EA-NCRAOA 98

NATIONAL CENTRE FOR RISK ANALYSIS AND OPTIONS APPRAISAL

GUIDANCE NOTE NUMBER 6
June 1998

Assessment Information Management System (AIMS) Database User Guide

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Title: Assessment Information Management System (AIMS) Database User Guide	Report No: GN6
	Version: 1.0
	Issue Date: June 1998

Approval	Signature	Date
Mr G Llewellyn	S. Mann	2/1/98

Distribution: Environment Agency (Internal), Restricted external.

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1   INTRODUCTION TO AIMS

The Assessment Information Management System (AIMS) was set up to support the Environment Agency (the Agency) in its assessment of the Nirex safety case for deep geologic disposal of radioactive wastes. AIMS is a computer based data search and retrieval system designed to provide rapid and accurate information retrieval to support the Agency at a future Public Inquiry and during any subsequent authorisation procedure for a radioactive waste repository.

AIMS utilises CAIRS LMS software which has a modular structure (see Figure 1). At present AIMS consists of five databases:

(i)   Bibliographic Database (LIB0). This database is designed to record bibliographic data (for example, author, title, report number, keywords etc) on the principal documentation required to support the Agency's assessment work and future participation in a Public Inquiry. The reports and documents recorded in the AIMS Bibliographic Database are generally held in the supporting library. Location data will be recorded for all references included in the bibliographic database to enable retrieval of reports not held in the supporting library.

(ii)   Correspondence Database (LIB1). This includes records of all regulatory correspondence and queries related to the Nirex assessment project. It also contains records of briefing notes and proofs of evidence prepared in support of the Agency's participation in any future Public Inquiry. Documentation recorded on this database is held in appropriate registered files.

(iii)   General Database (LIB2). This database is used to record bibliographic data on the wide range of background material which may not be relevant to the Public Inquiry but may be of use during the authorisation process. The database includes general reports on areas such as site investigation, waste chemistry, and geology/hydrogeology. Risk assessment studies and related program documentation such as programmer and user guides are also included.

(iv)   BRE Database (LIB3). This database includes information supplied by Building Research Establishment (BRE) from the RADWASTE and BRIX libraries held at BRE premises. The database contains general reports and reports specific to the disposal of radioactive waste. The reports listed in the database are held at BRE, and no documents are held at Environment Agency offices.

(v)   Issues Database (LIB4). This database is used to record the stated positions of interested organisations with respect to issues relevant to the disposal of radioactive waste.

In addition to these five databases, AIMS also incorporates two supporting databases:

(i) The Borrowers Database (LIBD) to record details of Agency staff, contractors and subject experts authorised to receive reports and documents on loan from the AIMS Library.

(ii) The Loans Database (LIBE) to record the loan and return of reports and documents to authorised individuals. The database also provides up to date listings of an individual's holdings and archives their record of returned loans.

The following definitions are used within this manual:

CAIRS - refers to the CAIRS LMS software and its related functions.

AIMS - refers to the implementation within CAIRS of the five main databases, two support databases and their menus and thesauri.

Although the term AIMS is commonly used to describe the whole of the Nirex assessment related system, strictly, CAIRS is the software and AIMS is the data stored within CAIRS.

A library is made up of the physical documents and a means of indexing those documents. AIMS, using the CAIRS software incorporates computerised databases to perform the indexing function. Therefore, in this document, library refers to the physical documents and database refers to the computer records.

The operation of the databases is very similar; therefore, all notes on the operation of AIMS apply to all databases (LIB0, LIB1, LIB2, LIB3, LIB4, LIBD and LIBE) unless otherwise stated.

2   SCOPE

This report gives a detailed description of AIMS and the underlying CAIRS LMS software. It describes the networked AIMS system used by headquarters Agency staff. It is not for use by staff using stand-alone versions of AIMS who only need to know how to search for and retrieve information. The locations using stand-alone versions of AIMS and the procedures for producing monthly update disks for these sites are described in Section 14.5 below.

The terms used within this and other AIMS reports are described in the Definition of Terms used in the Assessment Information Management System [1]. A basic introduction to searching and information retrieval using AIMS is given in the AIMS Searching Guide [2]. The operation and organisation of the AIMS library is described in more detail in the AIMS Operation and Management Guidance Note issued by the Agency [3]. The CAIRS software is described in greater technical detail in the CAIRS Library Management System Manuals [4, 5, 6 and 7].

Updating and back-up procedures for both the networked and stand-alone versions of AIMS are described in more detail in AIMS Update and Security Procedures [8].

3   INTRODUCTION TO CAIRS LMS SOFTWARE

AIMS is based on CAIRS LMS software running under MS-DOS on an IBM-compatible personal computer connected to the Agency's Local Area Network (LAN) using the Novell Netware system. The CAIRS software and the AIMS databases are stored on the network file server and can only be accessed via the network.

CAIRS is a computerised information management system, based on the concept of libraries. Each library is a database composed of a set of records. Records stored can be retrieved via a wide variety of keys and methods. CAIRS provides software which can be configured by the user to support record entry, modification and output, index creation, searching, thesaurus creation, modification and checking. The creation of user friendly menus and help files is also supported.

AIMS currently consists of seven databases, these are:

LIB0 (zero)   the AIMS bibliographic database, used to store the reports catalogue;

LIB1 (one)   the AIMS correspondence database, used to store all technical correspondence;

LIB2 (two)   the AIMS general database, used to record other literature of interest;

LIB3 (three)   the BRE database, used to record documents held in the RADWASTE and BRIX libraries at BRE;

LIB4 (four)   the Issues Database, used to record the stated positions of interested organisations with respect to issues relevant to the disposal of radioactive waste;

LIBD   the borrowers database. This is used to store information about the borrowers and their loans;

LIBE   the loans database. This is used to control and record the loan of items from the CAIRS libraries.

These databases are linked together through a number of important fields as shown in Table 1. The links and how the CAIRS system handles them are described in greater detail in the CAIRS Library Management System Manuals [4, 5, 6, 7].

Access to AIMS is impossible without access to the Agency's Local Area Network (LAN). Each user of this LAN is assigned a unique user name and personal passwords. Access to AIMS is further limited to authorised AIMS

users through the use of AIMS User Groups and passwords. User access to specific databases, tasks, output facilities and where necessary individual records within AIMS are limited by the privileges allowed to an AIMS User Group.

Currently six AIMS User Groups have been defined with varying levels of access to the AIMS databases as shown in Table 2. Additional AIMS User Groups may be defined as required, but only with the approval of the AIMS Document Manager.

Under the current CAIRS maintenance contract, the CAIRS Help Desk can be contacted for answers to queries, after authorisation by the AIMS Document Manager.

4 NOTES FOR NEW OR INFREQUENT USERS

New users require approval from the AIMS Document Manager (ADM) to become authorised users of the system whereupon they will be assigned an AIMS User Group and given the appropriate password to access the system. New users will also be given a brief introduction to the use of the CAIRS system by the AIMS Library Assistant. New users will be given the names and contact details for the ADM and Library Assistant whose roles are described in detail in the Agency Guidance Note 15, Operation and Maintenance of the Assessment Information Management Systems [3].

New users to the Environment Agency network should also contact the Agency's network administration staff who will arrange user names and passwords for access to the network.

The AIMS system has been developed using the CAIRS LMS software. The bibliographic, general and BRE databases have an identical database structure. The correspondence database has a different structure but conforms to the same style as the other databases. The operation of the databases is very similar; therefore, all notes on the operation of AIMS apply to all libraries (LIB0, LIB1, LIB2, LIB3, LIB4, LIBD and LIBE) unless otherwise stated. Where differences exist they have been highlighted within the text of the document.

In these instructions the following terminology is used:

< Enter >	The "Enter" or "Return" key.
^	The circumflex character (caret) is used to represent a character to be entered at a CAIRS task prompt.
User Groups	Access to AIMS is controlled through User Groups and passwords. The currently defined user groups are shown in Table 2.
Access Level	Access Levels limit access to specific databases, tasks and output facilities. There are ten levels of access in CAIRS (0 to 9). Each User Group has a unique password for each access level.
User Level	An AIMS user who has logged in at a particular Access Level is referred to as a user of that level, e.g. a user who has logged in at Access Level 8 is referred to as a Level 8 user or, alternatively, as being logged in at User Level 8.
Tasks	The CAIRS software may perform many actions. These actions are called CAIRS Tasks (or just Tasks). Each Task has a three or four letter name. The most frequently

used CAIRS tasks are described briefly in Table 3. Other less commonly used tasks are shown in Table 4.

TASK [^^^^]   Tasks are performed by typing their names at the task prompt. A typical task prompt is shown below.

CAIRS Text and Library Systems   LIBRARY_0   LEVEL 9

TASK [_   ]

Library   The CAIRS system consists of up to fifteen databases. These databases are also called libraries and consist of a collection of records.

Records   Each CAIRS library is composed of a collection of records. Each record contains several fields of information such as the catalogue details of a report, article, book or a piece of correspondence.

Fields   A record is composed of several fields of information. Fields give details such as author, title, report number etc. Important fields are indexed and as such may be searched for specific items of information.

Field Extensions Fields which are indexed have three letter extensions by which they can be referenced in searches. For example, the author field extension is "aut". For more details on field extensions see Section 7.6.4.

Truncation   Truncation defines the target of a search in which only the beginning of a word or phrase is specified by the user. For example, using truncation with the phrase RADIO would find words such as RADIO, RADIOLOGY and RADIOACTIVE and others. In CAIRS truncation is specified by appending a slash to a word or phrase i.e. RADIO/ would produce the above results. Searching without using truncation will select only exact matches with the word or phrase i.e. RADIO in the above example.

Auto-Truncation Some CAIRS searching tasks (LOOK and SCAT) auto-truncate search phrases. All phrases which are searched are automatically treated as truncated, i.e. the / is appended automatically by CAIRS.

In CAIRS the use of upper or lower case letters is only important in two instances: for entering passwords and using field extensions in searches. When starting AIMS, the user's password is typed in upper case. When typing the

names of CAIRS tasks and search profiles, case is only important for field extensions which must be lower case. At all other times, for example when searching keywords, CAIRS performs automatic case conversion.

The main function of the CAIRS system is to keep catalogue records of items in the library. Much of the CAIRS system is concerned with the entry and maintenance of the records. However, the system also provides simple to use facilities for searching a library for particular catalogue records. There are many different ways in which records can be located and these are described in Section 7. Once located, records may be viewed and printed as required. Generating output from AIMS is described in Section 8.

Table 3 describes briefly the most frequently used options used within the CAIRS LMS software. Other less commonly used tasks are also described in Table 4.

To help new or infrequent users a flow chart is shown in Figure 2 which summarises how to access all of the available facilities described in the following sections.

Before starting CAIRS, it is important to remember that most CAIRS tasks can be exited by typing "*" (asterisk) or "*<Enter>" at any point.

5   STARTING AIMS

On logging into the Agency network successfully (not applicable to users of stand-alone versions of AIMS), the user automatically enters the Windows Program Manager screen. To start AIMS, the user should select the menu item "AIMS Library" in the User's Personal Menu by pressing the arrow keys until the "AIMS Library" option is highlighted and press <Enter> to confirm the selection, or by double clicking on the icon using the left hand mouse button.

If AIMS has not been installed on your machine, contact the AIMS Document Manager and arrangements for the installation of AIMS will be made.

At the prompt:

USER CODE [^^^]

type your user code. Do not press <Enter>. Typical user codes are AA8 (AIMS Library Assistant) and CC3 (AIMS standard user level). The first two characters are your User Group and the digit is the level of access allowed. Authorised users will be assigned an appropriate user code by the AIMS Document Manager, or AIMS Support Staff. Most users will be assigned search only access codes to prevent unintentional or unauthorised modifications to the database(s).

At the prompt:

PASSWORD [^^^^^^]

type your password. Do not press <Enter>. The password is case sensitive and must be in upper case or access will be denied. Authorised users will be assigned an appropriate 6 character password. Users will not be able to change their AIMS passwords - this option is only available to the AIMS Document Manager.

At the prompt:

LIBRARY [^]

type the number of the database required. Do not press <Enter>. Type 0 (zero) for the bibliographic database, 1 for the correspondence database, 2 for the general database, 3 for the BRE database and 4 for the Issues database.

NOTE: Searches apply only to the selected database.

If you have appropriate security clearance the system will respond with the prompt:

TASK [^^^^]

AIMS is now ready for use; all facilities shown in Figure 2 can be accessed.

If you do not have appropriate security clearance AIMS will return to the prompt:

USER CODE [^^^]

as described above. You should carefully retry the entry procedure from that point.

NOTES.

1.   The start up process can be ended at any point by typing an asterisk (*) (or * <Enter>) at any prompt. The user will then be returned to the Windows Program Manager screen.

2.   Currently, the Agency have a two user licence for the CAIRS software. It should be noted that if you are unable to start AIMS it is likely that two users are logged on to the system.

3.   It is also possible to run AIMS from the DOS prompt on the network directory "G:\AIMS\NMCAIRS" by typing AIMS <Enter>, although this is not the preferred option for running AIMS. This option is not available for stand-alone versions of AIMS.

6   EXITING FROM AIMS

When exiting AIMS it is very important that the correct procedure be followed to avoid corrupting the databases.

When completing work on AIMS it is necessary to exit the CAIRS software by either:

(i)   Selecting the SEARCH menu option - EXIT CAIRS.

(ii)   At the prompt:

TASK [^^^^]

Typing SHUT, STOP or QUIT at the prompt will exit CAIRS.

Both methods described above exit completely from the CAIRS software and the message:

CAIRS COMPLETED

will be displayed briefly, and the user will be returned to the Program Manager screen in Windows.

There are several ways in which CAIRS may end in an uncontrolled manner. These are:

(a)   The computer freezes or hangs.

(b)   The user switches the computer off during the operation of AIMS.

(c)   Power failure.

(d)   Power surge.

If any of these occurs, CAIRS may become confused as to the number of users currently logged into CAIRS. Users ending CAIRS in one of the above ways must inform the AIMS Library Assistant immediately. The AIMS Library Assistant will perform any necessary CAIRS administration tasks to rectify the situation.

7   SEARCHING THE DATABASE

7.1   Introduction to CAIRS Searching Facilities

AIMS provides users with information about records on the database. It is possible to access this information on specific records. For example, who were the authors of report DOE/RW/86.003 or does the library have a copy of the report by Sharland and Jones written in 1985 about waste canisters? Alternatively, users may require much broader searches selecting groups of records. For example, what has Nirex published about rock formations in Cumbria since 1983 or what correspondence has passed between two organisations on a particular topic in the last six months? Searches are only carried out on the selected database. It is essential to select the required database from the task prompt or menu prior to initiating a search.

There are three main search facilities in AIMS:-

(a)   LOOK is aimed at novice users. It provides simple menu-based access to the AIMS databases. LOOK is also a powerful tool for experienced users when searching the most common fields. The main drawback with LOOK is that it has no printed output facilities. Selected records found can only be viewed on the screen.

(b)   SCAT provides fast, simple searches over a wide range of fields with complete control over the output format.

(c)   SINV provides expert users with complete control over all aspects of a search and the output of results. However there are no menus in SINV, the user is required to prepare their own search profile.

In all these facilities, searches are guided by the entry of a search profile which consists of two basic pieces of information - the target of the search and the scope of the search. The target of the search is the phrase which is to be located. The target may be very specific e.g. SHARLAND S M or more general e.g. RADIATION. The scope of the search is the field or fields which CAIRS is to search for the target phrase. The scope of the search can range from the very specific, for example a search on the author to the completely general where all indexed fields are searched. Once the search has been specified in these terms CAIRS will search the database for catalogue records which match the search profile. Once found, a catalogue record may be viewed on the screen. Records, once selected. may also be printed out.

The AIMS user's primary requirement of a search of the database is to retrieve specific information. Careful preparation of a search is the key to successful information retrieval. It is important to decide on how to ensure that all required information will be retrieved from the database and how unwanted information can be excluded from the search. Before beginning the search the

user should decide on how to search the database and how to present the results of the search.

7.2 Choosing a CAIRS Searching Facility

The choice of which CAIRS searching facility to use will depend upon a number of factors:-

(a)   The experience of the user;

(b)   The indexed field or fields to be searched;

(c)   The complexity of the search pattern;

(d)   The need for printed or special format output (see Section 8).

Figure 3 gives some guidance for inexperienced users on the most appropriate searching facility.

7.3 Using CAIRS Searching Facilities

The simplest way to access the AIMS search facilities is through the AIMS search menus. To enter the AIMS search menus type MODE at the TASK [^^^^] prompt. Do not press <Enter>. Users of levels 8 and 9 will be presented with the menu shown in Figure 4. Alternatively, to select a single search facility all that is required is to type its name (either LOOK, SCAT or SINV) at the TASK [^^^^] prompt. Users of level 7 and below go directly to the search menu shown in Figure 5. The same menu appears by selecting option 1 (SEARCH menus) from the main menu shown in Figure 4. Selecting a search option from this menu will lead directly into the chosen search facilities.

Options may be selected from CAIRS menus by either typing the number of the option or by pressing the space bar to move the highlight bar to the required option and pressing <Enter>. In all but the MAIN or SEARCH MENU, pressing the asterisk (*) key provides a reliable way to exit unwanted menus.

There are two main ways in which records are listed when output to the screen; numbered and unnumbered. The style of list is decided by the output format selected by the user. In unnumbered lists of records each page of output ends with the prompt:

.CONTINUE? (Y/N/B) [ ]

Pressing "Y" will display the next page of information. Pressing "N" will end the output listing. Pressing "B" will display the previous page of the listing.

In numbered lists of records each page of output ends with the prompt:

.ACTION [   ]   (H=HELP)

MORE

The following options are available:-

(a)   Pressing "F" followed by <Enter> displays the next page of output.

(b)   Pressing "G" and a number followed by <Enter> will display the corresponding numbered document.

(c)   Pressing "S" followed by <Enter> will stop the output listing.

(d)   Pressing a single number adds the corresponding numbered document to the list of selected documents. Pressing a number followed by "-" and another number adds the corresponding sequence of numbered documents to the list of selected documents. The list of selected documents can be used when, for example, a small number of documents found in a search are to be printed.

(e)   Pressing "H" followed by <Enter> displays the following help text:

        F=FORWARD, Gnn=GOTO nn, S=STOP, OR ENTER SELECTION NUMBERS
        EG: 34, 36 OR 12-16, 18

7.4   Using "LOOK"

LOOK provides quick and basic access to the records stored in AIMS. It is entirely menu-driven with on-line help available. There is no print option available with the LOOK facility. As at all prompts in the CAIRS system an asterisk (*) can be used to exit from the LOOK option and return to the TASK prompt. LOOK provides the opportunity to search on the following fields:

In the bibliographic database (LIB0), general database (LIB2) and BRE database (LIB3):

1.   Author surname
2.   Title word
3.   Corporate author
4.   Keyword
5.   Report series

In the correspondence database (LIB1):

1.   Sender Surname
2.   Addressee Surname
3.   Subject
4.   Unique Number
5.   Keyword
6.   FULL catalogue

In the Issues database (LIB4):

1. Issue Title
2. Issue Description
3. Organisation Name
4. Interpretation of Position
5. Evaluation of Position
6. Response
7. Evaluation of Response
8. Keyword

The fields above are defined in greater detail in the Definition of Terms used in AIMS [1].

