

Libwin

Library Systems

INTRODUCTION TO LIBWIN



Library Automation & Management Software for the Future **WHAT IS LIBWIN** - Libwin is a fully-featured, Microsoft[®] Windows-based, Library Automation & Management Software System used in over 1,400 school, college, corporate and specialised libraries world-wide.

COMPANY BACKGROUND - LIBWIN LIBRARY SYSTEMS

Libwin was originally written in 1994 in response to a need identified by a local independent school for a library automation system which was Windows-based.

Over more than 19 years, Libwin has grown in terms of product features, client base and company, to be one of the leading companies of its kind in Africa.

With a firm footing in the market, Libwin remains committed to strive in its endeavour to design, develop and support quality products to service the library and information industry.

WHO USES LIBWIN - Amongst over 1,400 libraries world-wide...

FURTHER EDUCATION & TRAINING (FET) / HIGHER EDUCATION (HE) CLIENTS

South West Gauteng College – 6 Campuses College of Cape Town – 7 Campuses Tshwane North College False Bay College – 5 Campuses PE College – 3 Campuses Ann Latsky Nursing College SG Lourens Nursing College Baragwaneth Nursing College **Boitekanelo College Botswana Police College Botswana Defence Command & Staff College Milpark Business School** East Cape Midlands College Fort Cox Agricultural College ABM University – 2 Campuses Botswana College of Engineering & Technology Grootfontein College of Agriculture **Greenside Design Centre** Ga-Rankuwa Nursing College Rahima Moosa Nursing College Centre for Accounting Studies (Maseru, Lesotho) Southern Africa Wildlife College Bonalesedi Nursing College **Prestige Academy** SA Army Gymnasium

CORPORATE/SPECIALISED LIBRARY CLIENTS

Cape Metropolitan Council Health Resource Centre The Concrete Institute Nedbank Knowledge Centre SAAB Grintek Communications **Special Investigations Unit** Limpopo Legislature National Department of Basic Education – Information Resource Centre National Department of Higher Education & Training – IRC Oceanographic Research Institute Mittal Steel SA **Botswana National Productivity Centre** Gauteng Department of Education (5 Sites) Exxaro UNISA – ISHS University of Stellenbosch – Mediateek Office of the Attorney General – Namibia Huis der Nederlanden Institute of Hotel & Tourism Management Government Pensions Administration Agency SA Navy Technical Library SANDF Central Library Botswana Defence Force HQ Library Kaytech Kwa-Zulu Natal Law Society (2 branches) Pretoria Society of Advocates Botswana Bureau of Standards Botswana Department of Building and Engineering Services Aquavision TV Productions Stewart Scott International (3 branches) MacRobert Incorporated Namibian Competition Commission SA Sugar Research Institute **JET Education Services Civil Aviation Authority of Botswana**

SCHOOL CLIENTS

Afrikaans Hoër Meisieskool Michaelhouse Pretoria Boys High School Pretoria High School for Girls **Brooklyn School** Roedean School SA (Senior & Junior) Uplands Preparatory School Acacia School – Botswana Simba School – Zambia St Andrew's Preparatory, College & DSG (Grahamstown) Laerskool Jan Celliers Auckland Park Preparatory School Saheti School & Pre-Primary School St Anne's Diocesan College United Herzlia Schools (3 sites) **Bridge House** St Thomas Aquinas School Kingsmead Junior School & College **Rustenburg High School for Girls** Waterkloof House Preparatory **Beaulieu** College Longmarket Girls Junior & Senior Schools Merchiston Preparatory School **Bishops Prep & College** The Mountain Cambridge School Prestbury Primary School St Charles College St Benedict's Elementary and Preparatory Schools The Ridge School – Junior and Senior Woodridge Preparatory School & College Crawford College Pretoria – Preparatory and College HeronBridge College **Baobab School** Marlboro Gardens Secondary School St Alban's College The Learning Centre School Boteti House Private School Livingstone House Private School Bathoen II House Private School Italian School of Lusaka **Applewood Preparatory School** Hatfield Christian School Thornhill Primary School – Botswana

A BRIEF OVERVIEW OF LIBWIN

As a fully-featured library automation and management system, Libwin fulfills all necessary requirements with regards to running a library. The automation aspect includes the cataloguing of media items and borrowers, and the marrying up of these two parties by means of transactions (loans, returns and renews). Furthermore, the management modules provide ease-of-use in the areas of inventory (stock-taking), receiving and control of periodicals, simplified ordering, as well as all reporting functions.

