

Copyright Request Forms Database

The copyright request forms database attempts to store the details, and track the status of each copyright request.

The database provided is by no means a “proper” copyright request tracking system. It serves only as a large amount of data accompanied with a few primitive tools with which to manipulate it.

Database Structure

The database is contained in a Microsoft Access '97 mdb file.

All the data in the system is stored in a single table called “data”. The “publishers” table contains a list of all the publishers that were in the original system and is now deprecated.

The “data” table contains all the information written on the original paper forms in the following fields:

- “file ref no” – The file reference number to which the request refers in the form of “subj / topic / workfile”. If numbers were written on the original paper form in a different manner, they have been converted to this form.
- “request no” – The unique request number.
- “Title” – The title from which the copyright material has been taken.
- “Author” – The author(s) of the copyright material.
- “Publisher” – The publisher of the copyright material.
- “Contact Name” – The person(s) to which the request has been sent.
- “Cost” – When permission was granted, whether the request has been signed, how much is being charged.
- “Period of Cover” – When the request was granted and how long it is valid for.
- “Conditions of Use” – Conditions attached to the use of the material by the publisher / author.
- “Acknowledgements” – Acknowledgements that are required in our work in order to comply with the “Conditions of Use”.
- “Book” – Which box file the original paper based form can be found in.
- “printed” – Internal use only.
- “duplicate” – The form is a duplicate of the request numbers listed here.
- “printed2” – Internal use only.
- “paid” – How much has been actually paid for use of the material.
- “resent” – The date the request was resent if it required “chasing”.
- “complete” – The application is complete (granted or denied) and no more work is required for this edition.

In order to extract data from the database, the following queries exist:

- dump – Internal use only.
- dump2 – Internal use only.
- dump3 – Internal use only.
- Query1 – Extract data from the database.
- Query2 – Same as Query1
- update printed – Internal use only.

In order to manipulate data in, and add data to, the database, the following forms exist:

- Query2 – View the contents of Query2 and add new request forms to the database.

In order to obtain data in hardcopy, the following reports exist:

- publishers – Formats the contents of the “publishers” table. – Deprecated.
- Query1 – Not used.
- Query2 – Formats the contents of the “Query2” query.

Using the database

The database can be used in a number of ways:

Retrieving Request Forms




To retrieve one or more copyright request forms from the database, the following procedure should be employed:

1. Click Queries.
2. Single Click on “Query2” and press “Design”.
3. You will be presented with a similar query string as follows:

```
SELECT *  
FROM data  
WHERE [request no] Like '*1825*'  
ORDER BY [file ref no];
```

Change the parts marked above in red to match your requirements. For example, to retrieve all the records where “management” appears in the title, the query string should look like this:

```
SELECT *  
FROM data  
WHERE [title] Like '*management*'  
ORDER BY [file ref no];
```

4. Now press the red exclamation mark in the toolbar:  The results of the search will appear in tabular form.
5. Now press the save icon in the toolbar: 
6. You can now view the information in tabular form, print it out or view it record by record. To start over with new criteria at this point, click the “View” menu and then click “SQL View”.
7. To print the results, close the query. To view the results record by record, go to step 15.
8. Select “Reports”.
9. Single click on “Query2”.
10. Press the “Design” button.
11. Change the title to something appropriate.
12. Click on the “View” menu and then press “Layout Preview”.
13. Now press the print icon on the toolbar: 
14. Now close the report.
15. To view the result on the screen, select “Forms”
16. Double click on “Query2”
17. The records will appear. Use the arrows at the bottom of the window to step through them one by one.
18. Now close the form.

Updating Existing Request Forms

To update existing records, employ the “Retrieving Request Forms” procedure to find the record that you are interested in changing. When you get to step 6, there are two ways of editing the data.

1. Edit the record directly in the table displayed
2.
 - a. Close the query window.
 - b. Click “Forms”.
 - c. Double click “Query2”.
 - d. Navigate to the correct record with the arrow buttons at the bottom of the window.
 - e. Edit the record as required.

When you click on another record or close the window, your changes will be saved.

NOTE: It is only possible to edit fields such as “paid”, “resent” and “complete” in the tabular view.

Inserting New Request Forms

To insert new copyright request forms into the system, use the following procedure:

1. Click “Forms”.
2. Double click “Query2”.
3. Press the button at the bottom of the window that is marked with an arrow and a star.
4. Enter the details into the blank form.
5. Close the window to save.

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