In the following section LOOK is described with examples taken from the bibliographic database (LIB0). The operation of LOOK in the correspondence database (LIB1), and general database (LIB2), BRE database (LIB3) and the Issues database (LIB4) is exactly the same with the exception of the different field searches in the case of the correspondence and issues databases. The LOOK main menu (Figure 6) allows the user to select which field to search. Once a field is chosen the search target menu (Figure 7) allows the user to type in the target word. Search terms entered in LOOK are auto-truncated (for definition see Section 4). After the search is completed the user has four options as shown in Figure 8.

LOOK provides two levels of detail for the output:-

(a)   a summary (option 1. DISPLAY DETAILS) shown in Figure 9.

(b)   the full record (option 2. DISPLAY RECORD) shown in Figure 10.

LOOK also allows the user to refine a search (option 3. REFINE SEARCH) by modifying the search profile. This option will narrow the search to all items which include both targets, e.g. for the first search choosing Sharland as an author and then refining the search with Tasker as an author LOOK will find all records which have BOTH Sharland AND Tasker as authors. Searches are refined in LOOK using the same menus as before and shown in Figures 7-10.

The user can start another search by selecting option 4. BEGIN A NEW SEARCH

7.5   Using "SCAT"

SCAT makes a wider variety of fields accessible for searching the AIMS databases. A single menu provides a range of possible fields for searching. These fields are:

In the bibliographic database (LIB0), general database (LIB2) and BRE database (LIB3):

1.   Author name search
2.   Title word search
3.   Corporate author search
4.   Report series search
5.   Library number search
      (NOTE: this is not the CAIRS Accession number)
6.   Keyword search
7.   FULL catalogue search

In the correspondence database (LIB1):

1.   Sender name search
2.   Addressee name search
3.   Unique number search
4.   Subject search
5.   Attached documents search
6.   Cross references search
7.   HMIP File reference search
8.   Keyword search
9.   FULL catalogue search

In the Issues database (LIB4):

1.   Issue title
2.   Site
3.   Organisation name
4.   Interpretation of Position
5.   Document title
6.   AIMS shelfmark
7.   Issue Description
8.   Evaluation of Position
9.   Response
10.   Evaluation of Response
11.   Keyword

The fields above are defined in greater detail in the Definition of Terms used in AIMS [1].

SCAT uses auto-truncation of search targets and there is no option to refine a search. The sequence of menus in SCAT is:

(a)   Field selection menu (see Figure 11) where the user selects which field is to be searched.

(b)   Target selection menu (see Figure 12) where the user selects what should be searched for.

(c)   Item selection menu (see Figure 13) where the user chooses the items to be displayed from a list of items matching the search specified in (a) and (b).

(d)   Output style selection (see Figure 14) where the user selects the output format to be used.

In SCAT the user must specify the output format for the display of records (see Section 8).

7.6   Using "SINV"

7.6.1   Introduction to using SINV

This is the most powerful searching function in CAIRS. It provides the expert user with complete freedom to search any field or combination of fields. The user can build up complex Boolean search profiles. Advanced users should consult the CAIRS User Manual [7] for more extensive information on CAIRS searching facilities. A typical input screen from SINV is shown in Figure 15.

The description of the use of SINV provided below uses as an example a search for all documents with S M Sharland as author. The search will then be made more complex by restricting the search to only those documents by S M Sharland which have Corrosion in the title.

To use SINV the user must decide:

(a)   what will be the target of the search; the user must determine some word or partial word which will locate the required documents. Truncation must be used explicitly in SINV for any target which is not in the AIMS thesaurus [8]. i.e. the target must end with a "/".

In the example the target would be:

SHARLAND S M/

N.B. AIMS stores author names in the form Surname followed by Initials.

(b)   what will be the scope of the search; the user must decide in which field or fields the target will be located. Fields are specified using a three letter code called the field extension. Field extensions are discussed in detail in Section 7.6.4 below. Field extensions are then appended to the target to form the complete search profile.

In the example the field extension required would be:

aut (for author)

The search profile would therefore be:

SHARLAND S M/;aut

(c)   whether the search requires the use of a complex profile. Searches may be made more exact by the use of the Boolean operators AND (&), OR (+) and AND NOT (#).

In the example the search is made narrower by the use of the AND (&) operator to define the titles more exactly. The target for the title is:-

CORROSION/

The field extension is

til   (for title)

Giving a final search profile of

· SHARLAND S M/;aut&CORROSION/;til

7.6.2 Building complex search profiles

In CAIRS a simple search profile is one which consists only of a target and a scope. A complex search profile is one which consists of two or more simple profiles joined by Boolean operators. There are three logical operators in CAIRS for building complex search patterns.

(a) AND. Profiles are of the form PROFILE_1 & PROFILE_2. The AND operator defines a complex search profile narrower than the simple profiles. AND locates only those documents which satisfy both profiles.

(b) OR. Profiles are of the form PROFILE_1 + PROFILE_2. The OR operator defines a complex search profile broader than the simple profiles. OR locates those documents which satisfy either one profile or the other profile.

(c) AND NOT. Profiles are of the form PROFILE_1 # PROFILE_2. The AND NOT operator defines a complex search profile narrower than the simple profiles. AND NOT locates only those documents which satisfy PROFILE_1 but not PROFILE_2.

For example if:-

ANS CONSULTANTS/;cor were to locate 57 documents

RADIONUCLIDES/;til were to locate 77 documents

then:-

AND

ANS CONSULTANTS/;cor&RADIONUCLIDES/;til would locate fewer documents, say 3.

OR

ANS CONSULTANTS/;cor+RADIONUCLIDES/;til would locate 131 documents. (57 + 77 - 3)

AND NOT

ANS CONSULTANTS/;cor#RADIONUCLIDES/;til would locate 54 documents. (57 - 3)

7.6.3 Searching for dates and numbers

In CAIRS dates and numbers have special search facilities which can only be accessed by using SINV. CAIRS allows the user to specify search profiles involving relationships between numbers. These relationships are:-

(a) Equals "=X". Locate those values which equal the specified number.

(b) Less than "<X". Locate those values which are less than the specified number.

(c) Greater than ">X". Locate all those values which are greater than the specified number.

(d) Range "X,Y". Locate all the values which are in the range X to Y inclusive.

Search profiles involving numbers are written with the simple profile enclosed in inverted commas. For example to search for all reports published in 1990 the search profile would be:-

"=1990;pyr"

Search profiles involving dates rely on the fact that CAIRS stores dates as numbers in the form YYMMDD where YY is the year MM is the month and DD is the day of the month. For example to search for all correspondence originating after 01/01/93 the search profile would be:-

">930101;dto"

Date search profiles are, in other respects, the same as other search profiles in that they may be combined using Boolean operators to form more complex search profiles.

7.6.4 AIMS field extensions

The field extensions in CAIRS define the scope of the search in terms of which fields will be searched to satisfy the specified criterion. In addition to the specific field extensions listed below there are two additional field extensions which are valid for all libraries:-

(a) No extension. If no field extension is specified then the target is searched for in all fields i.e. the whole index is searched. Care should be take when searching the whole index using truncation. Searches with

"/" (or other short truncated phrases) as the target will take a considerable amount of time (up to half an hour).

(b)   A semicolon. If the field extension is just a semicolon then the keyword field is automatically the target.

Appendices A and B provide information about the contents of all of the AIMS Fields. Furthermore, the more important fields are defined in the Definition of Terms [1].

Field extensions for Bibliographic database (LIB0), General database (LIB2) and BRE database (LIB3):

AIMS Field name	Field Extension
Author	aut
Corporate Author	cor
Title	til
Shelfmark	shl
Location	loc
Document Type	doc
Reference	ref
Series	ser
Imprint	imp
Year of Publication	pyr (numeric)
Edition	edi
ISBN	sbn
Origin	ori
Conference	cnf
Abstract	abs

Field extensions for Correspondence database (LIB1):

AIMS Field name	Field Extension
Unique Number	unq
Related Unique Numbers	ruq
Date of Origin	dto (date)
HMIP File Reference	hfr
Sender	sen
Addressee	add
Subject	sub
Attached Documents	atd
Distribution/Sender	dns

AIMS Field name	Field Extension
Distribution/Internal	dni
Cross Reference	crf
Status	sta
Action(s) required	act
Action reference numbers	arn
Action by/date sent	ads
Action initiated by	aib
Action by/date required	adr
Action status	ast
Notes	nte

Field extensions for Issues database (LIB4):

AIMS Field name	Field Extension
Issue Title	itl
Issue Description	ide
IRF Reference	ire
Related Reference	rrf
Site	sit
GRA Section	gra
Supp Rev Criteria	src
Organisation Name	org
Interpret Position	pos
Date of Position	dop
Date Prepared	ddp
Preparer Code	pre
Approver Code	app
Document Reference	doc
Date doc published	pyr
AIMS Shelfmark	shl
Evaln of Position	eva
Response Criteria	cri
Agency Reference	age
Response	res
Evaln of Response	evb
Keywords	key

8   SCREEN DISPLAYS, PRINTING AND FILE OUTPUT

In AIMS at the prompt:

OUTPUT [^^^]

a three letter code should be entered e.g. BS0. Alternatively pressing <Enter> gives the default output code of DA0, i.e. output to the screen of a summary of the record.

8.1   Definition of Output Codes

To define the form of output three items must be defined:

(a)   An output device code. The device to which the output is to be sent.

(b)   An output format code. The style of the output. Styles govern which fields are to be output and what the output will look like.

(c)   A field restriction code. This governs which information is available for output. The field restriction code can be specified by the AIMS Document Manager to prevent access to certain fields. Currently all fields are available for output.

The most important of these are the device and format codes.

8.1.1   Bibliographic, Correspondence, General and BRE database output devices

Output Devices		
Code	Description	User Access
B	Used for data transfers. Sends output to files named Bxxxx.SPL and adds batch input codes to output.	Level 9
D	The screen display. DEFAULT	ALL
F	Text output. Output is sent to files named Fxxxx.SPL.	Level 9
I	A special device for generating printed indexes.	Level 9
L	One of the two printer output devices. Output is sent to files named Lxxxx.SPL	Level 9
P	One of the two printer output devices. Output is sent to files named Pxxxx.SPL	Levels 9 to 5
S	Output to a set. Results are stored in numbered sets within CAIRS for later recall. This device is useful for building complex searches from several intermediate stages.	ALL

Note: In all the above devices which send output to named disk files the "xxxx" will be a unique four digit number determined automatically by CAIRS and displayed on the screen.

8.1.2 Bibliographic, General and BRE database output formats

Output Format		
Code	Description	User Access
A	Summary of report. Accession No/ Author/ Title/ Keywords. DEFAULT	ALL
B	Full details of report	ALL
D	Accession No./ Title/ Author/ Series/ Corporate Author/ Year of Publication/ Abstract	Level 8 & 9
E	Accession No./ Series	Level 8 & 9
F	Accession No	Level 8 & 9
H	Accession No/ Abstract	Level 8 & 9
O	Basic Output. Author/ Title	ALL
P	Extended output. Author/ Title/ Abstract/ Keywords	ALL
S	LOOK basic output. Author/ Title/ Keywords/ Year of Publication	ALL
T	LOOK extended output	ALL

8.1.3 Correspondence database output formats

Output Format		
Code	Description	User Access
A	Summary of correspondence. DEFAULT	ALL
B	Full details of correspondence.	ALL
F	Accession No.	Level 9
O	Basic output.	ALL
P	Extended output.	ALL
S	LOOK basic output.	ALL
T	LOOK extended output	ALL

The output style definitions can be modified by the AIMS Document Manager. Users requiring special output formats should consult the AIMS Library Assistant who can make the necessary formats available.

8.1.4   Field restriction codes

The field restriction code allows the AIMS ·Document Manager to control the fields available to users. Ten field restriction codes are available for each database (0-9). Each of the ten field restriction codes is associated with a table governing which fields within a record are output if a code is specified. In addition, the level of the user that can access a specific code can be defined by the AIMS Document Manager. For more information refer to the CAIRS LMS System Manger's Reference Manual [6].

Currently, only one field restriction code (0) is employed within AIMS, this allows all users at all levels to access all fields from a record when defining an output format. Other field restriction codes can be defined as required by the AIMS Document Manager. All modifications of the field restriction codes are immediate.

8.2   Typical Output Codes

Typical choices of output format would be:

< Enter > or	
DA0	Default display
DB0	Full record displayed on the screen
LB0	Full record spooled to printer
S	Store results in a set
FO9	Summary output to disk file

8.3   Modifying Output Formats

To set up a CAIRS output format the task MFCF (Modify Format Code File) must be run. This task has two pages of information which control the details of the output format. The first page controls global features such as user level access, the number of lines per page and the width of the page. The second page controls the details of which fields are output, the ordering of those fields and additional formatting such as spacing and headings.

Do not modify output formats without the prior agreement of the AIMS Document Manager.

MFCF PAGE 1 OPTIONS

The first page of options control the overall format of the output and the user access to the code. The first field to be input is the letter of the format code for editing. Once a format code is chosen the other fields on page 1 will be filled with the current values for that format code. The other major fields of interest on the first page are:-

Field Number	Name	Description	Recommended Entry
12	Numbered Manual Keyterms	This gives a number to each of the keywords in the record	Y
13	Document Numbering	Adds the ACTION [ ] prompt to output	N for summary outputs; Y for detailed outputs
18	User Leading Spaces	User defined leading spaces (only if field 22 is U)	none
19	User Trailing Lines	User defined trailing lines (only if field 23 is U)	1
20	User Item Width	User defined item width (only if field 24 is U)	none
21	User Item Depth	User defined item depth (only if field 25 is U)	none
22	Leading Spaces	Number of spaces preceding a record	A
23	Trailing Lines	Number of lines after each record	U
24	Item Width	The width of a page in characters	C
25	Item Depth	The depth of a page in characters	C
26-35	User Level Accessibility	Which user levels have access	26 Y for level 9 27 Y for level 8

MFCF PAGE 2 OPTIONS

This page creates the details of the output format. The basic layout of this screen is shown below:-

01.   Edit [N]

```
02    [      ]      [                    ]
03    [      ]      [                    ]
04    [      ]      [                    ]
05    [      ]      [                    ]
06    [      ]      [                    ]
07    [      ]      [                    ]
08    [      ]      [                    ]
09    [      ]      [                    ]
10    [      ]      [                    ]
11    [      ]      [                    ]
```

ACCEPT, CANCEL, OR MODIFY? [   ]

To create the output format, enter information successively in each line. The left-hand column is used for format codes and the right-hand column for additional formatting information. The main format codes which may be used to layout CAIRS output are:

Format code	Description
nop	No operation
fxx	Output field xx. The field extensions in capitals may also be used.
trm	terminator
tnl	new line
snl	ensure field begins on a new line
pge	page break
hdg	heading for next field
hdx	heading (not for blank fields)
i00, i02, i04, i08, i16, i32, i64	increase current indent by xx characters
i00	reset current indent to zero
sxx	output xx spaces
rsb	output right square bracket

When a field is selected for output the second column of the input screen is used to enter further output style information. Codes are of the format:-

0N000Y00N

Character Number	Description
1	Precede field with 0, 1, 2, 3 new lines
2	Start field on a new line (Y or N)
3-5	Precede field with 000 to 126 spaces
6	Word wrap around (Y or N)
7-8	Fill empty fields with 00 to 15 spaces
9	Upper case (Y or N)

To edit existing format codes modify field 01 to "Y". The main prompt changes to COMMAND [^^^]. The current line is indicated by a "." which appears next to it, also called the dot pointer. Care should be taken when editing formats to be sure where the dot pointer is placed. Many commands act relative to where the dot pointer is placed.

There are six commands which may be used to edit format codes. These are:-

Command	Description
Fxx	Moves the dot pointer forwards xx lines. Used to move dot pointer.
Bxx	Moves the dot pointer backwards xx lines. Used to move dot pointer.
Mxx	Modifies line xx (where xx is 02 to 11). Used to enter or modify format codes.
Ixx	Inserts xx lines at the dot pointer. Used to add extra lines for more format codes.
Dxx	Deletes xx lines at the dot pointer. Used to remove unwanted lines.
END	Completes editing.

EXAMPLE FORMATS

Format to Output CAIRS Accession Number and Year of Publication

A simple format which outputs the CAIRS Accession number and year of publication of a record would be as follows:-

```
02    [f01]   [0N000Y07N]  Output field 1 i.e. CAIRS accession number
03    [PYR]   [0N008Y04N]  Output field PYR i.e. year of publication
04    [trm]   [          ]
```

Typical output from this format would be:-

```
     0001012      1983
     0001013      1987
```

Format to Add Headings to Output

The above format could be expanded to add headings for the fields by using the **hdg** code:-

```
02    [hdg]   [          ]  Output heading for next field (i.e. field
                            1)
03    [f01]   [0N001Y07N]  Output field 1 i.e. CAIRS accession number
04    [s04]   [          ]  Output 4 spaces
05    [hdg]   [          ]  Output heading for next field (i.e. field
                            PYR)
06    [PYR]   [0N001Y04N]  Output field PYR i.e. year of publication
07    [trm]   [          ]
```

Typical output from this format would be:-

```
     Accession No: 0001012    Year of publication: 1983
     Accession No: 0001013    Year of publication: 1987
```

Format Including Spacing and Indentation

To add the title of each report on a new line and indented to this output the format could be modified as follows:-

```
02    [hdg]   [          ]  Output heading for next field (i.e. field
                            1)
03    f01     [0N001Y07N]  Output field 1 i.e. CAIRS accession number
04    s04     [          ]  Output 4 spaces
05    hdg     [          ]  Output heading for next field (i.e. field
                            PYR)
06    PYR     [0N001Y04N]  Output field PYR i.e. year of publication
07    tnl     [          ]  New Line
08    hdg     [          ]  Output heading for next field (i.e. field
                            TIL)
09    i08     [          ]  Set indent to 8 characters
10    TIL     [0N000Y00N]  Output field TIL i.e. title
11    i00     [          ]  Reset indent to 0
12    tnl     [          ]  New Line
13    trm     [          ]
```

Typical output from this format would be:-

Accession No: 0001012   Year of publication: 1983
Title: SEDIMENTATION STUDIES RELEVANT TO LOW-LEVEL RADIOACTIVE EFFLUENT DISPERSAL IN THE IRISH SEA

Accession No: 0001013   Year of publication: 1987
Title: STUDIES OF ENVIRONMENTAL RADIOACTIVITY IN CUMBRIA PART 10. SOME RADIONUCLIDES IN NEAR-SHORE SEAWATER 1980-84

8.4 Printing files

CAIRS printed output is not immediately printed. First it is sent to a file on the computer's disk. These files are called PXXXX.SPL or LXXXX.SPL where XXXX is a four digit number. The file name will be displayed on the screen when it has been created and its exact name should be noted. In order to print these files use the word processing package, WordPerfect, which is located in the Office Services Menu of the Windows screen. The files should first be opened in WordPerfect by clicking File then Open, selecting the directory H:\SPOOL then selecting the appropriate .SPL file. The file can then be printed using the File Print command.

