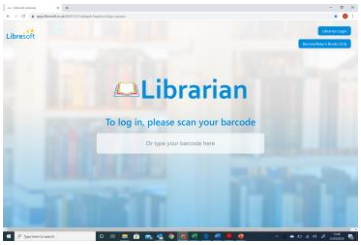
How to use the Librarian System

You can access this system using most devices as long as they have access to the internet.



Access the Librarian System with the following URL (cut and paste into the address on your browser):

https://apps.libresoft.co.uk/8603132-ka6agoh1epp6uvv5jejy-yspcps/

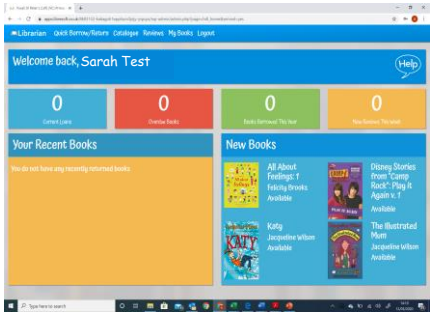
Sarah Test – LL00000

Each student has a barcode similar to this one and should be found in their reading record.

To login scan barcode or type in the LL number into the white box in the screen eg LL00000

Each student has a password which is made up of 711ch and then the first 2 letters of their first name and surname.
i.e Sarah Test's password:

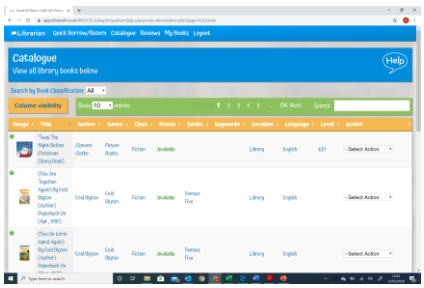
711chSaTe



Here is the DASHBOARD.
Click on the Librarian logo in the top left hand corner at any point to return to this dashboard.
On the dashboard you can see:

- New books that have been added to the library
- Which books you have recently borrowed
- Number of books you currently have on loan
- Number of books you have that are overdue
- Number of books that you have borrowed this school year
- New book reviews this week

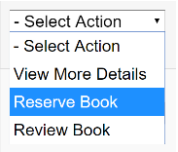
How to reserve a book:



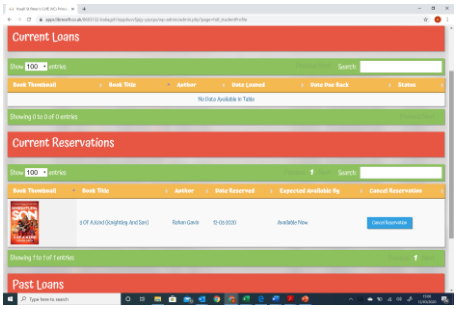
Go to the Catalogue on the top menu. This will bring up the catalogue of all of the books in the library.

- If you know the title or author then use the search on the right hand side of the screen Search:
- If you are looking for a book for your reading level (KS1, Lower KS2 or Upper KS2, this levels can also be typed into the search box.
- If you would like to change the columns that you see on the screen then if you click the column visibility button, you can remove or add columns of information. Column visibility

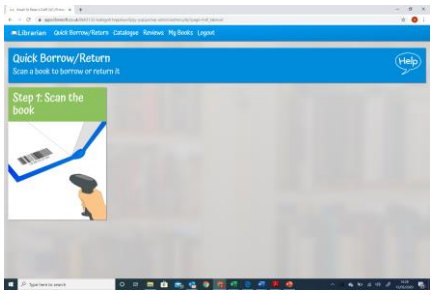
Once you have found the book you want to reserve click on the - Select Action button and a drop down list will appear. Select Reserve Book



A summary will appear on screen – click the confirm button and this will now be visible in your reservations.



How to view your RESERVATIONS, CURRENT LOANS and PAST LOANS.
From the DASHBOARD – click on My Books on the top menu
From this screen you can review the status of all the books that you have borrowed or reserved.
If you have reserved a book, but don't wish to borrow it – then you can cancel that reservation here.

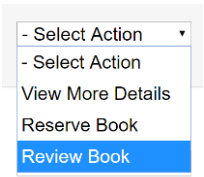


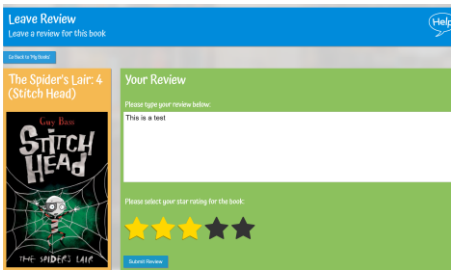
To borrow or return a book – from the DASHBOARD click on the Quick Borrow/Return button on the menu at the top.
This will take you to the Quick Borrow/Return screen.
Follow the steps on screen -

Step 1: Scan the book Step 2: Scan Person

Write a book Review:
From the DASHBOARD click on the Catalogue the top menu.

Find the book that you wish to review
From the drop down list on the right of the screen select 'Review Book'





This will then take you to the Leave Review screen.
Type in the review and select the star rating for the book and then click at the bottom of the screen. This will then be sent to your class teacher to be approved. Once approved it will appear on your 'Reviews' screen.