Whilst various functions in Libwin are referred to as 'modules', Libwin is sold as a complete package, and not by separate modules. Libwin is also not limited by means of the number of items that can be accessioned (Libwin Lite excluded).

'WYSIWYG'

WHAT YOU SEE IS WHAT YOU GET!

NO hidden costs NO additional software NO modularisation NO limit on quantity of items*

*Libwin Lite Excluded

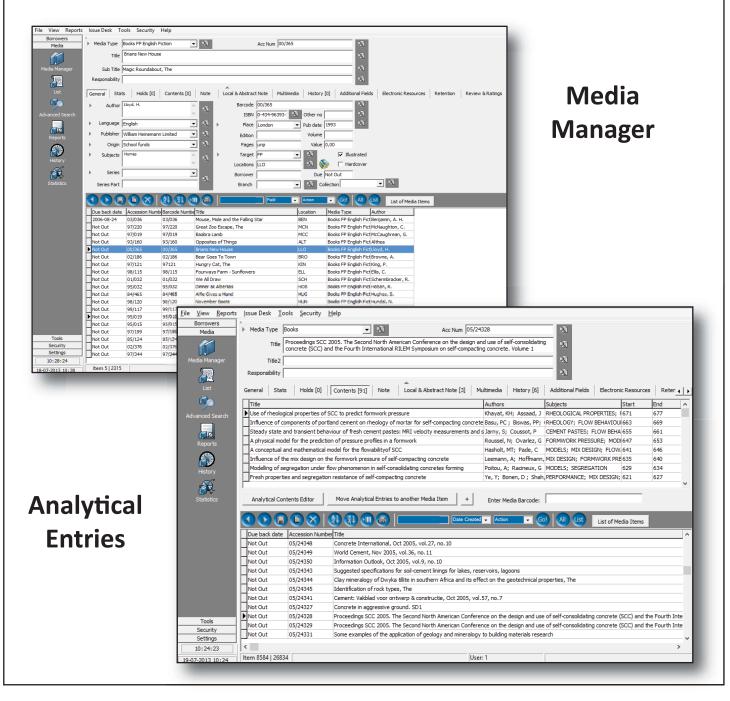
MAIN FEATURES OF LIBWIN



Library Automation & Management Software for the Future

CATALOGUING

- User-friendly cataloguing of book, non-book, physical and electronic resources
- Electronic resource cataloguing is easily used for any forms of electronic resources, from websites to documents and multimedia files all in a familiar cataloguing interface, with virtually no limitation as to where the resource resides, as only the URL/hyperlink is used
- Numerous drop-down and authority lists to make cataloguing quicker and more accurate
- Management and house-keeping of catalogue records is made easy by the ability to edit directly on drop-down and authority lists, with the further ability to globally amalgamate duplicates which result from editing
- Automatic numbering of resources, according to any number of auto numbering ranges which can be user-created



- Ability to link multimedia files and accompanying electronic resources to a record
- Multiple note/abstract fields, each of unlimited length, for each record
- Structured analytical cataloguing/contents section for indexing of journals, conference proceedings, video/DVD/music clips
- Ability to manage branches and collections
- Ability to manage document retention, based on record/media type
- Ability to copy-catalogue records either singularly or multiple copies
- A withdrawals facility exists, to remove items from the catalogue full audit trails are kept of these withdrawals, and the item can be retrieved back into stock at a later date
- Both simple and advanced search available on virtually every catalogue field, including the ability to narrow search results down, and in the case of advanced search, perform negative/exclusionary searches and possibility listing
- Sort facilities also available on virtually every catalogue field

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BARCODES

Libwin generates unique barcodes for all media items and borrower cards and prints them on standard mailing labels and on a standard inkjet, bubble jet or laserjet printer.

The use of barcodes, although not necessary to operate Libwin, speeds up issuing, renewing and returning of media items.