8.5 Print screen

The user can obtain a screen dump to the local printer using the Print Screen key (to the right of the F12 function key). The cursor will scroll down the screen sending the screen information to the printer. However, the printer will not begin printing until a sufficient number of screen lines has been received to fill a page. To obtain a single screen dump, press the Form Feed button on the printer after pressing the Print Screen key.

9 CATALOGUING AND ENTERING A DOCUMENT

9.1 Introduction to Cataloguing

The facility to add new records to a database is available only to users of levels 8 and 9. When preparing a record for entry into the database it is very important to maintain a consistent approach. If records do not conform precisely to the formats described then searching for and retrieving records will become very difficult. For details of the fields associated with a bibliographic, general or BRE, record see Appendix A. For details on the fields associated with a correspondence record see Appendix B. For details on the fields associated with an issue record see Design specification for the Issues Database [9].

9.2 Keywording Guidelines

The objective of the keywording system is the allocation of appropriate keywords which will enable the efficient retrieval of reports according to their subject matter. The keywording of documents is carried out using a thesaurus of keywords [10] and the following keywording guidelines.

In general, up to five keywords will be selected to describe the subject areas covered by each document. In the case of reports covering a whole research programme it may be necessary to allocate more than five keywords. The CAIRS software will allow up to one hundred and eight keywords.

As the "narrower term" will always include the "general term" and "broader term" when searches of the database are carried out, it is appropriate to select the narrower term where applicable. This procedure will enable a more selective search to be carried out. The thesaurus contains search aids which advise on the use of a term or keyword.

9.3 Assignment of Library Numbers and shelfmarks to reports

Each report held in the bibliographic library will have a Library Number assigned to it. This number will consist of two parts. The first part of the number will be an organisation identifier. Organisation identifiers are shown in Table 5. The second part of the number will be a five digit serial number. Serial numbers will begin at 00001 and increase up to 99999. A typical Library Accession Number would be RAS00345.

The AIMS Library Assistant maintains an AIMS working file called the Database Accession Number Log. This file has one section for each organisation identifier as shown in Table 5. Sections record the Library Numbers used for each organisation identifier. When a Library Number is required for a report, the next number in the series for the appropriate organisation identifier should be used. The new number should be recorded in the appropriate section of the Database Accession Number Log along with the CAIRS Accession Number of the report to which it was attached and the date on which it was used.

A report's Shelfmark consists of its Library Number plus its copy number, e.g a report with Library Number RAS00345 and copy number 2 would have a shelfmark RAS/345-2.

A report must be labelled with its CAIRS Accession Number, its Shelfmark and its Security Code. Security code is used to restrict access to certain documents. Security codes used are shown in Table 6. The AIMS Library Assistant is responsible for assigning Security codes to documents. If it is not clear to the Library Assistant what code should be selected the AIMS Document Manager should be consulted.

9.4   On-line Document Entry

Details of reports received by the Agency must be entered into the AIMS database. Before adding a record to the AIMS database, a CAIRS searching facility should be used to ascertain whether an AIMS record for the report already exists and to locate the record in AIMS (see Section 7). If an AIMS record for a report already exists then the tasks MREC and CRST should be used. In order to use these tasks the CAIRS Accession Number of the report must be found.

If an AIMS record for a report does not already exist, typing DOCE at the TASK [^^^^] prompt initiates the catalogue record entry. To enter a catalogue record simply type the relevant information in the boxes (also called fields) provided. The established cataloguing rules detailed in Appendices A and B must be followed as closely as possible, in order to facilitate efficient and accurate data retrieval. If there is any doubt as to what should be entered in a particular field the AIMS Library Assistant or AIMS Support Staff should be contacted for advice. The layout of each page and the information to be placed in each field is shown in Appendices A and B.

In CAIRS at the end of each page of entry the prompt:

ACCEPT, CANCEL OR MODIFY [^^^]

appears.

The three possible responses are:

ACC   If, after checking, all information has been entered correctly the correct response is to type ACC (for ACCept). CAIRS then passes control to the next page.

CAN   If the information is incorrect and/or one wishes to abandon the document modification then the correct response is CAN (for CANcel). All information entered (including previous pages) is ignored, i.e. no changes to the database are made. The DOCE task then restarts as described above.

MXX If the information in field number XX on the current page requires
correcting the appropriate response is MXX (for Modify field XX). The
information in the field can then be modified as required.

Keywords to describe a report or an item of correspondence are added to the last
page of the input screens. The catalogue uses a controlled vocabulary which is
contained in the thesaurus [10]. Only keywords which appear in the thesaurus
may be used. Due to the technical and scientific nature of the data, advice and
help on keywording should be sought from the AIMS Document Manager.

To enter the appropriate keywords type each word or phrase and press
<Enter>. When the list of keywords is complete type "@". At the prompt:

ACCEPT, CANCEL OR MODIFY? [^^^]

choose an appropriate action as detailed above. Once accepted, a list of
keywords is automatically checked by CAIRS against the thesaurus. Any words
or terms not in the thesaurus will be rejected and the error message:

ERROR 93: FIELD XX - PRIMARY KEYWORD NOT IN CONTROL LIST

where XX is the number of the field containing the rejected keyword. This
number is unique to each keyword. The field must be corrected using MXX as
described above.

Once a record has been entered into the AIMS database it is available for review
and modification through the RREC and MREC tasks. However, the report will
not be indexed until an update has been run (see section 14.1). Un-indexed
records cannot be selected in a search until an update has been run.

9.5   Batch document entry

9.5.1   Basic batch entry

For input of large numbers of documents it is more efficient to use the CAIRS
batch document entry task, BDOE. There are four stages in this process. They
are:

(a)   Creating a batch entry file using a suitable word processor (see
Appendix C).

(b)   Making a copy of the AIMS database before any changes are made (see
Section 13).

(c)   Copying the resultant ASCII file to the file:

H:\SPOOL\BATCH.SPL.

(d)   Initiating the CAIRS task BDOE (described below).

To perform batch document entry start CAIRS after completing stages (a) (b) and (c) above. At the TASK [^^^^] prompt enter BDOE.

CAIRS then presents a sequence of prompts requiring the following responses:

(a)   USE BATCH INPUT FILE (Y/N) [^]
       Answer "Y"

(b)   INDEX DESPITE THESAURUS FAILURE (Y/N) [^]
       Answer "Y"

(c)   ABORT RUN ON ERROR (Y/N) [^]
       Answer "N"

(d)   CONTINUE AFTER ERROR (Y/N) [^]
       Answer "Y"

A report on the progress of the batch document entry will be written to a file called SXXXX.SPL (where XXXX is a 4-digit number which is assigned automatically). This file name should be noted as it is IMPORTANT for subsequent error checking. This file will be located in the network directory H:\SPOOL.

After data entry has been completed one of the following messages appears:

(i)   CAIRS BATCH ENTRY SYSTEM TERMINATED SUCCESSFULLY.
       TYPE "Y" TO RETURN TO TASK [ ]

(ii)   CAIRS BATCH ENTRY SYSTEM TERMINATED SUCCESSFULLY
       WITH ERRORS.
       TYPE "Y" TO RETURN TO TASK [ ]

Enter "Y" and the TASK [^^^^] prompt will appear and AIMS can then be continued by entering an appropriate task name or exited using SHUT, STOP or QUIT.

If the batch entry fails to terminate successfully owing to repeated error conditions, the data entered is cleared from the update file (UF) and the following message is displayed:

UF AND ACCESSION NUMBERS HAVE BEEN RESET CAIRS BATCH ENTRY SYSTEM ABORTED.

Once records have been entered into the AIMS database they are available for review and modification through the RREC and MREC tasks. However, the reports will not be indexed until an update has been run (see section 14.1).

9.5.2   Checking batch entry

For checking purposes the files BATCH.SPL and the associated error report file SXXXX.SPL must be saved. These files should be copied to the directory:

G:\AIMS\NMCAIRS\QABAK

To do this exit from CAIRS by typing SHUT at the TASK [^^^^] prompt. This should give the DOS prompt:

G:\AIMS\NMCAIRS\>

To copy the files SXXXX.SPL type:

COPY SXXXX.SPL QABAK

The BATCH.SPL should be removed when it is copied as well, so that it can be related to its error log file. Make a note of the 4-digits from the file SXXXX.SPL and then type:

COPY BATCH.SPL QABAK\BATCXXXX.SPL

where XXXX match the 4 digits in the SXXXX.SPL file. Thus the file BATC1234.SPL is the batch entry file which was used to produce the error log file S1234.SPL.

The error log file SXXXX.SPL should always be read and checked for errors which may have occurred during batch entry. The error log file may be opened directly into WordPerfect using File Open which will perform all necessary conversions unaided. This file should be used to trace and correct any problems which occurred during batch entry as discussed in section 9.5.3.

9.5.3   Correcting batch entry errors

The CAIRS error log file (SXXXX.SPL) consists of one entry for every record entered. This file should always be read and checked for errors which may have occurred during batch entry.   A typical error log is shown below:

```
LAST ACCESSION NO: 0000942 ERROR COUNT: 0  RECORD: 1
LAST ACCESSION NO: 0000943 ERROR COUNT: 0  RECORD: 2
LAST ACCESSION NO: 0000944 ERROR COUNT: 0  RECORD: 3
LAST ACCESSION NO: 0000945 ERROR COUNT: 0  RECORD: 4
LAST ACCESSION NO: 0000946 ERROR COUNT: 1  RECORD: 5
** RECORD NUMBER 05 FIELD NUMBER 07 FIELD TOO LONG.
LAST ACCESSION NO: 0000946 ERROR COUNT: 0  RECORD: 6
```

If any errors were found in a record they are listed in the error log file. In the example above record number five in BATCH.SPL file gave rise to an error.

The most common error messages are:

(a)   ** THESAURUS OVERRIDE:
followed by the erroneous keyword entered. In this case the record was entered into CAIRS but the listed keyword needs correcting to one in the thesaurus. The modify record task MREC should be used (as described in Section 10.1). The accession number required by this task is the "LAST ACCESSION NO:" listed in the error message PLUS ONE.

(b)   ** RECORD NUMBER XX FIELD NUMBER YY COMMAND FORMAT ERROR

This error message indicates that the record number XX has been incorrectly formatted. This is due to one of the markers "[STA]", "[REC]", "[KEY]" or "@" being incorrectly placed. The record must be located in the batch input file and carefully checked to ensure that the record format conforms exactly to the format detailed in Appendix C.

(c)   ** RECORD NUMBER XX FIELD NUMBER YY FIELD TOO LONG

This error message indicates that (the field YY in) the record number XX is too long. The record must be located in the batch ending file and the field checked to see if it is too long. This error also occurs commonly when one or more right square brackets (]) have been missed out of the batch entry file. The "]"s in the record should be counted to ensure that there is the correct number.

(d)   A further error is ** RECORD NUMBER XX FIELD NUMBER: 59 ERROR 88: FIELD YY - ILLEGAL/MISPLACED CHARACTER DETECTED

This error indicates that an illegal character has been detected in the input record. Illegal characters are left bracket "(", right bracket ")", forward slash "/" and asterisk "*". The record must be located in the batch entry file and the field YY checked to locate the illegal character.

If any other errors are encountered, the CAIRS System Manager Manual, Vol. 1 [4] should be consulted.

Records which cause error messages of type (b), (c) and (d) above will not enter the AIMS database at all. It is thus necessary to locate these erroneous records in the input file. They should then be corrected and copied into a new WordPerfect file. This file should be formatted as a batch entry file (see Appendix C) and resubmitted to AIMS.

9.6   Batch Modification

For modification of large numbers of documents it is more efficient to use the CAIRS batch document modification task, BMOD. There are three stages in this process. They are:

(a)   Making a back-up of the AIMS database.

(b)   Creating a batch modification file using a suitable word processor (see Appendix C).

(c)   Copying the resultant ASCII file to the file:

H:\SPOOL\BATCH.SPL.

(d)   Initiating the CAIRS task BMOD (described below).

To perform batch document entry start CAIRS after completing stages (a), (b) and (c) above. At the TASK [^^^^] prompt enter BMOD.

CAIRS then presents a sequence of prompts requiring the following responses:

(a)   USE BATCH INPUT FILE (Y/N) [^]
Answer "Y"

(b)   INDEX DESPITE THESAURUS FAILURE (Y/N) [^]
Answer "Y"

(c)   ABORT RUN ON ERROR (Y/N) [^]
Answer "N"

(d)   CONTINUE AFTER ERROR (Y/N) [^]
Answer "Y"

A report on the progress of the batch document modification will be written to a file called SXXXX.SPL (where XXXX is a 4-digit number which is assigned automatically).   This file name should be noted as it is IMPORTANT for subsequent error checking. This file will be located in the network directory G:\AIMS\NMCAIRS.

After data entry has been completed one of the following messages appears:

(i)   CAIRS   BATCH   MODIFICATION   SYSTEM   TERMINATED SUCCESSFULLY. TYPE "Y" TO RETURN TO TASK [ ]

(ii)   CAIRS   BATCH   MODIFICATION   SYSTEM   TERMINATED SUCCESSFULLY. WITH ERRORS
TYPE "Y" TO RETURN TO TASK [ ]

Enter "Y" and the TASK [^^^^] prompt will appear and AIMS can then be continued by entering an appropriate task name or exited using SHUT, STOP or QUIT.

If the batch modification fails to terminate successfully owing to repeated error conditions, the data entered is cleared from the update file (UF) and the following message is displayed:

UF AND ACCESSION NUMBERS HAVE BEEN RESET CAIRS BATCH ENTRY SYSTEM ABORTED.

Once a batch modification run has been completed the report file should be checked and any errors corrected. The procedure for checking and correcting errors is described in the section on batch document entry above.

Once records have been modified in the AIMS database the new data are available for review and modification through the RREC and MREC tasks. However, the reports will not be re-indexed until an update has been run (see section 14.1).

10   CHANGING DATABASE RECORDS

10.1   Modifying a Record

Should the information in a database record require modification after entry into CAIRS, type MREC at the TASK [^^^^] prompt.   MREC should only be performed by the AIMS Library Assistant or with the express permission of the AIMS Document Manager. In MREC, documents are selected by their CAIRS Accession Number.   A blank record first page is displayed with the cursor placed in the Accession Number field, i.e.

ACCESSION NUMBER [^^^^^^^]

Typing the full accession number or the accession number minus any leading zeroes followed by < Enter > will access the record. The information contained in the record in fields on the first page will be displayed.   This task then operates in a manner similar to the record entry task DOCE.   The choice:

ACCEPT, CANCEL OR MODIFY? [^^^]

is offered for each page of the record.   The three possible responses are:

ACC   If, after checking, all information on a page is correct then the response is to type ACC (for ACCept).   CAIRS then passes control to the next page.

CAN   If the information is incorrect, or one wishes to abandon the document modification for other reasons then the correct response is CAN (for CANcel).   All information entered including any changes made to the whole of the current record (including previous pages) are ignored, i.e. · no changes to the database are made. The MREC task then restarts from the beginning at the blank record page as described above.

MXX   If the information in field number XX (on the current page) needs correcting then the response is MXX (for Modify field XX).   The information in the field can then be modified as required.

On the last page of the record the choice:

REPEAT TASK (Y/N)? [^]

is offered.   The possible responses are:

Y   Yes.   The review record task is repeated.

N   No.   CAIRS returns to the TASK [^^^^] prompt.

10.2 Reviewing a Record

To view a known record in AIMS, type RREC at the TASK [^^^^] prompt. Documents are selected by their CAIRS accession number. A blank record first page is displayed with the cursor placed in the Accession Number field, i.e.

ACCESSION NUMBER [^^^^^^^]

Typing the full accession number or the accession number minus any leading zeroes followed by <Enter> will access the record. The information contained in the record in fields on the first page will be displayed. This task then displays the record using the document entry screens. The choice:

PAGE ON (Y/N)? [^]

is offered for each page of the record. The possible responses are:

Y   Yes. The next page of the record is displayed.

N   No. The review of the particular record is abandoned returning to the blank record page.

On the last page of the record the choice:

REPEAT TASK (Y/N)? [^]

is offered. The possible responses are:

Y   Yes. The review record task is repeated.

N   No. CAIRS returns to the TASK [^^^^] prompt.

10.3 Deleting a Record

Permission to delete a record from AIMS must be obtained from the AIMS Document Manager and is only possible for users at level 8 or level 9.

Although it is possible to delete records from CAIRS, it is not a recommended course of action, because the accession number of the record deleted will not be available for re-use in CAIRS. Therefore, it is recommended that records should not be deleted and wherever possible an AIMS record should be modified by overwriting the record with the details of another document.

If a complete record is to be removed from an AIMS database type DREC at the TASK [^^^^] prompt. A blank record page with a prompt for an accession number will be displayed with the cursor in the Accession Number field, i.e.

ACCESSION NUMBER [^^^^^^^]

Typing the full accession number or the accession number minus any leading zeroes followed by <Enter> will access the record. The first page of the record will be displayed. The choice:

PAGE ON (Y/N)? [^]

is offered for each page of the record. The possible responses are:

Y   Yes. The next page of the record is displayed.

N   No. The deletion of the particular record is abandoned. No changes are made to the database returning to the blank record page for the accession number.

On the last page of the record the choice:

CANCEL OR DELETE [^^^]

is offered. The possible responses are:

CAN   Cancel. The deletion of the particular record is abandoned. No changes are made to the database returning to the blank record for the accession number.

DEL   Delete. The record is removed from the database returning to the blank record. Once DEL is selected the record is deleted, the user has no further opportunity to revise their decision.

On the last page of the record the choice:

REPEAT TASK (Y/N)? [^]

is offered. The possible responses are:

Y   Yes. The delete record task is repeated.

N   No. CAIRS returns to the TASK [^^^^] prompt.

10.4   Copying a Record

When multiple copies of the same document exist it is only necessary to enter the full CAIRS catalogue record once. The catalogue record can then be copied using the CAIRS task CREC. Records created using CREC are exact duplicates of the original record except for the fields total copies and copy number which are updated automatically by CAIRS. It is necessary for the user to modify the shelfmark of the new copy since no two copies of the same document will have the same shelfmark. To begin this task type CREC at the TASK [^^^^] prompt.

The document to be copied is then selected by its CAIRS accession number. At the prompt:

ACCESSION NUMBER [^^^^^^^]

Typing the full accession number or the accession number minus any leading zeroes followed by < Enter > will access the record. The first page of the copy record is then displayed. This task then operates in a manner similar to record entry. The choice:

ACCEPT, CANCEL OR MODIFY? [^^^]

is offered for each page of the record. The three possible responses are:

ACC   If, after checking, all information on a page is correct then the response is to type ACC (for ACCept). CAIRS then passes control to the next page.

CAN   If the information is incorrect or one wishes to abandon the document modification for other reasons then the correct response is CAN (for CANcel). All information entered including any changes made to the whole of the current record (including previous pages) are ignored, i.e. no changes to the database are made. The CREC task then restarts from the beginning at the blank record page as described above.

MXX   If the information in field number XX (on the current page) requires correcting the appropriate response is MXX (for Modify field XX). The information in the field can then be modified as required. In particular, it is necessary in a copy record to update the shelfmark field as each document must have a unique shelfmark.

If the last page of a copy record is ACCepted then the copy record will be entered into the update file of the database.

11   CATALOGUING SUPPORT FACILITIES

11.1   The Thesaurus

AIMS uses a controlled vocabulary of keywords which are defined in the thesaurus [10]. CAIRS checks when records are entered that only words or phrases which appear in the thesaurus have been used as keywords. The thesaurus is important in ensuring that items are keyworded in a defined and consistent style. Using a controlled vocabulary makes searching for records on related topics more reliable as only a limited number of keywords may be used. The primary subject matter covered by the thesaurus is related to the Agency's regulatory role in assessing the UK Nirex proposals for deep disposal of radioactive waste.

In order to aid searching the thesaurus is more than just a simple list. It is also structured to express relationships between keywords. There are four possible relationships between terms in CAIRS:

(a)   preferred terms. Typically preferred terms are used when synonyms exist e.g HEAT GENERATING WASTE preferred term HLW. If a non-preferred term is entered e.g. HEAT GENERATING WASTE the user will be prompted with the preferred term which should be used i.e. HLW.

(b)   related terms. Related terms are used to handle terms with similar but not identical meanings. For example, CHELATING related term COMPLEX FORMATION.

(c)   broader terms. Broader terms are used to handle terms which are encompassed by other terms e.g GEOLOGIC DISPOSAL broader term DISPOSAL OPTIONS.

(d)   narrower terms. Narrower terms are used to handle terms which encompass other terms in their meaning e.g DISPOSAL OPTIONS narrower terms GEOLOGIC DISPOSAL; SEA DUMP; SHALLOW LAND BURIAL etc.

When searching, these term relationships can be used to create more efficient searches. For example, to locate all items with keywords meaning disposal options the search term <DISPOSAL OPTIONS would search for the keyword DISPOSAL OPTIONS and its narrower terms GEOLOGIC DISPOSAL, SEA DUMP and SHALLOW LAND BURIAL etc.

11.1.1   Maintaining the thesaurus

In order to maintain the thesaurus CAIRS has tasks for inserting, modifying and deleting thesaurus entries. It is also possible to create printed lists of the current thesaurus. These tasks are described in more detail below. A printed version of the thesaurus is also published [10]. The procedure for maintaining the

printed version of the thesaurus is contained in the AIMS System Operation & Management Guidance Note [3].

11.1.2   Reviewing and listing the thesaurus

To check a single thesaurus entry the task RTHE should be used. This task, which is started by typing RTHE at the TASK [^^^^] prompt followed by the thesaurus entry, will display the following information about the entry:

(a)   the entry itself

(b)   its List Code. List Codes are either S or G. S or STOP terms are those terms which are not permitted as keywords. G or GO terms are those terms which are permitted as keywords. List codes are important for data entry. A catalogue record which includes STOP terms in its keywords will generate warning messages or errors on data entry.

(c)   a search aid message. The message gives advice and information about the use of a thesaurus term.

(d)   a list of interrelated terms. Terms may be related to the thesaurus entry as preferred terms (*), related terms (@), broader terms (>) and narrower terms (<).

This information is followed by the prompt REPEAT TASK (Y/N)?. Answering Y allows further terms to be reviewed. Answering N returns CAIRS to the TASK [^^^^] prompt.

The LTHE task allows a listing of details about a specified range of thesaurus entries, between a start key and an end key, to be produced. To use this task:

(a)   type LTHE at the TASK [^^^^] prompt

(b)   at the prompt START KEY [... type either a sequence of characters where the listing should start, or press Enter to start with the first thesaurus entry

(c)   at the prompt END KEY [... type either a sequence of characters where the listing should end, or press Enter to start with the last thesaurus entry

(d)   type A, F or H at the prompt TYPE OF LISTING [^]. A will give an abbreviated listing, F will give a full listing and H will give a hierarchical listing. The CAIRS Manual [5] gives full details about the different types of listing and their interpretation.

(e)   press Enter at the TASK SELECTION (S/G/N) [^] to produce a list of all thesaurus entries

(f)   press Enter at the prompt LIST SELECTION (A/P/B/N/M/R) [^] to obtain a full list of all thesaurus entries

(g)   choose a device code and type it at the DEVICE [^] prompt. Any CAIRS device except S or I may be used. Device code L will generate a printed list. Device code D will list the results on the screen.

At the prompt REPEAT TASK (Y/N) [^]. Entry of Y will restart the LTHE task. Entry of N will return CAIRS to the TASK [^^^^] prompt.

11.1.3   Changing the thesaurus

There are three tasks for modifying the thesaurus MTHE, DTHE and ITHE. MTHE allows existing thesaurus entries to be modified. DTHE allows the deletion of existing thesaurus entries. ITHE inserts new entries into the thesaurus.

To modify an existing entry in the thesaurus type MTHE at the TASK [^^^^] prompt. Then type in the thesaurus entry to be modified. The following information about the entry is displayed:

(a)   the entry itself

(b)   its List Code. List Codes are either S or G. S or STOP terms are those terms which are not permitted as keywords. G or GO terms are those terms which are permitted as keywords.

(c)   a search aid message. The message gives advice and information about the use of a thesaurus term.

(d)   a list of interrelated terms. Terms may be related to the thesaurus entry as preferred terms (*), related terms (@), broader terms (>), narrower terms (<) and macro terms (%). Term interrelationships are used for advanced searching see section 11.1.

This information is followed by the prompt ACCEPT, CANCEL OR MODIFY [^^^]. The three possible responses are:

ACC   If, after, checking, all information on the page displayed is correct then typing ACC is the correct response.

CAN   If the information is incorrect or one wishes to abandon the thesaurus modification for other reasons then the correct response is CAN. All information typed and any changes made during modification are ignored, i.e. no changes to the thesaurus are made. The data entered is cleared from the screen and the task MTHE then restarts from the very beginning.

MXX   If the information in field number XX needs changing then the correct response is MXX. The information in the field can then be modified as required.

To delete an existing entry in the thesaurus type DTHE at the TASK [^^^^] prompt. Then type in the thesaurus entry to be deleted. The following information about the entry is displayed:

(a)   the entry itself

(b)   its List Code. List Codes are either S or G. S or STOP terms are those terms which are not permitted as keywords. G or GO terms are those terms which are permitted as keywords.

(c)   a search aid message. The message gives advice and information about the use of a thesaurus term.

(d)   a list of interrelated terms. Terms may be related to the thesaurus entry as preferred terms (*), related terms (@), broader terms (>), narrower terms (<) and macro terms (%). Term interrelationships are used for advanced searching see section 11.1.

This information is followed by the prompt CANCEL OR DELETE? [^^^]. The two possible responses are:

CAN   If the information is incorrect or one wishes to abandon the thesaurus deletion for other reasons then the correct response is CAN. All information typed and any changes made during deletion are ignored, i.e. no changes to the thesaurus are made. The data entered is cleared from the screen and the task DTHE then restarts from the very beginning.

DEL   If, after, checking, all information on the page displayed is correct then typing DEL is the correct response. This will cause the thesaurus entry to be deleted.

This task is only available to Level 9 users.

To insert a thesaurus entry type ITHE at the TASK [^^^^] prompt. The following information about the entry should be input:

(a)   the entry itself

(b)   its List Code. List Codes are either S or G. S or STOP terms are those terms which are not permitted as keywords. G or GO terms are those terms which are permitted as keywords.

(c)   a search aid message. The message gives advice and information about the use of a thesaurus term.

(d)   a list of interrelated terms. Terms may be related to the thesaurus entry as preferred terms (*), related terms (@), broader terms (>), narrower terms (<) and macro terms (%). Term interrelationships are used for advanced searching, see section 11.1.

Once input this information is followed by the prompt ACCEPT, CANCEL OR MODIFY [^^^]. The three possible responses are:

ACC   If, after, checking, all information on the page displayed is correct then typing ACC is the correct response.

CAN   If the information is incorrect or one wishes to abandon the thesaurus insertion for other reasons then the correct response is CAN. All

information typed and any changes made during insertion are ignored, i.e. no changes to the thesaurus are made. The data entered is cleared from the screen and the task ITHE then restarts from the very beginning.

MXX If the information in field number XX needs changing then the correct response is MXX. The information in the field can then be modified as required.

This task is only available to Level 9 users.

11.2 The Corporate Author List

AIMS requires entry of a corporate author into the bibliographic and general databases to identify which organisation has issued the report. During the course of the past ten years many organisations have changed their name, it is therefore necessary to identify clearly which are the same (or related) organisations. The corporate author list [11] is used to control the identification of organisations by providing a consistent naming convention. In order to aid the retrieval of information corporate authors names are structured in three parts, Primary reference; Secondary reference and Optional reference. Within AIMS each of the references may be searched for independently.

Primary references are used for the names of companies and parent organisations e.g. AERE Harwell. Secondary references are used, in addition to primary references, to further define the organisation mainly in terms of Divisions, institutes or subsidiaries of the main organisation e.g. Chemical Technology Division. Optional References are added for small but important groups within organisations e.g. Separation Processes Group.

The full corporate author reference for a document always has a primary reference. It may then have a secondary reference and if so it may also have an optional reference. Primary, secondary and optional references form a list separated by semicolons. For example:

(a)   AEA Technology; Decommissioning and Radwaste.

(b)   UKAEA; Risley; CTS.

(c)   BAeSEMA; YARD.

(d)   Dames and Moore.

11.3 The Use of Tag Words

Tag words allow the user to search the abstracts in order to improve abstract selectivity. Tag words are used within the AIMS system to identify the status of abstracts. Two tag words are used to classify documents which do not have an abstract entered.

- < Not required >   -   no abstract will be provided.

- < Outstanding >   -   an abstract is required, but it has not yet been entered.

All abstracts include either one of these two tag words or the abstract itself. It is therefore possible to search the bibliographic database to identify which documents require abstracting. When abstracts are supplied the tag word in the abstract field should be removed.

12   BORROWERS AND LOANS

12.1   Introduction

The CAIRS system controls borrowers and loans using two additional databases called LIBD and LIBE. LIBD holds records about authorised borrowers. LIBE holds records about loans of reports made to borrowers. These two databases are linked to each other and to LIB0 and LIB2. These links ensure that items can only be loaned to one borrower, that borrowers do not exceed their allocated number of loans, that records of past loans are kept.

12.2   The Borrowers Database (LIBD)

12.2.1   Structure of the borrowers database

Authorised users can use the borrowers database (library D) by selecting D at the LIBRARY [^] prompt during the login procedure described in section 5. Alternatively authorised users can switch to the borrowers database by typing LIBD at the TASK [^^^^] prompt.

Like other CAIRS databases the borrowers database is based on records. Each record in the borrowers database holds information about a borrower and summaries of their total current loans. The format for a borrower record is shown in Figure 16.

12.2.2   Entering and changing borrower records

New borrowers are entered to Library D by the CAIRS task DOCE. A new borrower record should be entered by either the Library Assistant, or the AIMS Document Manager (entry level AA8 or AA9 respectively into LIBD). The following information should be supplied, with defaults as appropriate:

Field	Default responses
SURNAME	
INITIALS	
TITLE	
ADDRESS 1	
ADDRESS 2	
ADDRESS 3	
ADDRESS 4	
DEPARTMENT	
TEL NUMBER	

Field	Default responses
ENTRY YEAR	< Return >
BORR CAT	(50)
ALLOCATION	
NO USED	< Return >
SUSPENDED	(N)
BORROWER ID	(Borrower initials e.g. SLD. NOTE: Borrower initials should be unique to each borrower)
LOANS TD	< Return >
BORR LEVEL	< Return >
ALLOCATION A	< Return >
B	< Return >
C	< Return >
D	< Return >
E	< Return >
NO USED	< Return >
B	< Return >
C	< Return >
D	< Return >
E	< Return >
TOT FINE	< Return >
EXP DATE	< Return >
DETAILS	< Return >

When all the fields have been entered the choice:

ACCEPT, CANCEL or MODIFY? [^^^]

is offered. As with other CAIRS records the three possible responses are:

ACC   If, after checking, all information on a page is correct then the response is to type ACC (for ACCept).

CAN   If the information is incorrect or one wishes to abandon the document modification for other reasons then the correct response is CAN (for CANcel). All information entered including any changes made to the whole of the current record (including previous

pages) are ignored, i.e. no changes to the database are made. The DOCE task then restarts from the beginning at the blank record page as described above.

MXX If the information in field number XX (on the current page) requires correcting the appropriate response is MXX (for Modify field XX). The information in the field can then be modified as required.

If the record is ACCepted then the record will be entered into the database.

Borrower's records are no different to records in any of the other AIMS databases, once entered they can be modified using MREC, deleted using DREC, and viewed using RREC as described in section 10. Although new borrowers are able to be issued with loans immediately, the full record will not be incorporated until an update has been run.

12.2.3 Searching the borrower database

The borrower database supports the standard CAIRS searches using the tasks LOOK, SCAT and SINV. The indexed fields with the three letter extensions are:

	AIMS Field name	Field Extension
(a)	Borrower name	nam
(b)	Borrower ID	bid
(c)	Borrower category	cat
(d)	Address	add
(e)	Department	dep

LOOK   allows searches on fields (a), (c), (d) and (e).

SCAT   allows searches on fields (a) and (e). It also allows a search of the full catalogue.

SINV   allows any field or combination of fields to be searched.

A special search function called SBST (Show Borrower Status) is available. This will show a complete list of all current loans held by a borrower. It can also show an archived list of all previous loans to the borrower. The task operates by typing SBST at the TASK [^^^^] prompt. At the prompt:

DISPLAY ARCHIVE DATA (Y/N) [^]

pressing N will show only current loans, whereas pressing Y will show the list of all previous loans to the borrower. Records can then be selected by entering a search profile at the prompt:

KEY[^^]

e.g. DUERDEN

Alternatively, pressing <Enter> gives the prompt:

BORROWER NUMBER/ID [^^^^^^^]

Typing either the borrower's number or ID (i.e. unique initials) will select a borrower and show the details of loans to that borrower.

12.3 The Loans Database (LIBE)

Only users of level 8 or above can use the loans database. Users at level 8 access all current loans, whilst users at level 9 access current and archived loans. Therefore it is recommended that users access the loans database at level 8 to issue loans, return loans, renew loans and search the loans database. Users should only access the loans database at level 9 for database maintenance and to review archived loans.

12.3.1 Structure of the loans database

The loans database is chosen by selecting E at the LIBRARY [^] prompt during the login procedure described in section 5. Alternatively authorised users can switch to the loans database by typing LIBE at the TASK [^^^^] prompt.

Like other CAIRS databases the loans database is based on records. Each record in the loans database holds information about the loan of a report to a borrower. The format for a loan record is shown in Figure 17.

12.3.2 Issuing a loan

In order to issue a loan three pieces of information are required as a minimum. These are:

> the CAIRS Accession Number of the item to be loaned;
> the security code of the item; and
> the borrowers number or borrowers ID (i.e. unique initials).

The issuing of loans is restricted to the Library Assistant and/or the AIMS Document Manager (entry level AA8 or AA9 respectively into LIBE).

The issuing of a loan is through the CAIRS task ISSL. An input screen is presented as in Figure 17. The user supplies the following information:

Field No.	Field description	Default response
2	the loan item Security Code	(see Shelfmark on document)
3	the library number	(0 for Bibliographic, or 2 for General)
4	the CAIRS Accession Number	(see label on document)
5	item details	< Return >
6	Borrower number or ID	
7	Borrower details	< Return >
8	Issue Date	< Return >
9	Issue Time	< Return >
10	Item Cat.	< Return >
11	Date Due Back	< Return > (this can be edited)
12	Hour Due Back	< Return >
13	Chase Date	< Return >
14	Chase Time	< Return >
15	Chase No	< Return >
16	Days Overdue	< Return >
17	Hours Overdue	< Return >
18	Fine Rate	< Return >
19	Fine Due	< Return >
20	Date Returned	< Return >
21	Hour Returned	< Return >
22	Borrower Notes	< Return >
23	Renew No.	< Return >

When all the fields have been entered the choice:

ACCEPT, CANCEL OR MODIFY? [^^^]

is offered. As with other CAIRS records the three possible responses are:

ACC   If, after checking, all information on a page is correct then the response is to type ACC (for ACCept).

CAN   If the information is incorrect or one wishes to abandon the document modification for other reasons then the correct response is CAN (for CANcel).   All information entered including any

changes made to the whole of the current record (including previous pages) are ignored, i.e. no changes to the database are made. The ISSL task then restarts from the beginning at the blank record page as described above.

MXX If the information in field number XX (on the current page) requires correcting the appropriate response is MXX (for Modify field XX). The information in the field can then be modified as required.

If the record is ACCepted then the loan record will be entered into the database and the document is then considered to be on loan to the borrower.

Once entered records can be modified using MREC, deleted using DREC, and viewed using RREC.

12.3.3 Returning a loan

To return a loan the CAIRS Accession Number of the document/item to be returned is needed. To begin this task, type RETL at the TASK [^^^^] prompt. At the prompt:

ITEM LIBRARY [^]

Type 0 to return an item to library 0. At the prompt:

ITEM NUMBER[^^^^^^^] (CAIRS Accession Number)

type the CAIRS accession number of the item to be returned. A loan record page as shown in Figure 14 will appear. If the item number typed does not correspond to an item on loan then the prompt for item number remains on the screen. The details of the loan item displayed on the screen should be checked to see if they are correct. The choice:

ACCEPT, CANCEL or MODIFY? [^^^]

is offered. As with other CAIRS records the three possible responses are:

ACC If, after checking, all information on a page is correct then the response is to type ACC (for ACCept).

CAN If the information is incorrect or one wishes to abandon the document modification for other reasons then the correct response is CAN (for CANcel). All information entered including any changes made to the whole of the current record (including previous pages) are ignored, i.e. no changes to the database are made. The RETL task then restarts from the beginning at the blank record page as described above.

MXX If the information in field number XX (on the current page) requires correcting the appropriate response is MXX (for Modify field XX). The information in the field can then be modified as required.

If the record is ACCepted then the appropriate records will be modified in the database and the document will no longer be considered to be on loan.

Warnings

(i)   "Master record does not exist" - will appear for Category Code S documents. This warning can be ignored because CAIRS expects all master copies of documents to be Security Code A, which is not the case with AIMS secure documents.

(ii)   "Reservations master not located in main index" "IGNORE (Y/N)?" This warning message can be ignored. It arises for the same reasons as above (i).

12.3.4   Renewing a loan

To renew a loan, the CAIRS Accession Number of the document to be renewed is needed. To begin this task, type RENL at the TASK [^^^^] prompt. At the prompt:

    .ITEM LIBRARY [^]   enter the library number (0)
    .ITEM NUMBER [^^^^^^^]   enter CAIRS Access Number

CAIRS reports the details of the item on loan, to whom the item is loaned and the date the item is due back. CAIRS also checks the document reservations file and reports if the document has been reserved by another borrower. The user is presented with the prompt:

    CONTINUE? (Y/N) [^]

The possible responses are:

Y   Yes. The user is presented with a loan record page and invited to accept, cancel or modify the data presented. Following accepting or cancelling the data the user is presented with the prompt to repeat the task or not.

N   No. The user is returned to the ITEM LIBRARY prompt.

12.3.5   Searching the loans database

The loans database supports the standard CAIRS searches using the tasks LOOK, SCAT and SINV. The indexed fields with the three letter extensions are:

	AIMS Field name	Field Extension	Format styles and hints
(a)	Borrower number	bno	Enter 0000002; bno
(b)	Item/Library/Borrower	ilb	
(c)	Item number	ino	Enter CAIRS Access Number 0002023/;ino
(d)	Borrower surname	bor	Read/;bor
(e)	Borrower category	bor	
(f)	Address	bor	
(g)	Location	ite	
(h)	Item title	ite	Enter first characters of title/;ite
(i)	Item author	ite	Enter first author of title/;ite
(j)	Item corporate author	ite	
(k)	Date of issue	dis	Include quotation marks
(l)	Date due back	ddb	Include quotation marks

LOOK   allows searches on fields (a), (c), (d) and (h).

SCAT   allows searches on fields (a), (d), (e) and (f). It also allows a search of the full catalogue.

SINV   allows any field or combination of fields to be searched.

The most common search of the loans database is one to locate overdue loans. This is best accomplished using the task SINV. Searching for overdue items with the search profile

    " <940830;ddb"

will generate a list of loans overdue as at 30th August 1994. The results should be saved in a set (see 8.1.1).

12.3.6   Generating loan recall letters

Only users of level 8 should use the facility to generate recall letters, because users at level 9 would incorporate archived loans in the search results.

The process for generating loan recall letters is in two stages.

(a)   perform a search of the loans library (LIBE) for overdue loans and create a text file containing the results of the search.

(b)   create a letter to send to the borrower.

For large numbers of letters, CAIRS has an automatic letter generation facility, GLET, which is described in detail in section 4 of Inter Library Loans (Library 6) of the CAIRS LMS Introduction Manual [4]. However, for the relatively small numbers of recall letters normally required it is simpler to use the following procedure which uses a template set up in WordPerfect by the AIMS Library Assistant.

(a)   Perform a search of the loans library (LIBE) for overdue loans and create a text file containing the results.

A search of the loans library is carried out using the standard search facilities SCAT or SINV as described in Section 7.5 or 7.6 respectively of this User Guide. The search facility SINV is the most appropriate as this allows the user to make search profiles that combine different fields.

Example: Determine whether J Bloggs has any overdue loans as of 29/11/94.

At the TASK [^^^^] prompt, type the following:

        SINV
        <Return>
        <Return>

Define the search profile (see Section 7.6.2), the term "<941129;ddb" searches the library for all documents overdue as of 29/11/94, the term BLOGGS J/;bor searches the library for all documents on loan to borrower J Bloggs. By combining these terms we define the search for all overdue loans for J Bloggs as of 29/11/94. Therefore, type all of the following (including quotation marks) in the search profile:

        "<941129;ddb"&BLOGGS J/;bor
        <Return>

At the OUTPUT [^^^] prompt, save the records found as a text file as described in Section 8.1.1 of this User Guide. Type the following:

        [LB0]

The file LXXXX.SPL will be created in the H:\SPOOL Directory. The file name will be displayed on screen and this should be noted.

(b)   Create the letter to be sent to the borrower

The letter should be created using WordPerfect.

The output file LXXXX.SPL should be opened in WordPerfect by clicking File then Open, selecting the directory H:\SPOOL, then selecting the file LXXXX.SPL. Information from this file can then be incorporated into a ProForma loan recall letter which has been created for this purpose by the AIMS Library Assistant using WordPerfect. The standard Copy and paste commands should be used to transfer information from the file LXXXX.SPL to the letter.

13 DATABASE BACKUP PROCEDURES

13.1 Purpose of Backup

The purpose of the backup is to ensure that in the event of a network failure only a minimal amount of effort is required to restore the AIMS database.

There are two main types of backup used; incremental and complete. An incremental backup makes copies of only those files which have changed since the last backup. A complete backup makes copies of all files. Incremental backups are performed daily by the Agency's own network administration department. It is intended that these should be the primary backup in the event of catastrophic failure. It is possible to carry out complete backups using a Zip drive as described below.

13.2 Performing Complete System Backups

System backups will be performed by the AIMS Library Assistant as appropriate. The most important times to do a complete system backup are:

(a)   Before the entry of a large number of AIMS records.

(b)   Before the modification of a large number of AIMS records.

(c)   Before any changes are made to the structure of the AIMS databases.

(d)   If possible, before any major changes to the organisation of computers or the network.

The procedure for making a system backup is as follows (it is assumed that the networked PC is running under Windows 3.11 and that the screen is showing the Program Manager):

Make sure that no-one is using AIMS, using CAIRS task VSSF (view system state file).

Plug the blue female connector (labelled Zip) of the Zip data cable into the male connector labelled Zip on the rear of the Zip drive (looking from the back this is the left hand socket). Tighten the screws.

Plug the grey male connector of the Zip data cable (labelled Iomega) into the parallel printer port at the rear of the PC (there should only be one socket where the connector will fit). Tighten the screws.

Put the output plug of the Zip mains adaptor into the power socket of the Zip drive, and plug the adaptor into the mains. Switch on the power: the green light on the front of the Zip drive should illuminate.

Place the 3½" Iomega floppy disk (labelled Zip Install - Windows 95, Windows 3.X, DOS) into the floppy disk drive of the PC (assumed to be drive A: for these notes).

In Windows, in the main menu, double click on the Tools icon, then double click on the File Manager icon. Select the C: drive, select dos, then double click on command.com to get the following prompt:

C:\DOS>

Type the following command at the prompt C:\DOS>

a:guest ↵   (↵ = enter or carriage return)

You should receive the following message on screen:

"Iomega Guest Driver Version 4.12
Finding a drive letter for your Iomega drive..."

Followed a short time later by:

"Your IOMEGA ZIP 100 drive is drive letter D:"

The message may state other drive letters depending how many drives the PC has, in which case the other drive letter is to be used wherever the following instructions specify drive D:.

Place the correct Zip disk into the Zip drive, and note its details in the AIMS Back-up Log.

Type the following:

D: ↵

If the directory is **not** D:\SCAIRS, type the following:

CD\SCAIRS

If the message is:

"Invalid directory"

Type the following:

MD SCAIRS ↵

Then:

CD\SCAIRS ↵

Then type the following:

    COPY G:\AIMS\NMCAIRS\CAIRSD.* ↵

Type A ↵ if the prompt to overwrite the existing files appears.

After the message "20 file(s) copied", type the following:

    COPY G:\AIMS\NMCAIRS\CAIRS.TSK ↵

Type Y ↵ if the prompt to overwrite the existing file appears.

After the message "1 file(s) copied", eject the Zip disk from the Zip drive by pressing the grey button on the front of the drive, and replace it in its case. Eject the 3½" disk from the floppy disk drive of the PC. The Zip disk now holds copies of the CAIRS master files, and of the update file.

In the event of a manual back-up being required the following files should be saved:-

Essential CAIRS system and data files

NMCEXEC.COM
NMCINIT.COM
CAIRS.TSK
All files beginning CAIRSD

Other important files

MAIN.BAT
AIMS.BAT
TERM.CIF
OVERNITE.CIF

It is IMPORTANT if AIMS is to be restored successfully that the complete set of the essential system and data files be backed-up at the same time.

13.3 Restoring the system

In the event of corruption or loss, the AIMS system can be restored from two sources:-

(a)   The main Agency network administration department back-ups;

(b)   A complete system back-up made from a Zip disk.

To restore the AIMS System from the main Agency backup, staff in the Information Services Department should be contacted. They should be

instructed to restore the most recent copies of the files listed in section 13.2.

To restore AIMS from a complete system backup held on a Zip disk follow the procedure given in AIMS Update and Security Procedures [8].

In addition, the AIMS Document Manager, or the AIMS Library Assistant should contact the Agency's Information Services Department and inform them of the need to restore the AIMS system and request them to reset the appropriate Novell network flags in order to allow the restored files to operate correctly.

It should be noted that the preferred means of restoring AIMS is from the nightly backups performed by the Agency Information Services Department.

14 SYSTEMS ADMINISTRATION TASKS

14.1 Running a CAIRS update

When the records in CAIRS are entered, modified or deleted, the changes are not immediately indexed. Indexing of the changes is only made when the CAIRS task UPDT is run. During the update of the indexes of the data, the stored data is at its most vulnerable to system errors, crashes, etc. **For this reason it is most important that a backup is performed prior to the update.**

Updates should be performed on a regular basis (minimum weekly), or after significant changes or additions to the database. The following procedure should be used:

Log into AIMS at Level 8 or 9, into any LIB.

Make sure that no-one else is using AIMS, using CAIRS task VSSF (view system state file).

At the .TASK [   ] prompt, type VCFS (view current file size), and write the information in the AIMS Back-up Log. Never let the update file F02 become more than 90% full.

At the .REPEAT TASK? (Y/N) [ ] prompt, enter N.

At the .TASK [   ] prompt, which can be in any LIB, type UPDT (update). The following sequence of messages should appear (there may be considerable delays between the appearance of messages for each PHASE):

UPDATE MASTER FILES   LIBRARY X   LEVEL Y

CAIRS UPDATE IN PROGRESS

PHASE 1 - REMOVE SPURIOUS MODIFICATIONS AND DELETIONS
PHASE 2 - PROCESS UPDATE TRANSACTION FILE
PHASE 3 - DETERMINE UPDATE NODES IN MASTER FILES
PHASE 4 - REBUILD SYSTEM FILES......(FILE: ff PERCENTAGE: XX)
                           or......(FILE: ff HLS NUMBER: XX)
PHASE 5 - RESET ACCESSION NUMBER LIMITS

These messages, displayed during the update, describe the progress made in completing the update. **No user input is required during an update.**

The designation LIBRARY X, above, refers to the AIMS database which was open when the update instruction was given, and is usually LIB0; LEVEL Y refers to the user level, and must be 8 or 9 for an update.

Upon completion of PHASE 5, the system will return to the .TASK [   ] prompt; the update is now completed.

Errors may occur during an update. If an error occurs during an update the system will produce a message of the form:

SYSTEM ERROR (DECIMAL) = XXX

A careful note of the number XXX should be made, along with a note of which library was being updated. The Library Assistant must immediately contact the AIMS Support Staff.

14.2   Monitoring the Growth of CAIRS Data Files

14.2.1   View current files sizes

The growth of CAIRS data files will be monitored using the CAIRS task VCFS TASK [^^^^] prompt. A typical current file size report is shown below:

File Number	File Name	Current Size	Maximum Size	Percentage Used
02	UPDATE	0000545	1023999	0%
04	HELP/MENU	0390684	0511999	76%
06	INVERTED	1122533	4095999	27%
07	RECORDS	3151700	4095999	77%

Any increase in size of the update file is only temporary. The update file will fill up as data is entered into AIMS. The current size of the update file will decrease to 0% after an update has been run.

The HELP/MENU file will increase in size as menus are added to the system or existing menus are edited. The INVERTED and RECORDS files will increase in size permanently as more data is entered in AIMS. When these files are close to becoming full, their size can be increased by the system administrator as outlined below.

14.2.2   Changing current files sizes

WARNING! Great care must be taken when using these tasks to change the structure of the library. These tasks should not be used without the permission of the AIMS Document Manager. The full procedure for changing the size of CAIRS data files is described in section 4.3 of the CAIRS Installation Guide [12]. There is one procedure for changing the size of all data files except the Update File and another for changing the size of the Update file.

14.3   Maintaining CAIRS Passwords

WARNING! Great care must be taken when using these tasks to change the library passwords. These tasks should not be used without the permission of the AIMS Document Manager. CAIRS passwords are maintained using the tasks RGCF and MGCF. A detailed discussion of the use of these tasks is contained in section 10 of the CAIRS Library Management System: System Manager's Reference Manual [6]. A typical input screen for the task MGCF is shown below.

```
GROUP CODE FILE (MODIFY)                    LIBRARY 0    LEVEL  9


01 GROUP CODE [AA]    02.ACCOUNT NUMBER [000]    03.LIBRARIES
[012DEF  ]


<--- PASSWORDS --->

04.LEVEL 9 [PASSWD]
05.LEVEL 8 [PASSWD]
06.LEVEL 7 [PASSWD]
07.LEVEL 6 [PASSWD]
08.LEVEL 5 [PASSWD]
09.LEVEL 4 [PASSWD]
10.LEVEL 3 [PASSWD]
11.LEVEL 2 [PASSWD]
12.LEVEL 1 [PASSWD]
13.LEVEL 0 [PASSWD]



             .ACCEPT, CANCEL, OR MODIFY [   ]
```

MODIFY GROUP CODES INPUT SCREEN

14.4   Maintaining the Database Structure

14.4.1   Screen layout and data structure

WARNING! Great care must be taken when using these tasks to change the structure of the libraries. These tasks should not be used without the permission of the AIMS Document Manager. A detailed discussion of the use of these tasks is contained in section 3 of the CAIRS Library Management System: System Manager's Reference Manual [5]. Anyone attempting to use these tasks should be familiar with both the relevant sections of that manual and the detailed structure of the AIMS databases before proceeding further. The screen layouts and database field structure are controlled using the ISDF, DSDF, MSDF and MLIB tasks. These tasks are:-

(a)   ISDF. Insert a new screen definition. This task is used in the initial set up of a CAIRS database to define the data fields in the database. It cannot be used once data has been entered into the database; the task MLIB must be used instead.

(b)   DSDF. Delete an existing screen definition This task is used in the initial set up of a CAIRS database to delete the definitions of some or all of the data fields in the database. It cannot be used once data has been entered into the database; the task MLIB must be used instead.

(c)   MSDF. Modify an existing screen definition. This task is used in the initial set up of a CAIRS database to define the data fields in the database. Unlike ISDF and DSDF it can be used once data has been entered into the database.

(d)   MLIB. This task is used to insert and delete data fields into an existing database. It is used instead of ISDF and DSDF to modify the structure of a database once data has been entered.

14.4.2   Menu and help files

WARNING! Great care must be taken when using these tasks to change the structure of the library menu system. These tasks should only be carried out under the supervision of the AIMS Document Manager. A detailed discussion of the use of these tasks is contained in section 9 of the CAIRS Library Management System: System Manager's Reference Manual [6]. The menu and help files are maintained using the CAIRS tasks RHIF, IHIF, DHIF and MHIF. These tasks are:-

(a)   IHIF. Insert a new menu screen.

(b)   DHIF. Delete an existing menu screen

(c)   MHIF. Modify an existing menu screen definition.

A typical input screen for the MHIF task is shown below. In the screen definition the following notation is used:-

(a)   %. This indicates that the line marked is available for highlight selection.

(b)   { and }. Turn reverse video on and off respectively

(c)   (and). Turn foreground and background respectively on.

(d)   *:xxx. Indicates the field to be searched. For example, *:aut means search the author field. The ordering of fields marked with asterisks is important and should correspond to the ordering of items on the menu. In the example shown the five fields to be searched are listed in the same order as the menu items 1 to 5.

```
HELP INFORMATION FILE (MODIFY)                          LIBRARY 0   LEVEL  9

01 SELECT KEY [/LOOK  ]                    02.NEXT SELECTION KEY [        ]
                                 TEXT
03  [ {                                                                  } }
04  [ } } (                                                          ) } { } ]
05  [ } } (         {OPAC SEARCH SYSTEM - LOOK}                      ) { } ]
06  [ } } (                                                          ) } } ]
07  [ } } (         %   1. Author Surname search                     ) } } ]
08  [ } } (         %   2. Title Word search                         ) } } ]
09  [ } } (         %   3. Corporate Author search                   ) } } ]
10  [ } } (         %   4. Keyword search                            ) } } ]
11  [ } } (         %   5. Report series search                      ) } } ]
12  [ } } (                                                          ) } } ]
13  [ } } (                                                          ) } } ]
14  [ } } (Enter a number or use the SPACE BAR to select and RETURN) } } ]
15  [ {                                                                  } ]
16  [   *;aut *;til *;cor *;KEY *;ser                                      ]


                    .ACCEPT, CANCEL, OR MODIFY [    ]
```

MODIFY HELP INFORMATION SCREEN INPUT SCREEN

The most important menus in the AIMS system are those associated with the searching facilities LOOK and SCAT and the menus named /M29 and /M30. The menu /M29 is the top level menu for users of levels 8 and 9. The menu /M30 is the top level search menu for users of other levels.

14.4.3 Top level library structure

WARNING! Great care must be taken when using these tasks to change the structure of the library. These tasks should not be used without the permission of the AIMS Document Manager. A detailed discussion of the use of these tasks is contained in the CAIRS Library Management System: System Manager's Reference Manual [6]. Anyone attempting to use these tasks should be familiar with both the relevant sections of that manual and the detailed structure of the AIMS databases before proceeding further. The fundamental structure of the library is controlled through the use of the MLAF and DLIB tasks.

The modify library attribute file task or MLAF (section 10.6 of the CAIRS Library Management System: System Manager's Reference Manual [6]) is used to control the various ways in which a library operates within the CAIRS system. The following can be changed:-

(a)   Vocabulary Type
(b)   Security Codes (AIMS: Security Code)
(c)   File codes (AIMS: Status Code)
(d)   Bulletin Codes
(e)   Security Code Accessibility
(f)   Extended Permission
(g)   Index via Thesaurus

(h)   Character convert

(i)   Cumulative edits

Appendix D gives details of the Library Attributes used in AIMS.

Part or ALL of the library structure and data can be deleted using the delete library or DLIB task (section 3.7 of the CAIRS Library Management System: System Manager's Reference Manual [5]). The use of this task should not be required during the routine running of the AIMS library. DLIB can be used to delete:-

(a)   Field decodes

(b)   Help information

(c)   Profile definitions

(d)   Record data

(e)   Screen definitions

(f)   Thesaurus

14.5   Maintaining Search-only Versions of AIMS

Licensed search-only versions of AIMS have been installed on PCs at:

Location		Contact
Rio House, Bristol	-	Mike Eastwell
Westbury-on-Trym	-	Clive Williams
Lancaster	-	David Ferguson, Ian Streatfield
Galson Sciences Ltd	-	David Bennett

This section summarises the procedures used to transfer search-only versions of AIMS to the above users on a monthly basis.

The 100 MB Iomega Zip disks which are used to transfer the updated CAIRS master files to the search-only systems are recorded in AIMS in LIB0. Their Library Accession Numbers will be e.g. UPD00005 or UPD00012, and their shelfmarks e.g. UPD/5-3 or UPD/12-1. This means that they can be issued through the Loans Database (LIBE) to anyone who is on the Borrowers Database (LIBD). In this way, a traceable record can be made of them in the same way as for documents.

