



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)
- Add media items using LibwinRSS
- 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- Retrieve withdrawn media items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 issuedesk profiles
- 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 auto-number ranges (media, borrower & orders)
- 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 –

- Catalogue electronic resources – linked resources
- Create a digital repository of resources
- Perform journal management
- Add analytical entries / index journals
- Search for media items using the advanced search
- Design reports
- Perform acquisition management
- Setup and maintain an OPAC system (ActiveConnect)

CRITICAL OUTCOMES – TEXTBOOK MANAGEMENT COURSE

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

- Navigate within Libwin
- Navigate within the Textbook Management module
- Explain the difference between title and item records
- Add title records
- Add items / copies
- Edit title records
- Edit item / copy records
- Print barcode labels for textbook items
- Add members/patrons/borrowers
- Use issuedesk (issue/return)
- Withdraw textbook items
- Retrieve withdrawn textbook items
- Print textbook reports
- Perform a textbook stocktake / inventory
- Make data backups to stiffy disk/CD/path
- Download and apply programme updates

CRITICAL OUTCOMES – LIBWIN FOR IT PROFESSIONALS COURSE

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

- Describe the architecture for –
 - Libwin Standard – standalone installation
 - Libwin Standard – multi-user installation
 - Libwin Standard with ActiveConnect
 - Libwin Professional
 - Libwin Professional with ActiveConnect
- Successfully install –
 - Libwin Standard – standalone installation
 - Libwin Standard – multi-user installation
 - Libwin Standard with ActiveConnect
- Understand basic Microsoft® SQL Server concepts –
 - Instances
 - Authentication
 - Connection strings

Perform basic functions on Microsoft® SQL Server –
Install Microsoft® SQL Server Express
Attach a database
Create SQL Server Logins
Create Database Users
Successfully install –
Libwin Professional
Libwin Professional with ActiveConnect
Understand basic Microsoft® SQL Server concepts –
Disaster recovery / backing up
Perform basic functions on Microsoft® SQL Server –
Backup a database
Restore a database

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