
Overview of the Voyager Circbib.cfg and Acqbib.cfg Bibliographic Templates

- **Product:** Voyager
 - **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare
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Question

Overview of the Circbib.cfg and Acqbib.cfg bib templates.

Answer

A library staff member can add brief bibliographic, holdings, and item records to the Voyager database from both the Voyager Circulation and Acquisitions staff clients.

1. In Circulation, the library staff member uses the “Add Bib/Item” window. This action is sometimes called adding an item “on-the-fly.”
2. In Acquisitions, the library staff member uses the “Purchase Order” window to choose “Add Line (Template)”, for the Add Bib/Item window.

Voyager uses the Circbib.cfg and/or Acqbib.cfg files that are located on the library staff member’s computer to configure the template fields that display on the Bib tab when staff create a bibliographic record in the Circulation or Acquisitions clients.

You can open these files in a text editor like Notepad to see their contents.

- The templates only determine the fields on the Bib tab;
 - In Circulation, the fields on the Holdings and Item tabs cannot be customized.
 - In Acquisitions, the holding and item tabs do not appear; library staff edit the Bib only.
- The default Circbib.cfg file and Acqbib.cfg file contain a template for Book, Journal, and Other.
- The Acqbib.cfg file and Circbib.cfg file contents are identical, except for the file name and location on the user’s computer.
 - A few commented-out fields also vary.

Additional Information

A library can develop its own templates for adding short bibs in the Circulation or Acquisitions clients.

See these online training sessions:

- [Voyager Cataloging Templates](#)
- [Voyage Acquisitions Templates](#)

And see also:

- [Brief overview of Voyager cataloging templates](#)

Complete instructions for template development are available in the [Circulation User's Guide \(Chapter 5\)](#), [Cataloging User's Guide \(Chapter 8\)](#), and the [Acquisitions User's Guide \(Chapter 6\)](#).

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