

Libresoft Librarian Student Guide

A guide for students and parents/carers on how to log in and use your school's Libresoft Librarian system.

Find out more:

- What is Libresoft Librarian?
- How to log into Librarian
- The Librarian Student Dashboard
- View the Catalogue
- Reserve a book
- Write a review
- View featured books
- View loans and reservations
- Log out of Librarian

What is Libresoft Librarian?

Libresoft Librarian is a software programme used to manage the school library and loan library books. From the comfort of your own home, **view the library catalogue, reserve books, check your loans and write book reviews!**

Log into Librarian

Libresoft Librarian is **web based**. It can be accessed from any computer or device (like an iPad) using a modern internet browser such as Google Chrome.

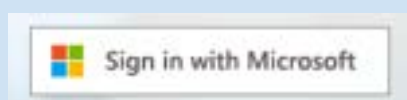


To get started, you'll need:

- The **unique web address (URL)** for your school's library site.
- Your **barcode and password**. Your school librarian (or teacher) can give you these.

Tips!

- Your school may have put a library link on their website. If not, ask your school librarian/teacher for the unique URL.
- If you see a **Google Single Sign On** or **Microsoft Single Sign On** button on the Home screen, you can log in using one of these options instead!



To log in:

- **Enter the URL** in your browser address bar. You'll see the Librarian **Home screen**.
- Under **Student/Staff Login**, type in your barcode. Then press **Enter**.
- On the **Enter Your Password** popup box, enter your password. Press **Enter** or click **Submit**.
- You are logged in!

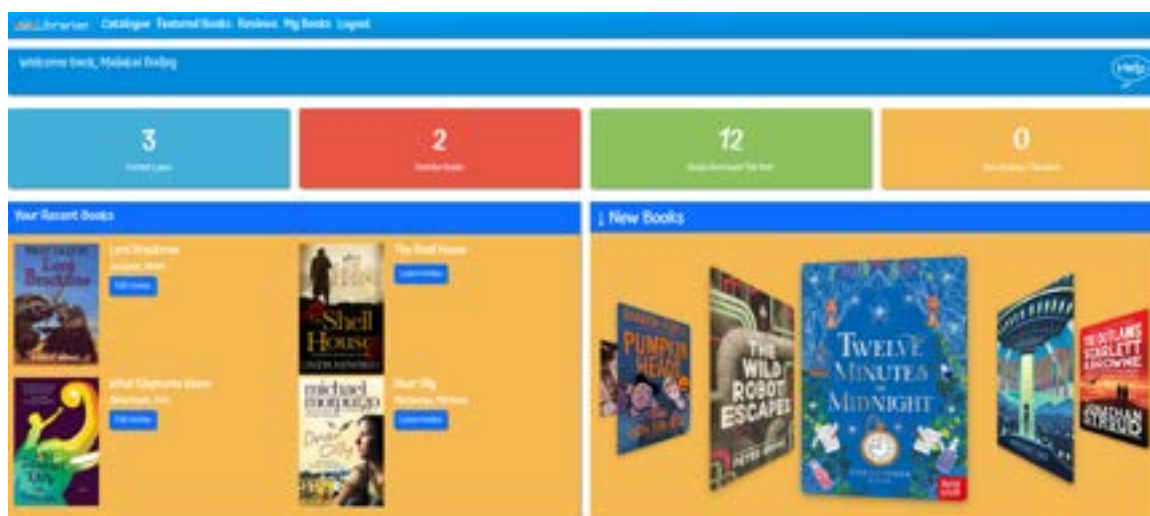


Tip!

If your login details were emailed to you from Librosoft Librarian, you will be asked to change your password when you first log in.

The Librarian Student Dashboard

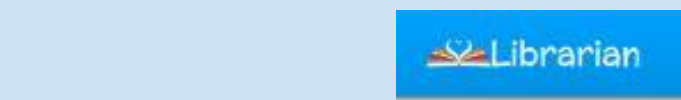
The first screen you'll see when you are logged in is the **Dashboard**.



Dashboard features include:





- The **menu bar** – view the **Catalogue, Featured Books, Reviews** and **'My books'**.
- The **quick link buttons** – A snapshot of your loans and reviews.
- **Your Recent Books** – the last few books you've borrowed.
- The **carousel** – can be set to show different information, including new books and most popular books.

- To go back to the Dashboard, simply select the **Librarian logo** in the menu bar!
- Select the **Help** bubble to see a Welcome video and Help Guides.



