sequential number of the last authority, say 5) and because White L B was never added you reply add. The screen will then respond with the whatever number x+1 is, you prompt 1 for author and type in White's authority number.

PROCESSING DOCUMENTS AND BOOKS

The key to providing good library service is the ability to locate material in a quick and efficient manner. Documents are arranged (with several notable exceptions) by their DRES accession number. Books are arranged by their Library of Congress classification number. Both books and documents are most easily located in LOLA by their key number. Every book and document must therefore have both its key and accession or classification numbers prominently noted.

Documents

DRES deals with three types of documents: DRES publications, International Program publications, and all other documents. Each of these categories is processed slightly differently and will be described separately. To process any document you need four things: the document; a photocopy of its cover or title page; a manila folder and the accession/key number ledger.

The category Other documents is the largest. These documents are shelved by their accession number. When you go to catalogue the document LOLA will assign the key number. This should be recorded in the ledger. You can then assign the next accession number, recording it beside the key in the ledger. Write the key on the top left hand corner of both the document and the photocopy. Write the accession number in the top right. Attach the photocopy to the inside right of the folder. Any circulation should be noted on the inside left. Write the accession number on the folder. File and circulate in accordance with established procedures.

International programs consist of NATO, TTCP, ABCA Standardization and ABC MOU/CBD. The process is the same except that the program file number (described in the cataloguing section) is also written on the top right corner and it is this number, not the accession number that determines the file's shelf spot. This
The DRES documents present a different problem. It is our policy to maintain a collection of every item that we have published. Each document has a Master File which includes a master copy and the publication forms. The Master Files are shelved together with others of their publication category. The categories that we are concerned with here are:

- Research Notes
- Standing Operating Procedures
- Field Trial Procedures
- Presentation at Meeting
- Report
- Memoranda
- Special Publications
- Open Literature Reprints

The processing for the first four is the same as for other documents only they will be filed by their category number, say RN-1234, or FTP-267, not accession number.

Reports, Memoranda and Special Publications have two files. They have a master file but they also have an accession file with one copy of the document in it.

OLs are only catalogued after we receive a reprint from the journal. They are given an accession number file only.

The following chart can be used for quick reference.

<table>
<thead>
<tr>
<th>Category</th>
<th>Master File</th>
<th>Accession File</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>SOP</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>FTP</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>M</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>SP</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>OL</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

Books

Many books come partially processed from the jobber. This helps but it does not meet all our needs. All books are to be given both accession and key numbers. There is a separate ledger for this. All books will be stamped with the Establishment seal on the flysheet. The accession and key numbers and the date are placed inside the seal.

Partially processed books come with a spine label, card
pocket, circulation card and an accession card. The key and accession numbers are to be added to the card pocket, circulation and accession cards.

Non-processed books will require the creation of a spine label, card pocket, circulation card and accession card. The circulation card will be set up as follows.

<table>
<thead>
<tr>
<th>Key Number</th>
<th>Accession Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC Classification Number</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
</tbody>
</table>

The Accession card will be:

<table>
<thead>
<tr>
<th>Key Number</th>
<th>Accession Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC Classification Number</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td></td>
</tr>
</tbody>
</table>

The books will be circulated in accordance with standard procedures.

**PRODUCING AN ACCESSIONS LIST**

The DRES accession list is basically a range search on LOLA downloaded to a WORDPERFECT file. The first step is to enter the expert search field from the main menu. This is done by typing DD. To transfer the list you must direct to a DOS file, not a printer so you press `<ALT>2` to get your printer configuration screen. You can ignore the first question on printer driver and push `<ENTER>`. The next line will say

**PRINTER PORT OR DOS FILE: E:\EL\LPT1.**

This is your confirmation that your terminal is directed to a printer. You redirect to a DOS file by replacing LPT1 with a file name. It is best to keep the name simple, say Acc-3 or List-3. You then type

**E:\EL\ACC-3.**

The search results are now directed to a file in the EL directory of your terminal's E drive. You can then press `<ENTER>` until you arrive back to the expert search screen.
You will have to do two searches, one for documents and one for books. In this example the documents will be done first. At the screen select field 7 NUMBERS. Then select field 6 DRES ACCESSION NUMBER. Then select field 4 BETWEEN. LOLA will prompt you with instructions at the bottom of the page. Type in the lowest accession number after the last accessions list, say 92-0322 <ENTER> and then the highest number, 92-0403. This will be set 1. You will then be returned to the expert screen where you will repeat the process with books. This will be set 2.

