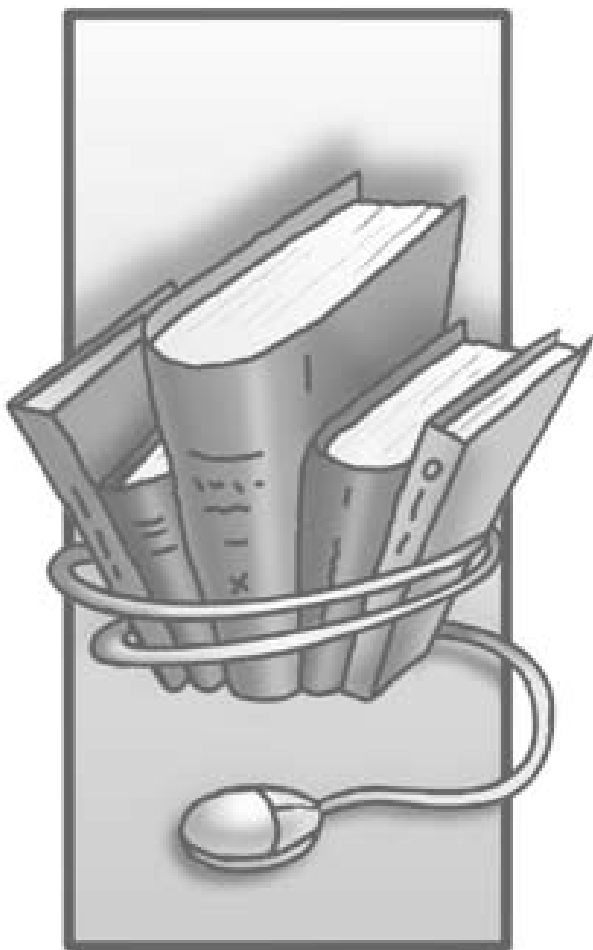


*Libwin*  
Library Systems

Libwin **2002**

# Libwin 2002



**Library  
Automation  
&  
Management  
Software**  
*for the Future*

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### Main Features of Libwin

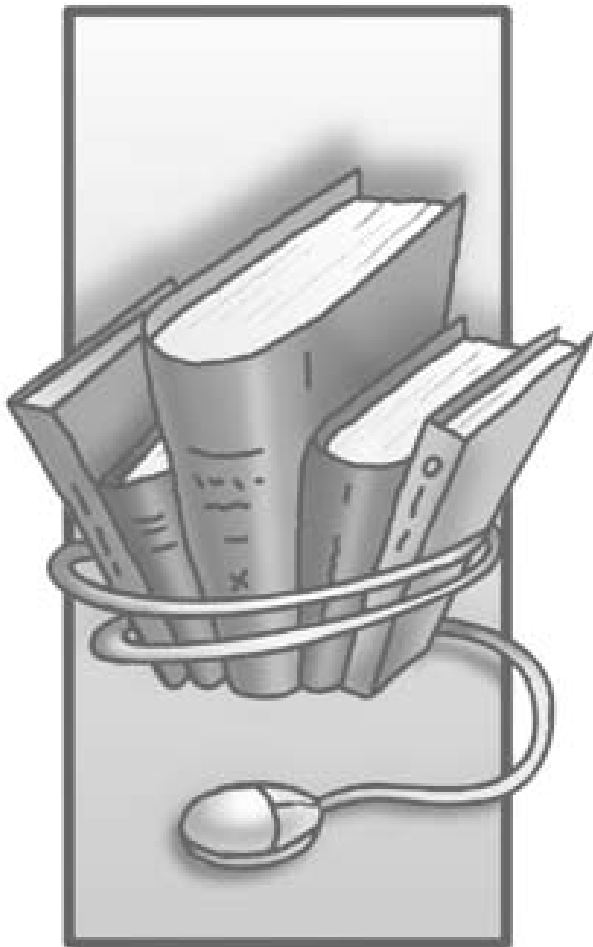
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### Library Automation & Management Software Checklist

# 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 350 school, college, corporate and specialised libraries world-wide.

## COMPANY BACKGROUND - LIBWIN LIBRARY SYSTEMS

Libwin was originally written in 1994 after Roedean School in Johannesburg approached Finfo Software Development (Pty) Ltd to source a library automation software system for them. After indepth investigation, Finfo Software Development (Pty) Ltd was unable to recommend any single software system to Roedean. Roedean then commissioned Finfo Software Development (Pty) Ltd to write them a programme.

Finfo Software Development (Pty) Ltd continued as the developers, marketers and supporters of the Libwin (Libraries in Windows) software package until March 1996, when Libwin Library Systems CC was incorporated.

In early 1997, Libwin Library Systems CC released Libwin 97 - the second major release of Libwin. Libwin 97 encompassed vast technical improvements and features requested by the users of the software.

1999 saw the release of the next major rewrite - Libwin 2000. Libwin 2000 was the first 32-bit version of Libwin, and was also the first to be written in Borland Delphi. Improved functionality, better networking and a report designer were just some of the benefits Libwin users got to enjoy.

In August 1999, the Finfo Group was bought-out by a listed company. Due to the listed company's product focus (being accounting), Libwin Library Systems did not form part of the purchase. Ms M Bell then acquired a 100% interest in Libwin Library Systems.

In January 2000, ActiveConnect was added to Libwin Library Systems' stable of products as an OPAC (Online Public Access Catalogue), which, from a technological point, is superior to most available OPAC systems.

Libwin Library Systems is also a distributor for InVircible Anti-Virus Software as well as an Educational Reseller for Microsoft®. Libwin Library Systems also has an inhouse qualified Microsoft® Certified Professional (Analysing Requirements & