THE ASIATIC SOCIETY OF MUMBAI

GRANTH SANJEEVANI

Established in 1804

Granth Sanjeevani
(www.granthsanjeevani.com)
Version 2.0

Web Portal User Guide

Second Edition
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Please send your comments by e-mail to info@asiaticsociety.org.in

Introduction

Granth Sanjeevani is an easy to use, powerful and efficient digital repository solution developed by the Asiatic Society of Mumbai to showcase its digitized collection of resources on the internet.

The centralized Digital Repository provides a self-service environment with which users can retrieve the desired resource by search on the Metadata Index Fields or from Within the Content of the Digital Resource.

Getting Started

Granth Sanjeevani is completely web based solution and it runs on a centralized server.
The only software required on the client workstation is a JAVA enabled web-browser such as Internet Explorer, Mozilla Firefox, Google Chrome, Safari.
The Resources of the Library are classified into 6 distinctive categories - Books, Newspapers, Manuscripts, Government Publications, Journals & Maps. These are called **Resources.**

The Digital Objects (PDF Files) uploaded are referred to as **Items** on this portal.
Example:
A Physical Book with all its pages is uploaded as one multipage PDF and is referred to as 1 Item.
A Newspaper of a Particular Date, with all its pages is uploaded as one multipage PDF and is referred to as 1 Item.
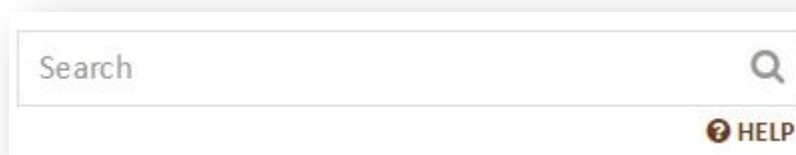
Home Page

There are 7 main sections on the Home Page.

1. **Header Links** consisting of About Us, Contact and Login/Register Option.

2. **Search Box** to search across the complete repository.
   This section has a Help Icon, which allows for a quick advanced search using Boolean Operators.

3. **Main Banner** to showcase a prominent item of the Library.

4. **Resource Section** which prominently displays 6 resources of the Society such as Books, Newspapers, Manuscripts, Government Publications, Maps & Journals.

5. **Newspaper Collection** to explore Title Wise Newspapers with Available Dates.
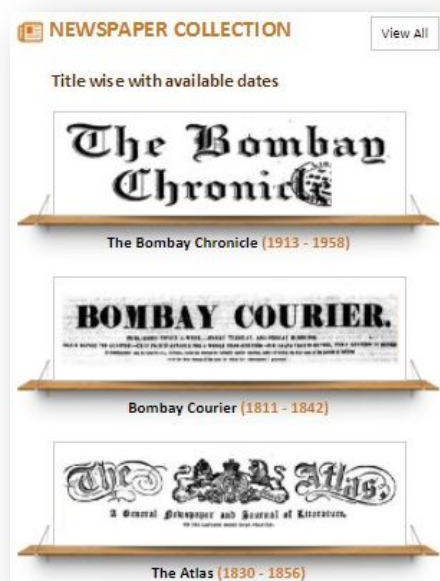
6. **Information Section** at the lower end of the Home Page showing Project Sponsors, Announcements and Accomplishments of the Portal.

7. **Footer Links** consisting of Terms & Conditions, Privacy Policy, Disclaimer, Copyright and Takedown Policy and Site Map.

Website Navigation

There are two ways to navigate this portal.

<u>**Option I:**</u> **Explore** the Resources from their Home Page by their type – Books, Newspapers, Manuscripts, Government Publications, Journals or Maps
In this case, the most recently uploaded Item will be visible first.

<u>**Option II:**</u> **Search** for a word, multiple words, and exact phrase using the Search Bar.
In this case the most relevant Item to the Searched Term will be visible first.

Both Options take the user to the Results Display Page and from here the user can further narrow down his search using the Filters as well as Sort the Results in various orders.

<u>The Search Term has to be keyed in first and only then should the user apply the filters to narrow down the search results</u>

The Newspaper Collection navigation is value add on Feature, which is useful, if a user wants to know what all date newspapers are available on this portal for a particular Title.

The user can click on any of the Newspaper Collection and then check the Calendar View to track available editions.

Search

A Search Box available on the top right corner of every page.
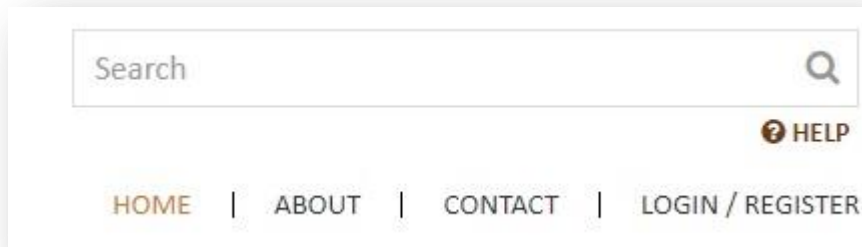
By default, this search box looks for content in which any of the supplied terms match in either the metadata or full text.

You can perform Advanced Searches from this box using Boolean Operators

The basic operators for refining your search are +, -, and ".

To indicate that a term must appear in the search result, prepend a plus-sign (+) to the term.
Example:
+Queen +Victoria

To indicate that a term must not appear in the search result, prepend a minus-sign (-) to the term.
Example:
Queen –Victoria

To search for an exact phrase, surround it with quotes (").
Example:
"Queen Victoria"

The combination of these operators can be used to refine your search result.
Example:
"Queen Victoria" -England

The button available below the Search Bar, explains this functionality.

Results View

This screen displays the Relevant Items and provides the user with a Filter Option on the left side to narrow down the results.

The User can filter the Items by Resource Type, Year, Subject, Author, Publisher, Place of Publication and Language.

The number of Items to be displayed on a single screen can be controlled from here. The Options available are 15, 50 and 100 items on a single screen.

The Items are displayed with their Title Page, Title, Year/Date and Author Value in the Thumbnail View mode.

The user can switch over to a Detailed List View which shows detailed Metadata Index values for the Item.

The number of times an Item is viewed by other user users on the Portal is displayed as Views with every Item.

There is an Option to Bookmark an Item for future reference. This Feature is available only to the registered user.

Registered Users can directly click on the Read Icon and directly open the Item in the Viewer.

All Other Users can click on a particular Item of Interest and view the Item Details.

By default only the top 5 values are visible for each filter. To view the other filter values, user has to click on **More** to get these details.

Single Item View

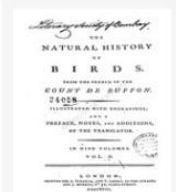This screen displays the complete Metadata Index values of a Single Item.

Option to Read and Bookmark the Item is available to the Registered Users.

Table of Content Page and important Highlight Pages within the Book, if exist can be previewed on this screen.

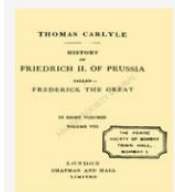Below this Single Item, Other Similar Items in the repository are displayed to the users.

The software automatically displays these other similar items based on similar Title, Author and other Metadata values
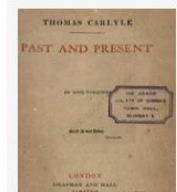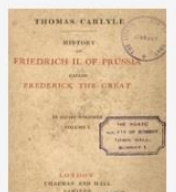
Read an Item

Only Registered Users can Read an Item Online.

In case the user has come to this page, using a simple search word, the item will open on the page, where the first occurrence of this word appears.

In all other cases, the first page of the Item is displayed in the Viewer

The user cannot download, save or print the Item from the Viewer

The user can search for other terms in the Opened Item and can navigate to these searched results in the Opened Item using the in page highlighter.

Bookmark an Item
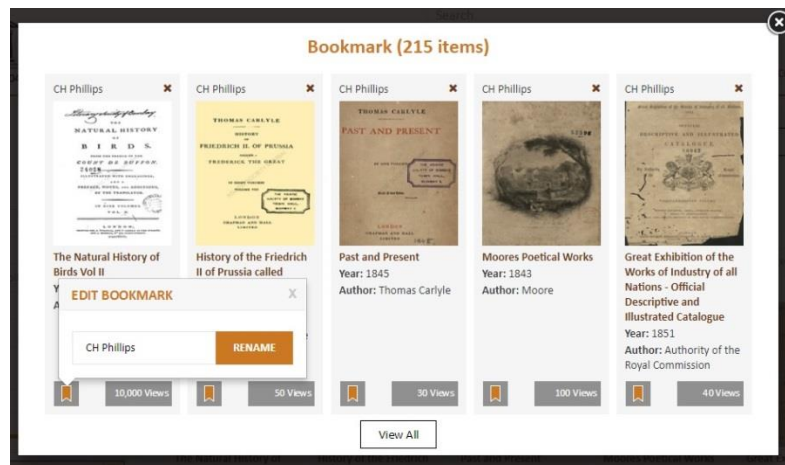
Registered users can Bookmark Items of their interest, for easy reference in the future.
Bookmarks can be added, renamed and deleted for every item.

User Registration and Login

Registered User Can Login from any of the screens, by clicking the Login Button in the header.

Alternatively, if a user is not logged in and if he tries to Read an Item, he will be prompted to Login.

Only one concurrent login per user id is acceptable by the system.

The user will be logged out from the previous login session, whenever a new a login session is initiated.

System will log out the user, if there is no activity for continuous 30 minutes.

Registered Users have the Bookmark feature available to them.

Registered Users can modify their passwords, once logged in.

Password must be at least 8 characters including at least 1 number, 1 lowercase letter,1 uppercase letters and a special character from !@#$%&*?

Conclusion

Granth Sanjeevani is a state-of-the-art digital repository web application capable of handling large number of records and terabytes of digital assets.

This application is perfectly aligned with the guiding vision of an information society where more activities and business processes are being supported by electronic mediums streamlining and ensuring a complete, fast and transparent service to the research scholars.