A portable PC which is usually kept in the AIMS library is used to prepare the update disks for the search-only sites. There are two reasons for doing this: firstly, the portable PC is updated at the same time; and secondly, the disks require initialisation to work on a system which has AIMS installed on its C: drive (whereas the AIMS networked system at Steel House has AIMS installed on the network file server's G: drive). A stand-alone desktop PC in the AIMS library can be used instead of the portable PC.

14.5.1 Entering Zip Update Disks in LIB0

Before the first monthly update of the AIMS search-only systems, five Zip disks (four update disks for the four sites, plus one reserve disk) are entered in LIB0, using DOCE and CREC, with library accession number (field 07) "UPD00001" and shelfmarks (field 13) UPD/1-1, UPD/1-2, UPD/1-3, UPD/1-4 and UPD/1-5.

The title (field 10) is "Zip Update Disk Number 1", and the document type (field 15) is "Zip update disk". The security code (field 03) is "S" and the loan period (field 05) is "B". Status code (field 04) and location (field 14) are as for documents; date of entry (field 02), total copies (field 11) and copy number (field 12) are default entries.

The abstract (field 28) records the user codes (CC3, DD4 and EE4) and their associated passwords (the security code "S" ensures that this information is not available except at System Administrator level). All other fields are left empty.

For the second and subsequent monthly updates, the Zip disks being used for those updates will be entered in LIB0 of AIMS by changing the existing records using MREC.

The fields to be changed are the date of entry (field 02), library accession number (field 07), which increases by 1, e.g. UPD00001 is changed to UPD00002 etc., and the shelfmarks (field 13), which are also incremented by 1, e.g. UPD/2-4 is changed to UPD/3-4 etc. The title (field 10) is similarly changed, so that, e.g. "Zip Update Disk Number 1" is changed to "Zip Update Disk Number 2".

In the abstract (field 28), the passwords are changed to the new ones.

Please note that subsequent Zip update disks will only be issued on return of the previous month's Zip disk.

14.5.2 Preparation of Zip Disks for Updating the Search-only Systems

The procedure for preparing the monthly Zip update disks is as follows (it is assumed that the portable or stand-alone PC is showing the C:\> prompt):

Carry out a <u>System Back-up</u> (Section 13.2), then proceed as follows:

Unplug the grey male connector of the Zip data cable (labelled Iomega) from the PC and plug it into the parallel printer port at the back of the portable or stand-alone PC.

Place the 3½" Iomega floppy disk (labelled Zip Install - Windows 95, Windows 3.X, DOS) into the floppy disk drive of the portable or stand-alone PC (assumed to be drive A: for these notes).

Type the following command at the prompt C:\>

> a:guest ↵

You should receive the following message on screen:

> "Iomega Guest Driver Version 4.12
> Finding a drive letter for your Iomega drive..."

Followed a short time later by:

> "Your IOMEGA ZIP 100 drive is drive letter D:"

The message may state other drive letters depending how many drives your portable or stand-alone PC has, in which case the other drive letter is to be used wherever the following instructions specify drive D:.

Type the following at the command prompt C:\>

> CD\SCAIRS ↵

Place the appropriate Zip update disk into the Zip drive.

Type the following:

> D: ↵

> CD\SCAIRS ↵

> COPY CAIRSD.* C:\SCAIRS ↵

Type A ↵ in response to the prompt to overwrite the existing files.

After the message "20 file(s) copied", type the following:

> COPY CAIRS.TSK C:\SCAIRS ↵

Type Y ↵ in response to the prompt to overwrite the existing file.

After the message "1 file(s) copied", type the following at the D:\SCAIRS> prompt:

> C: ↵

Then type:

AIMS ↵

At the .USER CODE [   ] prompt, type:

AA9

At the .PASSWORD [   ] prompt, type:

****** (A password held by the AIMS Project Manager)

**Beware all keystrokes from now onwards   Observe usual courtesies
and do not divulge passwords**

At the .LEVEL [ ] prompt, type:

X

At the .LIBRARY [ ] prompt, type:

0 (Zero)

At the .TASK [   ] prompt, type:

INIT

At the .ACCEPT, CANCEL, OR MODIFY [   ] prompt, enter M02 etc.
to modify fields 02, 06, 10, 14 and 17 to change all GGG.......s to
CCC.......s.
Do not forget the lone G in Field 17

At the .ACCEPT, CANCEL, OR MODIFY [   ] prompt, type:

ACC ·

At the .CREATE NEW DATABASE FILES (N/Y).... [ ] prompt, type:

N   **On no account press "Y"!**

At the DOS prompt C:\SCAIRS>, type the following:

COPY CAIRSD.* D:\SCAIRS ↵

Type Y ↵ in response to the prompt to overwrite the existing files.

After the message "20 file(s) copied", type the following:

COPY CAIRS.TSK D:\SCAIRS ↵

Type Y ↵ in response to the prompt to overwrite the existing file.

After the message "1 file(s) copied", eject the Zip disk from the Zip drive, replace it in its case, and note its details in the AIMS Back-up Log. The Zip disk now contains the correct data files and format for transferring the latest copy of the AIMS databases to the search-only PCs.

Put another Zip disk into the Zip drive, repeat the commands COPY CAIRSD.* D:\SCAIRS ↵ and COPY CAIRS.TSK D:\SCAIRS ↵ described above and note the Zip disk details in the AIMS Back-up Log. Repeat this procedure for any further Zip disks which are needed. Eject the Iomega 3½" disk from the floppy disk drive of the portable PC and store it.

Store the Zip disks and the Iomega 3½" disk appropriately.

14.5.3 Sending Update Disks to the Search-only Users

Complete a Transmittal Sheet (see Appendix A in AIMS Update and Security Procedures [8]) with the details of the recipient and of the Zip disk to be sent to him/her, as well as the date sent. The Transmittal Sheet is signed by the AIMS Library Assistant. Copy the transmittal sheet, and keep the copy in a file in the AIMS Library.

Add the recipient's name and the date on which the Zip disk is sent to the disk's details in the AIMS Back-up Log. The Zip disk is recorded as a loan by performing the task ISSL (issue loan) in LIBE in AIMS.

Pack an Instruction Sheet (see Appendix C in AIMS Update and Security Procedures [8]), the Transmittal Sheet and the Zip update disk in a suitable envelope and address and send it to the recipient, either through the Agency's internal mail system, or by Royal Mail First Class Post. **The Transmittal Sheet includes a warning that no further update disk will be sent until the previous disk is returned to the AIMS Library.**

14.5.4 Returned Update Disks

As soon as an update disk is returned, note the date in the AIMS Back-up Log, as well as on the copy of the Transmittal Sheet which was retained. If the original Transmittal Sheet is returned by the recipient of the disk, mark this up and retain it in place of the copy. Perform the task RETL (return loan) in LIBE in AIMS.

Store returned update disks in a locked cabinet in the AIMS Library.

TABLE 2

AIMS USER GROUPS

Group Name	Library Access	Security Access	Access Level	Group Code
Systems Administration (AIMS Document Manager)	Unrestricted access to all databases and also the Borrowers and Loans modules	Unrestricted	9	AA
Clerical Support (AIMS Library Assistant)	As above	All database operations except security functions and database delete	8	AA
Authorised Agency Staff	Restricted access to: Bibliographic database Full access to: General database	Search and output functions	3	CC
Other users	Restricted access to: Bibliographic database General database No access to: Correspondence database	Search only	1	DD
Galson Sciences Ltd	Full access to: Bibliographic database General database Issues database	Search only	4	DD
Senior EA Staff	As above, plus full access to Correspondence database	Search only	4	EE

TABLE 3

COMMONLY USED CAIRS TASKS

Task name	Purpose of task	Notes
* *<ENTER>	To exit from a CAIRS task	* can be used at any stage in any process to return to the TASK prompt.
MODE, MENU	Gives menu-driven access to all types of searches	This is the simplest way for inexperienced users to search for records in AIMS.
LOOK	Begins the simplest search facility.	There is no printed output from LOOK.
SCAT	Begins the experienced search facility	SCAT allows searches on many fields with printout facilities, but has no search refinement.
SINV	Begins the expert search facility	Allows complex search patterns on all indexed fields with printout facilities.
QUIT, STOP, SHUT	Ends CAIRS and returns to Windows	This task when access to applications other than CAIRS is needed.
LIBx	Switches to library x	Only available to users of level 4 or above.
UPDT	To update the databases and index new, modified or deleted records.	Only available to users of level 8 or above. Users must consult the AIMS staff before using this task.

TABLE 4

OTHER CAIRS TASKS

Task name	Purpose of task	Notes
DOCE	To enter a new CAIRS record.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
BDOE	To enter a batch of new CAIRS records from an ASCII file.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
BMOD	To modify a batch of CAIRS records from an ASCII file.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
MREC	To modify an existing CAIRS record.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
RREC	To review the contents of an existing CAIRS record.	Requires that the user know the Accession Number of the record for review.
DREC	To delete an existing CAIRS record.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
CREC	To make a copy of an existing CAIRS record.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
ISSL	To record the loan of an item.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
RETL	To record the return from loan of an item.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
RENL	To record the renewal of the loan of an item.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
GLET	To generate the recall letters for overdue loans.	Can only be used by user of level 8. (AIMS Library Assistant).
VCFS	To view the current sizes of the CAIRS files.	Note of the file sizes should be made on a regular basis by the AIMS Library Assistant.

TABLE 4   (Cont.)

Task name	Purpose of task	Notes
CRST	To change the status of a record.	To change the location field of a document from O, sort as appropriate. Should only be used by the AIMS Library Assistant.
MFCF	To modify and format code file.	Can only be used by users of level 8 or 9. Users must consult the AIMS staff before using this task.
RTHE	To review an entry in a thesaurus.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
LTHE	To list an entry in a thesaurus.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
MTHE	To modify an entry in a thesaurus.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
DTHE	To delete an entry from a thesaurus.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
ITHE	To insert an entry in a thesaurus.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
RGCF	To review the group code file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
MGCF	To modify the group code file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
ISDF	To insert a new screen definition into the screen definition file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
DSDF	To delete a screen definition from the screen definition file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
MSDF	To modify a screen definition in the screen definition file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.

TABLE 4   (Cont.)

Task name	Purpose of task	Notes
MLIB	To modify a library structure.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
IHIF	To insert a new help item into the help information file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
DHIF	To delete a help item from the help information file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
MHIF	To modify a help item in the help information file.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
MLAF	To modify the library attributes file that controls library structure.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.
DLIB	To delete a library structure.	Can only be used by users of level 9. Users must consult the AIMS staff before using this task.

TABLE 5

SHELFMARK IDENTIFIERS FOR ORGANISATIONS

Identifier	Documents
Nirex Documents	
NIR	Nirex published reports including NSARP listed reports and papers
RSD	Regulatory submission documents
DOE/HMIP Documents	
DOE	DOE/HMIP published reports
MIP	HMIP assessment documents including unpublished expert reviews, internal reports etc.
RAS	DOE/RAS policy documents, RAWMAC reports etc.
DETR/Environment Agency Documents	
EAX	DETR/Environment Agency published reports
BNF plc (BNFL) Documents	
BNF	BNF plc (BNFL) reports
External Reports and Publications	
AEA	AEA Technology reports other than Nirex/HMIP/Agency sponsored work
ACT	Acts and related statutory instruments
ART	Journal reports and technical articles
BIB	Bibliographies
CEC	CEC published reports
EXT	Relevant technical reports such as NAGRA, SKB, BIOMOVS, INTRAVAL etc.
IAE	IAEA reports
LAR	Local authority publications
NEA	NEA reports and papers from PAAG
NII	Nuclear Installations Inspectorate documents
OGD	Other government departments including MAFF
OTH	Miscellaneous documents
P0	Papers and pamphlets
PGP	Pressure group publications
PRS	Press cuttings
RAD	NRPB, ICRP publications
UPD	Zip update disks
USA	US publications including NRC, SNL, LBL, LANL etc
Z1	Z1 reports
Z2	Z2 reports

TABLE 6

CAIRS SECURITY CODES FOR DOCUMENTS

Security Code	Access	Description
A	Unlimited Access	Published reports, articles, conference papers and reports by external organisations
B	Environment Agency Staff Only	Internal Agency documents
N	Library Staff	Second copies of documents
S	Nirex and Drigg Assessment Staff Only	Very limited access, i.e. correspondence and commercial-in-confidence documents
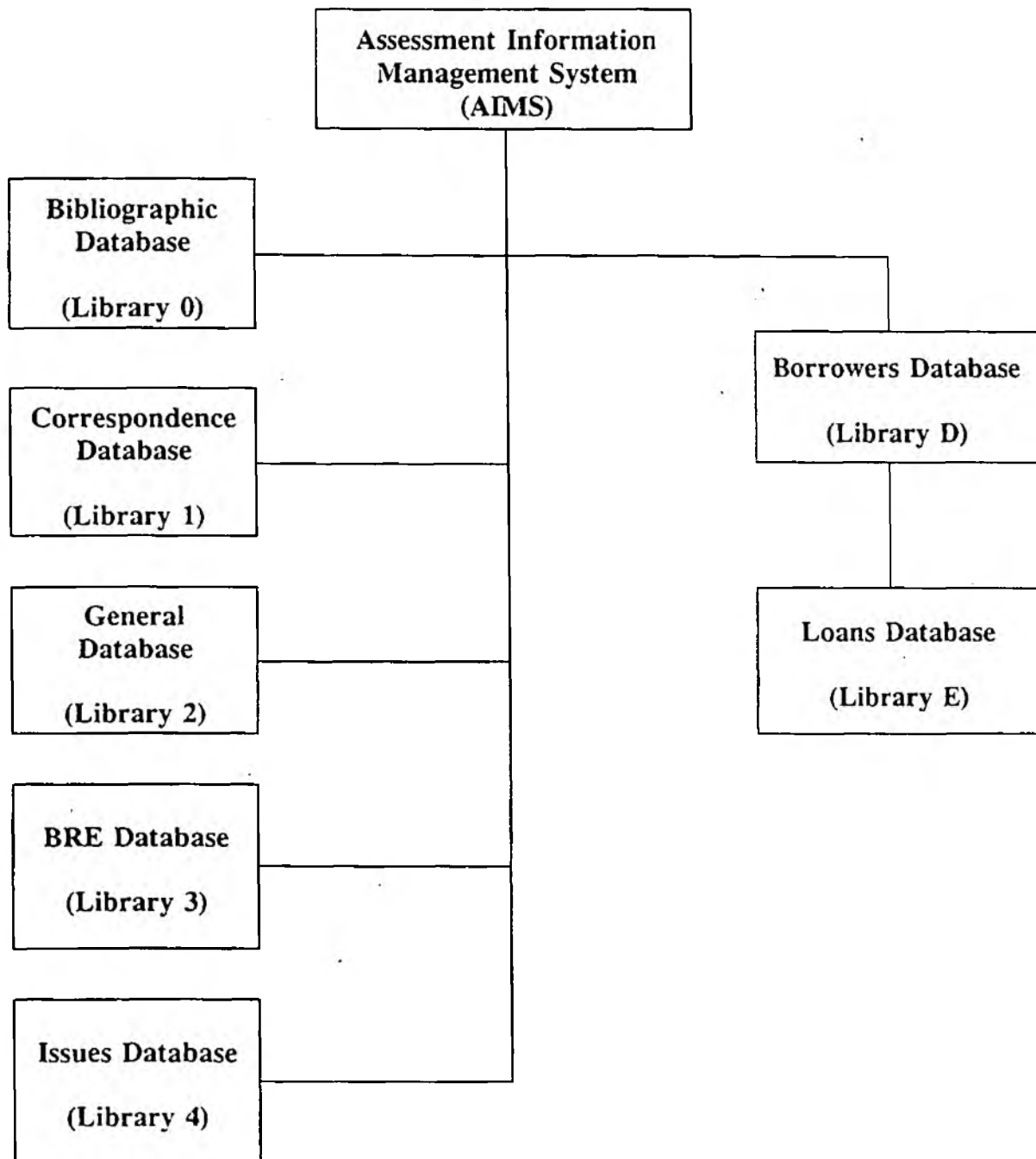
FIGURE 1   AIMS DATABASE STRUCTURE

Type MODE
at the TASK [ ]
prompt

Users Level 8/9

Users Level 0-7

Top
Level
Menu

Search
Menu

Cairs
Menu

HELP
Menu

LOOK

BROW
.

OPAC
.

SCAT

SINV

Change
Library

‹ Tasks BROW and OPAC are not described in this User Guide since their
functionality is covered by the tasks LOOK, SCAT and SINV

FIGURE 2 AIMS MENUS

Do you need printed output?

Yes

Does SCAT cover the fields you need?

(section 7.5)

No

Do you know how to use SINV?

(section 7.6)

No

Ask for Help

No

Does LOOK cover the fields you need?

(section 7.4)

No

Yes

Use SCAT

Yes

Use SINV

Yes

Use LOOK

FIGURE 3 CHOOSING A SEARCH FUNCTION

```
┌──────────────────────────────────────────────────────────────────────┐
│CAIRS MENU SYSTEM                                   LIBRARY 0 LEVEL 9   │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│                                                                        │
│               WELCOME to the AIMS database MAIN menu                   │
│                                                                        │
│           Please select the function that you require                  │
│                                                                        │
│                    > 1. SEARCH menus  <                                │
│                      2. CAIRS menus                                     │
│                      3. HELP menus                                      │
│                                                                        │
│                      4. Return to TASK                                 │
│                      5. EXIT CAIRS                                      │
│           Either type in a number and press RETURN or use the          │
│           SPACE BAR to select an option and then press RETURN.         │
│                                                                        │
│                                                                        │
│                                                                        │
│             .SELECT [ ]                                                 │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

FIGURE 4 AIMS MAIN MENU

```
CAIRS MENU SYSTEM                                    LIBRARY 0   LEVEL 4



                WELCOME to the AIMS database

        Please select the function which you require

                    > 1. Novice        "LOOK" <
                      2. Beginner       "BROW"
                      3. OPAC search
                      4. Experienced    "SCAT"
                      5. Expert         "SINV"

                      6. Main Menu
                      7. Library 0

                      8. EXIT CAIRS
        Enter a number or use the SPACE BAR to select and
        RETURN to start




        .SELECT [ ]
```

FIGURE 5   AIMS SEARCH MENU

```
CAIRS TEXT AND LIBRARY SYSTEM                    LIBRARY  0    LEVEL   4




                    OPAC SEARCH SYSTEM - LOOK

           Please select the function which you require

                    > 1. Author Surname search <
                      2. Title Word search
                      3. Corporate Author search
                      4. Keyword search
                      5. Report number search



           Enter the number or use the SPACE BAR to select and
           RETURN





                           .PLEASE SELECT [ ]
```

FIGURE 6   LOOK MAIN MENU

```
CAIRS TEXT AND LIBRARY SYSTEM                    LIBRARY  0    LEVEL   4




           You can now tell the computer what to search for by
           just typing in the term required and pressing the
           Return key on the keyboard.