PATRON MANAGEMENT

- Easy-to-use patron capturing
- Includes the ability to capture contact information (telephone/ e-mail/fax/address)
- Note facility on patron record
- Automatic numbering of patrons, or the patron's student number/persal number/employee number could be used
- Expiry date option on patron record for membership control
- Patron photograph can be captured on the record
- Search and sort facilities available in patron management

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CIRCULATION

- Issue, return, renew and reserve done in a single window
- The use of barcodes for both patron and resource ensures integrity of the circulation system, and minimises mistakes
- Circulation policy rules controlled through either simple patron type settings, advanced patron type settings (where each resource type can have its own rules) and borrower limits (rules specific to that patron)
- Automatic calculation of due dates, based on circulation policy rules in conjunction with holiday settings (when the resource centre is closed)
- Automatic calculation of fines, which receipting options in the circulation desk, as well as the patron record
- Full audit trail of fines charged, receipted, cleared etc including system user information

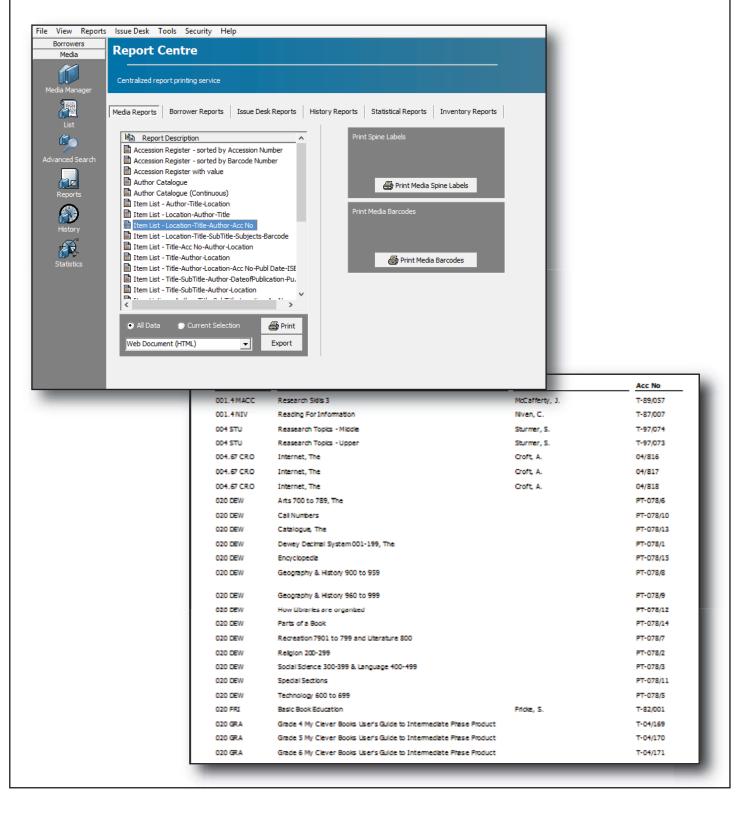
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- Circulation history of both resource and patron available to view, and print on the respective record
- Fully-integrated circulation system ensures that relevant information can be easily accessed from the circulation system to the linked data in patron management and the catalogue and vice-versa
- Reservation system is a queued reservation facility, allowing the creation of a 'wait list' for an item. This is also fully manageable from either the patron record, or item record
- E-mail, print and SMS reminders can be generated for items on loan, available reservations and overdue items
- Acknowledgements can also be e-mailed, printed or SMS'd from the circulation desk when an item is returned or renewed, and also when a reserved item is returned

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REPORTING

- Full reporting is available for both the catalogue (including the printing of barcode and spine labels) and patron management (including the printing of membership cards)
- Furthermore, reporting in terms of circulation, usage history, stock composition, usage statistics and inventory is available
- Reports can be printed or exported to electronic format
- A custom report designer is also included should there be a need to create additional reports



TOOLS

- An online stocktake/inventory system is available to conduct annual stocktakes, along with appropriate reporting options, and the ability to withdraw missing items once complete
- Global updates can be conducted on both the patron and catalogue records
- A Journal Management module is included to assist with the management of journal subscriptions, including automatic issue prediction and routing capabilities
- An Acquisitions module provides a facility to manage the resource centre's orders, including part-receipting of goods and payment information