View the Catalogue

Select **Catalogue** to see all the books in the school library. The **Status** column shows whether the book is **available**, **on loan**, **reserved** or a **reference book**.

| Image | Title | Author | ISBN | Class | Genre | Status | Location | Language | Level | Action |
|---|-------------------------------------|-------------------|---------------|---------|----------------|-----------|----------|----------|-------|-----------------------------|
|  | Zorro: Starburst And The Big White | Durban, Sarah | 9781771000000 | Grade 4 | Action Fiction | Available | Library | English | | Book Action |
|  | Zorro: The Legend | Wong, Dennis | 9781771000000 | Grade 4 | Action Fiction | Available | Library | English | | Book Action |
|  | Zorro: The Boss Of The West | Waters, Catherine | 9781771000000 | Grade 4 | Action Fiction | Available | Library | English | | Book Action |
|  | No Cart Take An Elephant On Holiday | Cleveland, Paul | 9781771000000 | Grade 4 | Picture Book | Available | Library | English | | Book Action |

Filter the view to only show books you are interested in. You can also search for books using the **Search** bar or an **Advanced Search**.



Reserve a book

From the **Catalogue**:

- Find the book you are after.
- **Select Action > Reserve Book.**
- On the **Reserve book** popup, select **Confirm.**
- The librarian will be notified of your reservation.



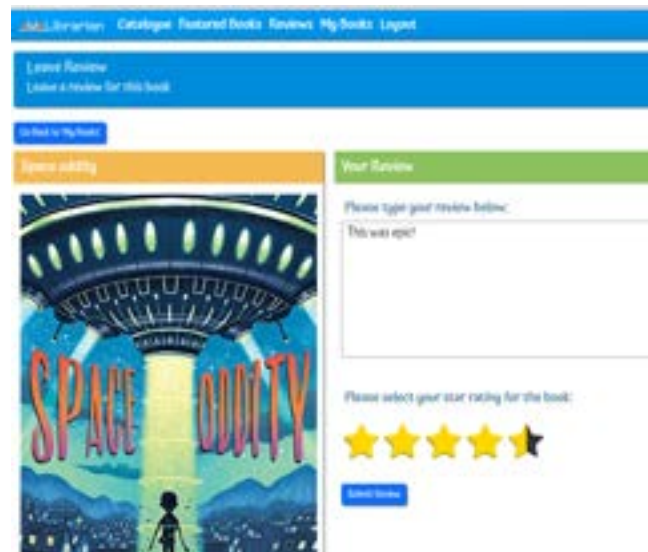
Tips!

- You can reserve books already on loan.
- The librarian sets the maximum number of reservations. If you cannot reserve a book, you may have reached the limit!

Write a review

From the **Catalogue**:

- Find the book.
- **Select Action > Review Book.** This opens up the **Leave Review** screen.
- Type a review and leave a star rating. When you are done, select **Submit Review.**



The librarian checks reviews before they are published. Select **Reviews** in the menu bar to see your reviews and those of other library users. Only approved reviews are seen by everyone.



Tip!

You can also review your recent books from the **Dashboard** or **My Books.**

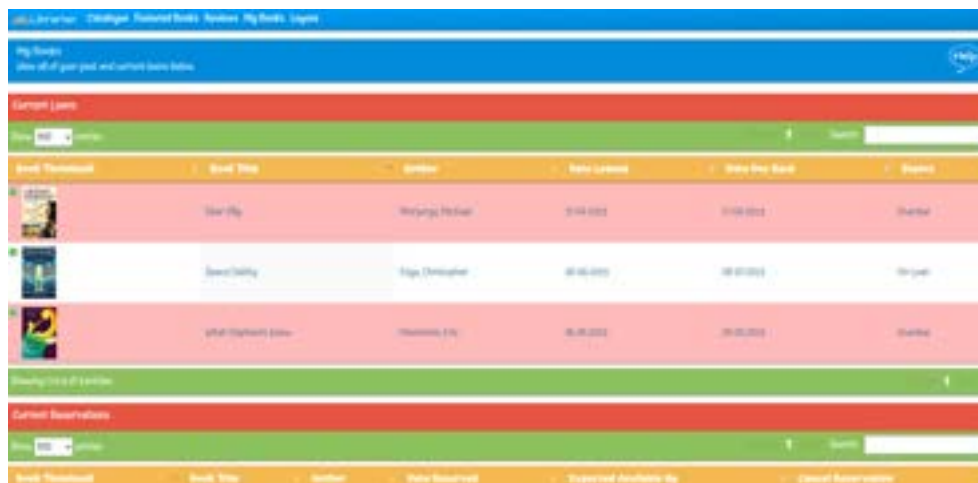
View Featured Books

Select **Featured Books** to see books your librarian recommends.



View loans and reservations

Select **My Books** in the menu bar to see your **current loans**, **reservations** and **past loans**.



From this screen you can also **cancel book reservations** and **leave book reviews**. You may be able to **renew your loans** if your librarian has turned on this setting.

Log out of Librarian

When you have finished looking at books, click **Logout** on the menu bar. See you again soon!

Last updated: June 2023