           Certain special characters can be used as follows:

            & = AND      + = OR     # = AND NOT    / = truncate

           You will be asked to retry the search if you make an
           error. Please ask for assistance if required.




                             SEARCH FOR

      . [SHARLAND                                                    ]
```

FIGURE 7   LOOK SEARCH TARGET MENU

```
CAIRS TEXT AND LIBRARY SYSTEM                    LIBRARY 0    LEVEL  4

                     ===== SEARCH COMPLETED =====


             Please choose from one of the following ...

                  > 1.  DISPLAY DETAILS          <

                    2.  DISPLAY RECORDS

                    3.  REFINE SEARCH

                    4.  BEGIN A NEW SEARCH


        Enter the number or use the SPACE BAR to select and RETURN


                         .PLEASE SELECT [ ]


                    ***NUMBER FOUND =    29***
```

FIGURE 8   LOOK OUTPUT MENU

```
00001
Accession number: 0000011
Author : Harker A H; Sharland S M; Tasker P W

Title : A Mathematical Model of Uniform Corrosion of Intermediate
Level Radioactive Waste Canisters in Concrete.

Year of Publication : 1985

Keywords :

    1. BACKFILL
    2. BULK
    3. CANISTERS
    4. CONCRETE
    5. CORROSION
    6. DIFFUSION
    7. ILW
    8. NUMERICAL METHODS
    9. OXYGEN
   10. STEEL
```

FIGURE 9 LOOK OPTION 1 'DISPLAY DETAILS' (SUMMARY RECORD)

```
00001
Author : Harker A H; Sharland S M; Tasker P W
Corporate author : AERE Theoretical Physics Division

Title : A Mathematical Model of Uniform Corrosion of Intermediate
Level Radioactive Waste Canisters in Concrete.

Series : AERE-TP.1115
Shelfmark :
Location :
Document Type : Report
Year of Publication : 1985

Abstract : A numerical model predicting the rate of uniform corrosion
of a steel canister for intermediate level nuclear waste surrounded
by concrete in an underground repository is described.


Keywords :

   1.  BACKFILL
   2.  BULK
   3.  CANISTERS
   4.  CONCRETE
   5.  CORROSION
   6.  DIFFUSION
   7.  ILW
   8.  NUMERICAL METHODS
   9.  OXYGEN
  10.  STEEL
```

**FIGURE 10 LOOK OPTION 2 'DISPLAY RECORDS' (DETAILED
RECORD)**

```
┌──────────────────────────────────────────────────────────────────────┐
│ CAIRS:  ONLINE CATALOGUE SEARCH                      LIBRARY  0    LEVEL   4 │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│                                                                        │
│                    AIMS DATABASE ONLINE CATALOGUE                      │
│                                                                        │
│            Please select the search you wish to perform               │
│                                                                        │
│                  1. Author name search                                │
│                  2. Title word search                                 │
│                  3. Corporate author search                           │
│                  4. Report number search                              │
│                  5. Library accession number search                   │
│                  6. Keyword search                                    │
│                  7. FULL catalogue search                             │
│                                                                        │
│                                                                        │
│                                                                        │
│ .PLEASE SELECT THE TYPE OF SEARCH REQUIRED [     ]                     │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

FIGURE 11 SCAT MAIN MENU - FIELD SELECTION

```
CAIRS: ONLINE CATALOGUE SEARCH                    LIBRARY 0   LEVEL  4



                     AIMS DATABASE ONLINE CATALOGUE

            Please select the search you wish to perform

                    1. Author name search
                    2. Title word search
                    3. Corporate author search
                    4. Report series search
                    5. Library number search
                    6. Keyword search
                    7. FULL catalogue search




.ENTER YOUR SEARCH TERM AND PRESS RETURN [SHARLAND    ]
```

FIGURE 12 SCAT MAIN MENU - TARGET SELECTION

```
CAIRS Text and Library Systems                        LIBRARY 0   LEVEL   4


           .RANGE [0000000]   .TO   [0001584]
           .SEARCH PROFILE [SHARLAND/;aut


                                                                      ]

 NUMBER OF DOCUMENTS LOCATED  [    29]                    .OUTPUT [DB0]
```

FIGURE 15 SINV - A TYPICAL INPUT SCREEN

```
+------------------------------------------------------------------+
| BORROWER RECORD PAGE  1 (REVIEW)                  LIBRARY D   LEVEL|
|9                                                                   |
|                                                                   |
|                                                                   |
|  01 BORROWER NUMBER   [          ]                                |
|                                                                   |
|  02 SURNAME    [                    . ]        03 INITIALS [      |
|]                                                                  |
|  04 TITLE      [            ]                                     |
|  05 ADDRESS 1 [                                                   |
|]                                                                  |
|  06 ADDRESS 2 [                                                   |
|]                                                                  |
|  07 ADDRESS 3 [                            .                      |
|]                                                                  |
|  08 ADDRESS 4 [                                                   |
|]                                                                  |
|  09 DEPARTMENT    [                                               |
|]                                                                  |
|  10 TEL NUMBER    [                           ]                   |
|  11 ENTRY YEAR    [    ]          12 BORR CAT [  ]                |
|  13 ALLOCATION    [00]            14 NO USED  [00]   15 SUSPENDED [N]|
+------------------------------------------------------------------+
```

FIGURE 16 A BORROWER RECORD

```
LOANS RECORD PAGE 1 (REVIEW)                         LIBRARY E    LEVEL
9

  01 LOAN RECORD NO    [        ]
  02 SECURITY CODE     [ ]
  03 ITEM LIBRARY      [ ]

  04 ITEM IDENTIFIER   [                        ]
  05 ITEM DETAILS      [
]
  06 BORROWER NUMBER   [         ]
  07 BORROWER DETAILS  [
]
  08 ISSUE DATE        [       ]  09 ISSUE TIME     [    ] 10 ITEM CAT. [
]
  11 DATE DUE BACK     [       ]  12 HOUR DUE BACK [    ]
  13 CHASE DATE        [       ]  14 CHASE TIME     [    ] 15 CHASE NO. [
]
  16 DAYS OVERDUE      [   ]      17 HOURS OVERDUE [    ]
  18 FINE RATE         [     ]    19 FINE DUE       [     ]
```

FIGURE 17 A LOAN RECORD

FIGURE 18

AIMS PROBLEM REPORT FORM

AIMS Problem Report	Report No:
	User Ref No:

Name & Address:	Date:
	Site:
	Computer:

Version:	Program:

Problem Associated with:
    User Interface   Other:
    Searching facilities
    Data Entry
    Data Output

Problem Description:

User proposed solution:

Attached/Additional Information:

WSA Fault category:

Status	Date	Comments	Version

APPENDIX A

CATALOGUING A REPORT

This Appendix only describes the cataloguing of the bibliographic database (stored in library zero) and the general database (stored in library two) and the BRE database (stored in library three). Cataloguing the correspondence database is described in Appendix B.

Bibliographic Information		
Field Number	Field Name	Cataloguing Notes
PAGE 1 (SEE FIG.A.1)		
01	ACCESSION NUMBER	This is a unique number which is automatically assigned by CAIRS when a catalogue record is entered for a document.
02	DATE OF ENTRY	Date document was entered - defaults to the current date on the day the document was entered.
03	SECURITY CODE	The Security Code of a document is used to control access to documents. Permitted Category Codes are: A - Unlimited access B - Environment Agency staff only N - Second copies S - Superlimited access i.e. correspondence and commercial-in-confidence documents Defaults to A
04	STATUS CODE	The Status Code is used by the Borrowers and Loans Module to trace the lending of documents. There are three possible Status Codes: O - Not held physically in the AIMS Library S - On the shelf of the AIMS Library L - On loan from the AIMS Library The CAIRS tasks CRST is used to set Status code to S for each copy of a shelfmarked document.
05	LOAN PERIOD	The Loan Period of a document is used by the Borrowers and Loans Modules to control the length of a loan of a document. There are five possible Item Categories: A - 1 month B - 1 week C - 3 months D - 6 months E - 1 year It is usual for all AIMS documents to be allocated Loan Period "A".
06	BULLETIN NUMBER	Not used at present. Bulletin Codes can be used by CAIRS to generate current awareness bulletins.

Bibliographic Information		
Field Number	Field Name	Cataloguing Notes
07	LIBRARY NUMBER	The Library Number is a unique number assigned to each individual document, e.g. NIR0001, DOE0002. This number is combined with the copy number of the document to form the Shelfmark for a document. Table 5 shows the current shelfmark identifiers for organisations.
08	AUTHOR	The names of the author(s) and/or editor(s) (individuals not organisations) of the document. Surnames are placed first followed by any initials. If there is more than one author a semicolon is used to separate one name from another. For example, given a list of authors: A.J. Allen, M.A. Bourke and N.L.Jefferies; this would be entered as: Allen A J; Bourke M A; Jefferies N L For editors, (editor) is placed after a semicolon, e.g. Baker S D; (editor) For more than one editor, (editors) is added at the end, after a semicolon.
09	CORPORATE AUTHOR	The body producing the report or the employer of the author. A comprehensive list of corporate authors is contained in the AIMS project document - AIMS Corporate Author List [11]. Where several bodies have contributed to a UK Nirex related report the corporate author is recorded as "Nirex".
10	TITLE	The title of the document is entered as it appears on the document, e.g. Preliminary Neutron Scattering Studies of Porosity of Clay. Where a later copy of a document supersedes an earlier one (which is not deleted from the database), the earlier one has "(SUPERSEDED)" added to the end of the title.
11	TOTAL COPIES	This records the total number of copies of a record. CAIRS can generate duplicate catalogue records to allow tracking of multiple copies of a single document. When copies are created by CAIRS (using the task CREC) this field is automatically updated but only in the original record.
12	COPY NUMBER	For the master copy of a document the user should enter 0001 (automatic default on pressing < Enter >). For duplicate copies of a catalogue record (used to track multiple copies of the same document) CAIRS adjusts this field, automatically.

	Bibliographic Information	
Field Number	Field Name	Cataloguing Notes
13	SHELFMARK	The Shelfmark of a document is formed from its Library Number plus Copy Number. For example, for a copy number 0001 of a document with Library Number "NIR0001" the shelfmark would be "NIR/1-1". The shelfmark is placed on a label on the front cover of the document. Table 5 shows the current shelfmark identifiers for organisations.
14	LOCATION	The physical location of the document. There are three locations where documents are stored: AIMS library (Steel House); Correspondence files (Steel House); AIMS general library (Steel House).
15	DOCUMENT TYPE	The type of document. Types of document include: Report; Conference proceedings; Journal article; Book; Newspaper article; Proof of evidence; Video cassette; Zip update disk; Press release.
16	CONTRACT NUMBER	HMIP/Agency contract number under which report prepared.
17	SPARE2	Leave empty.
	PAGE 2 (SEE FIG.A.2)	
01	ACCESSION NUMBER	The accession number is automatically copied from page 1.
02	REFERENCE	For conference papers the details of the conference are entered. For journal articles the name, volume and issue of the journal are entered along with page numbers of article where possible.
03	SERIES	A list of the report numbers of the document is entered. In a list, report numbers are separated by a semi-colon and a space, e.g. AERE-R12306; NSS-R106; DOE/RW/81/001; DOE/HMIP/RR/90.066
04	IMPRINT	The publisher's name.
05	YEAR OF PUBLICAT'N	The year of publication of the document. Use figures only, omit brackets or question marks, e.g. 1992
06	EDITION	For the first edition nothing is entered. For second or subsequent editions the edition is entered in words, e.g. 3rd edition would be entered as Third edition and 2nd Draft as Second draft.

Bibliographic Information		
Field Number	Field Name	Cataloguing Notes
07	ISBN	International Standard Book Number is entered. The ISBN, if one is allocated, appears on the title page of the report.
08	ORIGIN	For copies of reports, the source of the copy (if known) is recorded; e.g. HMIP, NIREX, DOE.
09	CONFERENCE	For conferences, the dates on which the conference took place are recorded, e.g. 1992 Jan 21-31. This provides a means of searching for conferences according to the dates when they took place.
10	DOCUMENT SET	Either RCF, Drigg or HOLXXXX where XXXX is the year in full e.g. 1998.
11	LIB1 REF	If a report was sent to HMIP or the Agency relating to the Nirex assessment, then the unique number of the correspondence accompanying the report is recorded here.
PAGE 3 (SEE FIG.A.3)		
01	ACCESSION NUMBER	The accession number is automatically copied from page 1.
02	ABSTRACT	The abstracts of the selected documents are entered in full. Entered abstracts must not use underlining or bold typefaces. Also should the abstract contain square brackets [or] then these are entered as round brackets (and). Important words or phrases in the abstract are indexed by enclosing them using < and > markers. e.g. <Aqueous phase mass transfer> through the rocks surrounding a radioactive waste repository will take place by diffusion and convection. This paper presents a comprehensive set of measurements of the <mass transfer characteristics> for a single, naturally occurring, clay.
RECORD KEYWORD PAGES (SEE FIG.A.4)		
01	ACCESSION NUMBER	The accession number is automatically copied from page 1.
02 to 13	KEYWORDS	Selected keywords which reflect the contents of the document are entered. The catalogue uses a controlled vocabulary which is contained in the thesaurus. Only keywords which appear in the thesaurus may be used. When entering or modifying a record an "@" is placed in the field following the last keyword to terminate input.

```
AIMS DATABASE            (REVIEW)           LIBRARY 0    LEVEL 9


01 ACCESSION NUMBER [  ] 02 DATE OF ENTRY [   ] 03 SECURITY CODE [ ]
04 STATUS CODE     [ ]     05 LOAN PERIOD [ ]   06 BULLETIN NUMBER [ ]

                    BIBLIOGRAPHIC INFORMATION

07 LIBRARY NUMBER [      ]
08 AUTHOR [                                              ]
09 CORPORATE AUTHOR [                                      ]
10 TITLE [


                                              ]
11 TOTAL COPIES [    ]       12 COPY NUMBER [    ]
13 SHELFMARK [           ] 14 LOCATION [               ]
15 DOCUMENT TYPE [                          ]
16 CONTRACT NUMBER [                       ]
17 SPARE2 [                                ]
```

FIGURE A.1 BIBLIOGRAPHIC RECORD PAGE ONE

```
AIMS DATABASE            (REVIEW)           LIBRARY 0    LEVEL 9

01 ACCESSION NUMBER [        ]

02 REFERENCE [


                    ]
03 SERIES [
                    ]
04 IMPRINT [
                    ]
05 YEAR OF PUBLICAT'N [    ]    06 EDITION [            ]
07 ISBN [            ]           08 ORIGIN [            ]


09 CONFERENCE [           ]
10 DOCUMENT SET [                            ]
11 LIB1 REF [                                ]
```

FIGURE A.2 BIBLIOGRAPHIC RECORD PAGE TWO

```
AIMS  DATABASE              (REVIEW)           LIBRARY  0    LEVEL  9

01  ACCESSION  NUMBER  [          ]

02  ABSTRACT  [




                              ]
```

FIGURE A.3 BIBLIOGRAPHIC RECORD PAGE THREE

```
RECORD  KEYWORDS  (REVIEW)  PAGE  1              LIBRARY  0    LEVEL  9

01  ACCESSION  NUMBER  [          ]


02  [                                                          ]
03  [                                                          ]
04  [                                                          ]
05  [                                                          ]
06  [                                                          ]
07  [                                                          ]
08  [                                                          ]
09  [                                                          ]
10  [                                                          ]
11  [                                                          ]
12  [                                                          ]
13  [                                                          ]
```

FIGURE A.4 BIBLIOGRAPHIC RECORD KEYWORD SCREEN

APPENDIX B

CATALOGUING CORRESPONDENCE

This Appendix only describes the cataloguing of the correspondence catalogue (stored in library one) Cataloguing the bibliographic, general database and BRE is described in Appendix A.

Correspondence Information		
Field Number	Field Name	Cataloguing Notes
PAGE 1 (SEE FIG.B.1)		
01	ACCESSION NUMBER	This a unique number which is automatically assigned by CAIRS when a catalogue record is entered for an item of correspondence.
02	DATE OF ENTRY	The date when the correspondence was catalogued - defaults to the current date when the correspondence was entered.
03	SECURITY CODE	The Security Code of an item is used to control access to items. Permitted Category Codes are: A - Unlimited access B - Environment Agency staff only N - Second copies S - Superlimited access i.e. correspondence and commercial-in-confidence documents All AIMS correspondence is to be allocated Security Code "S".
04	STATUS CODE	The Status Code is used by the Borrowers and Loans Module to trace the lending of items. There are three possible Status Codes: O - Not held physically in the AIMS Library S - On the shelf of the AIMS Library L - On loan from the AIMS Library
05	LOAN PERIOD	The Item Category of an item is used by the Borrowers and Loans Modules to control the length of a loan of an item. There are five possible Item Categories: A - 1 month B - 1 week C - 3 months D - 6 months E - 1 year
06	BULLETIN NUMBER	Not used at present. Bulletin Codes can be used by CAIRS to generate current awareness bulletins.
07	UNIQUE NO	A unique identifier assigned to all correspondence by prior arrangement.

Correspondence Information		
Field Number	Field Name	Cataloguing Notes
08	RELATED UNIQUE NOS	Other Unique Numbers mentioned or related to correspondence.
09	DATE OF ORIGIN	The date on which the correspondence was written.
10	HMIP FILE REF	To be assigned by the Nirex Project Documentation Manager.
11	SENDER	The names of the sender(s) (individuals not organisations) of the correspondence. Surnames are placed first followed by any initials. If there is more than one sender a semicolon is used to separate one name from another. For example, given a list of senders: A.J. Allen, M.A. Bourke and N.L.Jefferies; this would be entered as: Allen A J; Bourke M A; Jefferies N L
12	ADDRESSEE	The person to whom correspondence is addressed. Surnames are placed first followed by any initials. If there is more than one addressee a semicolon is used to separate one name from another. For example, given a list of addressees: A.J. Allen, M.A. Bourke and N.L.Jefferies; this would be entered as: Allen A J; Bourke M A; Jefferies N L
13	SUBJECT	The title or contents of the correspondence.
14	ATTACHED DOCS	Reference or report numbers of documents that came with the correspondence.
15	DISTRIB'N/ SENDER	Initials of those to whom the sender distributes copies of correspondence externally.
16	DISTRIB'N/ INTERNAL	Initials of those to whom the Agency sends copies internally
17	CROSS REFERENCES	Report Nos to which the correspondence refers. Separate multiple references with a semicolon. Do not use spaces in references, i.e. AERE-R10988.
18	STATUS	The current status of the correspondence, i.e. OPEN or CLOSED.
19	SPARE1	Leave empty.
PAGE 2 (SEE FIG.B.2)		
01	ACCESSION NUMBER	The accession number is automatically copied from page 1.
02	ACTION(S) REQ'D	Actions to be taken on correspondence. A list of actions is entered with semi colons separating each action from the next item in the list.

