



Libwin
Library Systems



LIBWIN LIBRARY SYSTEMS STRUCTURED TRAINING PROGRAMME CRITICAL OUTCOMES

CRITICAL OUTCOMES – BEGINNERS COURSE

On completion of the course, the delegate will be able to –

- Navigate within Libwin
- Add media items (cataloguing)
- Add duplicate media items (single and multiple) (copy-cataloguing)
- Print barcode labels and spine labels for media items
- Perform simple editing on media records
- Add members/patrons/borrowers
- Setup basic class settings
- Print borrower cards
- Perform simple editing on borrower records
- Use issuedesk (issue/return/renew/reserve)
- Make data backups to stiffy disk/CD/path
- Download and apply programme updates

CRITICAL OUTCOMES – INTERMEDIATE COURSE

On completion of the course, the delegate will be able to –

- Use quick find to search for media items
- Sort media items
- Withdraw media items
- Retrieve withdrawn media items
- Perform drop-down and authority list maintenance (advanced editing)
- Use quick find to search for members/patrons/borrowers
- Sort members/patrons/borrowers
- Setup and maintain advanced class settings
- Setup and maintain borrower limits
- Sort members/patrons/borrowers
- Promote borrowers from one class to another (Borrower Class Upgrader)
- Setup and maintain fines
- Print reports using all data
- Print reports using current selection
- Print reports using a date range
- Setup and maintain media auto-number ranges
- Setup and maintain member/patron/borrower auto-number ranges
- Setup and maintain holiday settings
- Perform a stock take / inventory

CRITICAL OUTCOMES – ADVANCED COURSE

On completion of the course, the delegate will be able to –

Perform journal management
Add analytical entries / index journals
Search for media items using the advanced search
Design reports
Perform order management
Setup and maintain an OPAC system (ActiveConnect)

PLEASE NOTE :

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This document serves merely as a guideline, and the trainer who is training the applicable course may, at his or her sole discretion modify the outcomes of the course, and hence its contents, without prior notice.*