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SECURITY

- Security to the system is controlled through the creation of different users, each with their own password
- Each user belongs to a security group, which denotes the specific actions/functions which they may or may not perform

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ACTIVECONNECT (ONLINE PUBLIC ACCESS CATALOGUE)

- Libwin's OPAC system, ActiveConnect is a web-based system which allows users to search the catalogue, and interact with the resource centre
- Full search facilities, including the ability to search within results
- Information retrieval improved through the simultaneous searching of analytical entries
- Users can see the current status of an item
- Electronic resources catalogued in the system, as well as those linked to records can be opened by users directly from the OPAC system
- Self-service option available to users (either forms-based login or Active Directory integration) in order to reserve items, view their current loans (and renew them, if allowed), view the status of their reservations (and cancel them, if allowed), as well as rate and comment items in order to build up an institutional repository of information based on Web 2.0 principals
- ActiveConnect is a full portal/content management system (CMS), allowing the resource centre to build an information/knowledge portal for its users, complete with documents, links, events, news etc

Media Title		Туре	Bub Date	Location	Status		
36 📄 Big book of bending cards, The : Foundation Phase		Educational Suppor	rt 2001	ES 372.6 POL	IN		
37 Care for us and accept us		Books	2002	362.1969792 30H	IN		
38 🔲 Career choices : how you can help your child		pic	1993	TR 371.4 GOR	IN		
39 🔲 Career guide		Books	2007.	331.702 WAL	IN		
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41 🔲 Career guide		Books	2007.	331.702 WAL	IN		
42 📄 Career guide		Books	2007.	331.702 WAL	IN		
43 📄 Career guide		Books	2007.	331.702 WAL	IN		
44 📗 Caribbean Isles		Non Fiction	1976	508.729 WOO	IN		
45 📄 Carl Orff : Carmina Burana [CD]		A-V Library	1996	A-V LIBRARY	IN		
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47 Carpet people, The		S/	AJLIS 2007/2	2008: Vol 74; Iss	ue 2	ence,	More Details
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ADDITIONAL OPTIONS

- Fingerprint recognition module an add-on to Libwin, to enable to replacement of membership cards with state-of-the-art fingerprint recognition technology
- Document digitisation module scan documents from a document scanner, and have them named, stored, and a basic catalogue record created for them automatically
- SharePoint Services for Libwin Professional integrate your OPAC system, including self-service options, and current awareness directly into your organisation's SharePoint 2010 site through the use of the eight different web parts included in this package
- Libwin RSS is a companion product which intergrates directly into Libwin, providing a source of bibliographic information as one catalogues.

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GENERAL INFORMATION



Library Automation & Management Software for the Future

USER SUPPORT & PRODUCT ENHANCEMENTS

User support and product enhancements are managed by means of an annual Support & Enhancement Contract. This contract entitles the user to unlimited telephonic, facsimile and e-mail support during office hours (08h00 to 17h00 +02h00 GMT), as well as all upgrades (be they minor or major), if any, released within the contract year.

TRAINING

Training is provided through the provision of indepth documentation for the software, including a "getting-started" type manual, with step-by-step instructions for new users.

Training is also provided through the presentation of a three-tiered structured training programme. Training is currently offered at Libwin Library Systems' offices in Johannesburg on a monthly basis, as well as in venues in Cape Town, Durban and Gaborone on a regular basis.

DATA CONVERSIONS

Data conversions are offered as a value-added service from the majority of existing systems. Data conversions are not billed out according to the system or type of file being converted from, nor the number of records being converted, but at a flat rate.

IMPORTATION FROM SCHOOL ADMINISTRATION SYSTEMS

Borrowers can be imported directly into Libwin from school administration systems once a comma-delimited file is produced from the administration system. Should this not be possible, users can send their administration system data, and their Libwin database to Libwin Library Systems who will attempt to assist in this regard.

COMPANY CONTACT DETAILS

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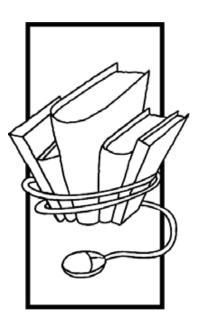
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Libwin Library Systems

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