Correspondence Information		
Field Number	Field Name	Cataloguing Notes
03	ACTION REF NOS	To be assigned by the Nirex Project Documentation Manager on receipt of the correspondence. A list of action reference numbers is entered with semi colons separating each item from the next item in the list.
04	ACT'N BY/DATE SENT	Initials of the person who is to perform the action and the date on which the action is assigned. A list of initials and dates is entered with semicolons separating each item from the next item in the list.
05	ACT'N INT'D BY	Initials of the person requesting the action. A list of initials is entered with semicolons separating each item from the next item in the list.
06	ACT'N BY/DATE R'QD	Initials of person undertaking the action and the date required for completion of the action. A list of initials and dates is entered with semicolons separating each item from the next item in the list.
07	ACT'N BY STATUS	Initials of the person undertaking an action and whether the action is Open or Closed. A list of initials and statuses is entered with semi colons separating each item from the next item in the list.
08	CORRESPONDENCE SET	Either RCF or Drigg
09	SPARE3	Leave empty
PAGE 3 (SEE FIG.B.3)		
01	ACCESSION NUMBER	The accession number is automatically copied from page 1.
02	NOTES	Any additional information relating to the item and its catalogue record are entered here. Important words or phrases in the notes are indexed by enclosing them using < and > markers.
RECORD KEYWORD PAGES (SEE FIG.B.4)		
01	ACCESSION NUMBER	The accession number is automatically copied from page 1.
02 to 13	KEYWORDS	Selected keywords which reflect the contents of the correspondence are entered. The catalogue uses a controlled vocabulary which is contained in the thesaurus. Only keywords which appear in the thesaurus may be used.

```
AIMS DATABASE                (REVIEW)              LIBRARY 1    LEVEL 9


01.ACCESSION NUMBER [    ] 02 DATE OF ENTRY [   ] 03 SECURITY CODE [ ]
04 STATUS CODE      [ ]     05 LOAN PERIOD  [ ]   06 BULLETIN NUMBER [ ]

                       CORRESPONDENCE INFORMATION

07 UNIQUE NUMBER [         ]
08 RELATED UNIQUE NOS [                                                 ]
09 DATE OF ORIGIN [       ]      10 HMIP FILE REF. [                    ]
11 SENDER [                                    ]
12 ADDRESSEE [                                  ]
13 SUBJECT [                                           ]
14 ATTACHED DOCS [                                                    ]
15 DISTRIBUT'N/SENDER [                                               ]
16 DISTRIB'N/INTERNAL [                                               ]
17 CROSS REFERENCE [                                                  ]
18 STATUS [                                 ]
19 SPARE 1 [                                                        ]
```

FIGURE B.1 CORRESPONDENCE RECORD PAGE ONE

```
AIMS DATABASE                (REVIEW)              LIBRARY 1    LEVEL 9


01.ACCESSION NUMBER [          ]

02 ACTION(S) REQUIRED [

                      ]
03 ACTION REF. NOS. [                                              ]

04 ACT'N BY/DATE SENT [                                            ]

05 ACTION INTIT'D BY [                                             ]

06 ACTION BY/DATE REQD [                                           ]

07 ACTION BY/STATUS [                                              ]

08 CORRESPONDENCE SET [                                            ]
09 SPARE 3 [                                                      ]
```

FIGURE B.2 CORRESPONDENCE RECORD PAGE TWO

```
┌─────────────────────────────────────────────────────────────────┐
│ AIMS DATABASE              (REVIEW)           LIBRARY 1   LEVEL 9  │
│                                                                   │
│ 01 ACCESSION NUMBER [           ]                                 │
│                                                                   │
│ 02 NOTES [                                                        │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                              ]                                    │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

FIGURE B.3 CORRESPONDENCE RECORD PAGE THREE

```
┌─────────────────────────────────────────────────────────────────┐
│ RECORD KEYWORDS (REVIEW)  PAGE 1            LIBRARY 1   LEVEL 9    │
│                                                                   │
│ 01 ACCESSION NUMBER [         ]                                   │
│                                                                   │
│                                                                   │
│ 02   [                                                         ]  │
│ 03   [                                                         ]  │
│ 04   [                                                         ]  │
│ 05   [                                                         ]  │
│ 06   [                                                         ]  │
│ 07   [                                                         ]  │
│ 08   [                                                         ]  │
│ 09   [                                                         ]  │
│ 10   [                                                         ]  │
│ 11   [                                                         ]  │
│ 12   [                                                         ]  │
│ 13   [                                                         ]  │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

FIGURE B.4 CORRESPONDENCE RECORD KEYWORD SCREEN

APPENDIX C

TYPING INSTRUCTIONS FOR BATCH DOCUMENT ENTRY AND MODIFICATION

C1   INTRODUCTION

Document records for entries and modifications are to be typed using WordPerfect 5.1 (the Agency's standard word processing package). The aim is to produce a file suitable for automated entry into the CAIRS library system. Careful layout of the document is very important. One record per document is required for entry into the system. Data entry into the general database is identical to that for the bibliographic database.

C2   PREPARING A RECORD FOR BATCH ENTRY

The format of the batch document entry for LIB0, LIB2 and LIB3 databases is as follows:

Outline Record Format

```
[REC]
]
SECURITY CODE]
STATUS CODE]
LOAN PERIOD]
LIBRARY NUMBER]
AUTHORS]
CORPORATE AUTHOR]
TITLE]
]0001]
SHELFMARK]  ·
LOCATION]
DOCUMENT TYPE]
]]
REFERENCE]
SERIES]
IMPRINT]
YEAR OF PUBLICATION]
EDITION]
ISBN]
ORIGIN]
CONFERENCE]
]]
ABSTRACT]
[KEY]
KEYWORDS
@]
```

It is important that none of the right square brackets, "]", is deleted. The upper case label names, for instance AUTHORS, CORPORATE AUTHOR, TITLE, DOCUMENT TYPE, REFERENCE, SERIES, YEAR OF PUBLICATION, EDITION, ISBN, CONFERENCE, ABSTRACT, NOTES, KEYWORDS show where information is to be entered. Do not enter the label names themselves.

[STA]   should be inserted at the beginning of the batch file as the first line.

[END]   should be inserted at the end of the batch file as the last line, after leaving half a dozen blank lines.

C3   INFORMATION FOR EACH FIELD

The information to be entered is given in Appendix A (for the bibliographic database LIB0 and general database LIB2) and Appendix B (for the correspondence database LIB1).

C4   BUILDING AND SPELL CHECKING A BATCH ENTRY FILE

Many document records can be placed in a single file. To begin a new record simply insert a blank line then start from [REC] again. Once a number of records has been entered, a typical file would be:

```
[STA]
[REC]
]]
0]
A]
]]
CLAYTON P R; REES J H]
AERE Harwell; Chemical Technology Division]
The theoretical derivation of limiting solubilities of long-lived radionuclides in disposal]
]0001]
]
]
REPORT]
]]
]
AERE-R10988]
]
1983]
]
0-7058-0598-0]
]
]
]]
```
Calculations have been carried out on the limiting solubilities of several long-lived activation and fission products and transuranics that are found in intermediate level wastes under illustrative conditions of disposal. These conditions include shallow and deeper land burial in clay or shale formations and situations where water ingress into salt or anhydride repositories occurs.]

```
[KEY]
SOLUBILITY]
ACTIVATION PRODUCTS]
FISSION PRODUCTS]
CLAY]
```

SHALE]
TECHNETIUM]
GROUNDWATER]
COLLOID FORMATION]
EH]
PH]
ACTINIDES]
COMPLEX FORMATION]@]

[REC]
]]
O]
A]
]]
HODGKINSON D P; ROBINSON P C; TASKER P W; GEORGE D]
AERE Harwell]
The objectives of NIREX research in support of post-closure radiological assessments for LLW
and ILW disposals]
]0001]
]
}
REPORT]
]]
]
AERE-R12219]
]
1986]
]
]
]
]
]]
This paper outlines the objectives of the NIREX R&D programme and the approach that is being
followed to assess the safety of disposing of LLW and ILW in geological formations. Compliance
with regulatory targets is to be demonstrated using a hierarchy of mathematical models which is
validated and calibrated using laboratory and field experiments.]
[KEY]
ILW]
LLW]
NEAR FIELD]
RESEARCH PROGRAMME]
RADIOLOGICAL SAFETY ASSESSMENT]
SORPTION]
PERMEABILITY]@]

[REC]
]]
O]
A]
]]
BOURKE P J;GILLING D; JEFFERIES N L; LEVER D A; LINEHAM T R]
AERE Harwell; Chemistry Division]
Laboratory experiments of mass transfer in the London clay]
]0001]
]
]
REPORT]
]]
]

NSS/R135]
]
1988]
]
]
]
]
]]
Aqueous phase mass transfer through the rocks surrounding a radioactive waste repository will take place by diffusion and convection. This paper presents a comprehensive set of measurements of the mass transfer characteristics for a single, naturally occurring, clay.]
[KEY]
CLAY]
DIFFUSION]
POROSITY]
ADVECTION]@]

[END]

In order to reduce typing errors the WordPerfect Spell checker should be used on the batch entry file before it is entered into CAIRS.

Finally, the file should be saved as ASCII text. To do this using WordPerfect select the options "Save As" and then "ASCII DOS delimited text".

C5   PREPARING A RECORD FOR BATCH MODIFICATION

Files for use with the batch modification task BMOD should be prepared in a similar fashion to files for batch entry tasks with the following exceptions:-

(a) The first field of the record should be the CAIRS accession number of the record to be modified. The number should be entered including leading zeros, i.e. accession number 1037 is entered as 0001037.

(b) Data need only be entered in fields for which modifications are required, other fields can be left unchanged by putting an asterisk in them. For example, to modify the location of record 1037 to "AIMS Library" the following batch modification file can be used:-

```
[REC]
0001037]
*]*]*]*]*]*]*]*]*]*]*]*]
AIMS Library]
*]*]*]*]*]*]*]*]*]*]*]*]
[KEY]
*]
```

This file instructs CAIRS to modify only the data in the Location field of the record. The Location field of the record will become "AIMS Library".

Once a file has been prepared containing all records to be modified [STA] and [END] should be added as described for batch entry files. Finally, the file should be saved as ASCII text. To do this using WordPerfect select the options "Save As" and then "ASCII DOS delimited text".

APPENDIX D

DATABASE STRUCTURE

D1 LIBRARY ATTRIBUTES FILE

The following information is provided for Systems Administration staff for use in setting up CAIRS libraries compatible with the existing AIMS libraries. The library attributes for libraries zero, one and two are identical. They are set up as follows:

VOCABULARY TYPE C

SECURITY CODES.

A - Unlimited access (default)
B - Environment Agency staff only
N - Second copies
S - Limited access for Environment Agency staff only - correspondence and commercial-in-confidence documents

STATUS CODES

O - Not held physically in the AIMS library
S - On the shelf
L - On loan

LOAN PERIOD

A - 1 month
B - 1 week
C - 3 months
D - 6 months
E - 1 year

SECURITY CODE ACCESSIBILITY BY LEVEL

0 A
1
2
3
4 ABS
5
6
7
8 ABNS
9 ABNS

HEADING	AIMS DATABASE												LIBRARY:		{0}
TITLES	BIBLIOGRAPHIC INFORMATION												SCREEN CODE:		{DIPI}

Field Num.		Field Pos.		Field Name	Field type	Windows		Field check	Decode check	Imm. UPDT	Upper case	Field default	INDEXING			
SF	UF	Col.	Lin.	(Prompt)	C,F,V	Size	Num. 0-9	0-13	0-4	Y/N	Y/N		Type F,T,A	Terminator set	Field ext.	Index check
02	02	33	4	Date of entry	C	6	1	9	0	N	N	Todays date				
03	03	59	4	Security code	F	1	1	0	0	N	Y	A				
04	04	03	5	Status code	F	1	1	1	0	N	Y					
05	05	29	5	Loan period	F	1	1	0	0	N	Y					
06	06	53	5	Bulletin number	C	5	1	0	0	N	N					
07	07	03	9	Library number	C	9	1	4	0	N	Y		F		cln	0
08	08	03	10	Author	C	50	6	0	0	N	N		A	:	aut	0
09	09	02	11	Corporate author	C	50	6	0	4	N	N		A	:	cor	0
10	10	03	12	Title	C	250	2	0	0	N	N		F		til	0
11													A	".^1:.."	til	5
12													T		til	0
13	11	03	16	Total copies	F	4	1	3	0	N	N	0001				
14	12	35	16	Copy number	F	4	1	3	0	N	N	0001				
15	13	03	17	Shellmark	C	15	1	4	0	N	Y		F		slf	0
16	14	35	17	Location	C	30	1	0	4	N	N		F		loc	0
17	15	03	18	Document type	C	40	1	0	4	N	N		A	:	doc	0
18	16	03	19	Contract Number	C	50	2	0	0	N	N		A	:	crf	0
19	17	03	20	Spare 2	C	50	2	0	0	N	N					

D.2 FIELD DEFINITIONS FOR THE BIBLIOGRAPHIC DATABASE (LIBRARY ZERO) AND THE GENERAL DATABASE (LIBRARY TWO).

| HEADING | AIMS DATABASE | | | | | | | | | | LIBRARY: | [0] |
| TITLES | | | | | | | | | | | SCREEN CODE: | [D1P2] |

Field Num.		Field Pos.		Field Name	Field type	Windows		Field check	Decode check	Imm. UPDT	Upper case	Field default	INDEXING			
SF	UF	Col.	Lin.	(Prompt)	C,F,V	Size	Num. 0-9	0-13	0-4	Y/N	Y/N		Type F,T,A	Terminator set	Field ext.	Index check
02	18	03	6	Reference	C	250	2	0	0	N	N		T		RET	0
03	19	03	10	Series	C	100	3	0	0	N	N		A	:	ser	0
04	20	03	12	Imprint	C	100	3	0	4	N	N		T		imp	0
05													A	:	imp	0
06	21	03	14	Year of publication	C	4	1	3	0	N	N		F		pyr	0
07	22	37	14	Edition	C	15	4	0	0	N	N		F		edi	0
08	23	03	15	ISBN	C	15	1	0	0	N	N		F		sbn	0
09	24	37	15	Origin	C	25	4	0	4	N	N		A	:	ori	0
10	25	03	18	Conference	C	12	1	4	0	N	Y		F		cnf	0
11	26	03	19	Document set	C	50	2	0	0	N	N					
12	27	03	20	LIB1 Reference	C	50	2	0	0	N	N					
13																
14																
15																
16																
17																
18																
19																

HEADING	AIMS DATABASE										LIBRARY:		[0]	
TITLES											SCREEN CODE:		[DIP3]	

Field Num.		Field Pos.		Field Name	Field type	Windows		Field check	Decode check	Imm. UPDT	Upper case	Field default	INDEXING			
SF	UF	Col.	Lin.	(Prompt)	C,F,V	Size	Num. 0-9	0-13	0-4	Y/N	Y/N		Type F,T,A	Terminator set	Field ext.	Index check
02	28	03	6	Abstract	C	975	2	0	0	N	N		T		abs	0
03																
04																
05																
06																
07																
08																
09																
10																
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17																
18																
19																

D.2   (Cont.)

HEADING	AIMS DATABASE		LIBRARY:	[1]
TITLES	CORRESPONDENCE INFORMATION		SCREEN CODE:	[DIP1]

Field Num.		Field Pos.		Field Name	Field type	Windows		Field check	Decode check	Imm. UPDT	Upper case	Field default	INDEXING			
SF	UF	Col.	Lin.	(Prompt)	C,F,V	Size	Num. 0-9	0-13	0-4	Y/N	Y/N		Type F,T,A	Terminator set	Field ext.	Index check
02	02	33	4	Date of entry	C	6	. 1	9	0	N	N	Todays date				
03	03	59	4	Security code	F	1	1	0	0	N	Y	A				
04	04	03	5	Status code	F	1	1	1	0	N	Y					
05	05	29	5	Loan period	F	1	1	0	0	N	Y					
06	06	53	5	Bulletin Number	C	5	1	0	0	N	N					
07	07	03	9	Unique Number	C	9	. 1	4	0	N	N		F		unq	0
08	08	03	10	Related unique nos	C	50	4	4	0	N	N		A	:	ruq	0
09	09	03	11	Date of origin	C	6	1	11	0	N	N		F	:	dto	0
10	10	34	11	HMIP file ref	C	25	1	4	0	N	Y		F		hfr	0
11	11	03	12	Sender	C	30	1	0	0	N	N		A	:	sen	0
12	12	03	13	Addressee	C	30	1	0	0	N	N		A	:	add	0
13	13	03	14	Subject	C	50	8	0	0	N	N		T		sub	0
14	14	35	15	Attached docs	C	50	6	0	0	N	· N ·		A	:	atd	0
15	15	03	16	Distribut'n/sender	C	50	2	0	0	N	N		A	:	dns	0
16	16	35	17	Distribut'n/internal	C	50	2	0	0	N	N		A	:	dni	0
17	17	03	18	Cross reference	C	50	7	0	0	N	N		A	:	crf	0
18	18	03	19	Status	C	25	2	0	0	N	N		A	:	sta	0
19	19	03	20	Spare1	C	50	2	0	0	N	N					

D.3   FIELD DEFINITIONS FOR THE CORRESPONDENCE DATABASE (LIBRARY ONE)

HEADING	AIMS DATABASE	LIBRARY:	[1]
TITLES		SCREEN CODE:	[D1P2]

Field Num.		Field Pos.		Field Name	Field type	Windows		Field check	Decode check	Imm. UPDT	Upper case	Field default	INDEXING			
SF	UF	Col.	Lin.	(Prompt)	C,F,V	Size	Num. 0-9	0-13	0-4	Y/N	Y/N		Type F,T,A	Terminator set	Field ext.	Index check
02	20	03	06	Action(s) required	C	150	5	0	0	N	N		A	:	act	0
03	21	03	09	Action ref. nos.	C	50	3	4	0	N	Y		A	:	arn	0
04	22	03	11	Action by/date sent	C	50	3	4	0	N	Y		A	:	ads	0
05	23	03	13	Action int'd by	C	50	2	4	0	N	Y		A	:	aib	0
06	24	03	15	Action by/date required	C	50	3	4	0	N	Y		A	:	adr	0
07	25	03	17	Action by/status	C	50	3	4	0	N	Y		A	:	ast	0
08	26	03	19	Correspondence set	C	50	2	0	0	N	N					
09	27	03	20	Spare 3	C	50	2	0	0	N	N					
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																

| HEADING | AIMS DATABASE | | | LIBRARY: | [1] |
| TITLES | | | | SCREEN CODE: | [D1P3] |

Field Num.		Field Pos.		Field Name	Field type	Windows		Field check	Decode check	Imm. UPDT	Upper case	Field default	INDEXING			
SF	UF	Col.	Lin.	(Prompt)	C,F,V	Size	Num. 0-9	0-13	0-4	Y/N	Y/N		Type F,T,A	Terminator set	Field ext.	Index check
02	28	03	06	Notes	C	975	2	. 0	0	N	N		T		nte	0
03																
04																
05																
06																
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D.3   (Cont.)