You now have your search parameters. To perform the search you must press F10 for your logic. You enter 1 or 2. You must remember to use the OR connector. If you use AND you will get no hits because DRES Accession Numbers are unique. The numbers field is the only field in LOLA that is not indexed, therefore all records must be scanned. This will take approximately 15 minutes.

When the search is finished you press <ENTER> to get to the Output Options Screen. Select PRINT. The Print Reports Screen will appear. Select ACC-LIST. The screen will then say Enter Report Heading. Enter the name that you chose for the DOS file. The screen will say PRINTING and eventually say XX Entries Printed and return you to the Output Option Screen. You then end out of ELOQUENT back to the network menu.

The next move is to go into WORDPERFECT, change directories to E and call up the directory EL. Your search will be formatted and printed in there.

The list will require some editing. All report formats were specifically programmed into LOLA to meet DRES needs. It has been mentioned that computers are not sentient, they must be told exactly what to do and are very literal in their interpretation of instructions. This is shown by the seemingly gratuitous commas and spaces found in the example of an ACC-LIST entry reproduced below.

```
```

To meet the specific DRES needs LOLA had to be programmed to produce a report that was made up exactly as shown below.

```plaintext
Report Number (,) Title (,) Comments (,) Publication Year (,) DRES Accession Number (,) Security Classification (,) 1st Personal Author (,) 2nd Personal Author (,) 3rd Personal Author (,) 1st Corporate Author (,) 2nd Corporate Author (,) 3rd Corporate Author (,) LC Classification (,) Key(.)
```

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You can see that even if the fields are not used the space and punctuation will appear anyway. The example used above would be edited to the form:


ACC-LIST is ordered by report number. That means that all the documents without report numbers and all the books will be listed first, ordered alphabetically by title. The final DRES accession list will be documents and then books, with DRES documents listed first. This will require some blocking and moving before the final list can be printed and distributed.

BACKING UP THE DATABASE

ELOQUENT has a backup function that utilizes a DOS backup program to disc. ELOQUENT recommends that for larger systems a tape backup system be used. At DRES LOLITA, the system skeleton, has been saved on both disc and tape; LOLA is regularly backed onto a tape. A Wang Tek/150 Tape Backup has been attached to the main data entry terminal. The menu to this terminal has an item that states:

4. Backup eloquent data

Insert the 3M 6525/287 MB backup tape. Push the tape completely into the backup. When you hear a click release the tape. It will return so that 1/2 inch of the tape is visible. If the tape is loaded properly a small black hook will be visible to the left of the tape holding it in. If you do not see the hook then the tape has been loaded incorrectly. Push it in again until you hear the click. Repeat until you see the hook. Then press 4<ENTER> and the backup will begin.

The screen will display what it is doing. When the backup is complete it will return to the menu. Remove the tape by pushing it in until the hook frees itself. This may require several attempts.

The frequency of backup will be dependant on the number of entries since the last backup. The criteria should be "How much data can we afford to lose?" Backups will be performed at a regular interval regardless of how many entries were made.

LOLA will be backed up on Friday mornings. It is strongly recommended to do a backup on any day where more than 20 entries have been made.

Restoring the files should not be attempted without the 

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assistance of a member of the Computer Group.

WHEN IN DOUBT...

The system may occasionally present a problem that cannot be handled locally. A Hot-line Support agreement has been purchased with ELOQUENT. Call 604-980-8358 or 800-663-8172 in North Vancouver for this service. Be at your terminal because one of the ELOQUENT staff will try to match your screen on their terminal in an attempt to answer your question. Both LOLITA and LOLA have many enhancements so the ELOQUENT staffers can not always give a quick answer, the longest we have had to wait has been three days. They will, however, do their best to help and the majority of times that they have been used have provided answers during the span of the phone call.

CONCLUSIONS

This manual, in connection with the cataloguing and search manuals and the ELOQUENT Base Module User's Manual complete the documentation for LOLA.

The following points must be stressed

- Do keep your manuals close.
- Do use the ELOQUENT Hot-line.
- Do backup the system at least once a week.
- Do check to see what printer you are configured to.
- Do experiment with the system. Familiarity breeds ease of use.
**TABLE I**
**LOLA REPORT STYLES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sorted By</th>
<th>Information Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>AccList</td>
<td>RN</td>
<td>RN, TI, CM, PY, AN, SC, PA, CA, LC, Key</td>
</tr>
<tr>
<td>All</td>
<td>Order of Search</td>
<td>TI, AU, SU, CA, RN, PY, CM, GL, AN, KEY, SC</td>
</tr>
<tr>
<td></td>
<td>Term/Key</td>
<td></td>
</tr>
<tr>
<td>Aut Index</td>
<td>Order of Search</td>
<td>TI</td>
</tr>
<tr>
<td></td>
<td>Term/Key</td>
<td></td>
</tr>
<tr>
<td>Bibliography</td>
<td>Author/Title</td>
<td>AU, TI, PY, GL, SC, RN, AN, Key</td>
</tr>
<tr>
<td>Brief</td>
<td>RN</td>
<td>RN, TI, AU, PY, AN, Key, SC, CA</td>
</tr>
<tr>
<td>Call Index</td>
<td>CN</td>
<td></td>
</tr>
<tr>
<td>Catalog</td>
<td>TI</td>
<td>All</td>
</tr>
<tr>
<td>Full</td>
<td>Title</td>
<td>All</td>
</tr>
<tr>
<td>Proof 132</td>
<td>Random</td>
<td>All</td>
</tr>
<tr>
<td>Proof 80</td>
<td>Random</td>
<td>All</td>
</tr>
<tr>
<td>Reportlist</td>
<td>RN</td>
<td>RN, PA, TI, PY, GL, SC, AN, Key, CA</td>
</tr>
<tr>
<td>Search</td>
<td>CN</td>
<td>TI, PA, RN, PY, AN, Authorities, SC, Key</td>
</tr>
<tr>
<td>SubIndex</td>
<td>RN</td>
<td>TI</td>
</tr>
<tr>
<td>Titles</td>
<td>RN</td>
<td>Key, TI, RN, Authorities, SC</td>
</tr>
</tbody>
</table>
### TABLE II

#### THE LOLA TEMPLATE

<table>
<thead>
<tr>
<th>ELOQUENT</th>
<th>LOLA</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Key</td>
<td>TI</td>
<td>Title</td>
</tr>
<tr>
<td>02 Title</td>
<td>SE</td>
<td>Series</td>
</tr>
<tr>
<td>03 01 Variant Title</td>
<td>GL</td>
<td>Place</td>
</tr>
<tr>
<td>04 01 Description</td>
<td>CM</td>
<td>Report Number</td>
</tr>
<tr>
<td>06 01 RN</td>
<td>LC</td>
<td>Edition</td>
</tr>
<tr>
<td>06 02 PY</td>
<td>BN</td>
<td>LC Catalogue Number</td>
</tr>
<tr>
<td>06 03 ED</td>
<td>AN</td>
<td>ISBN ISSN</td>
</tr>
<tr>
<td>06 04 LC</td>
<td>CN</td>
<td>DRES Accession number</td>
</tr>
<tr>
<td>06 05 BN</td>
<td>DN</td>
<td>DSIS Accession Number</td>
</tr>
<tr>
<td>06 06 AN</td>
<td>CR</td>
<td>DRES Contract Number</td>
</tr>
<tr>
<td>06 07 CN</td>
<td>Type</td>
<td>Document, Book</td>
</tr>
<tr>
<td>06 08 DN</td>
<td>LA</td>
<td>Language</td>
</tr>
<tr>
<td>06 09 CR</td>
<td>FO</td>
<td>Format</td>
</tr>
<tr>
<td>07 01 Type</td>
<td>SC</td>
<td>Security</td>
</tr>
<tr>
<td>07 02 LA</td>
<td>SS</td>
<td>Limitation</td>
</tr>
<tr>
<td>07 03 FO</td>
<td>SU</td>
<td>Authorities</td>
</tr>
</tbody>
</table>

 Authorities are not limited. LOLA will keep presenting the next line number, 3, 4, 5, and so on, expecting a prompt 1 for author, 2 for subject and 3 for corporate author. When you push <ENTER> without a prompt then LOLA knows that the record is complete.

### DOCUMENT CONTROL DATA

(Scene: Security classification data for a document)

- **1. ORIGINATOR:** The name and address of the organization preparing the document.
  - DRE Suffield

- **2. SECURITY CLASSIFICATION:**
  - UNCLASSIFIED

- **3. TITLE:** The complete document title as indicated on the title page. Its classification should be indicated by the appropriate abbreviation (S.C.R or U) in parentheses after the title.

- **4. AUTHORS:** Last name, first name, middle initial. If military, show rank, e.g., Doe, Maj. John E.
  - Currie, J.G.

- **5. DATE OF PUBLICATION:** Month and year of publication of document.
  - January 1993

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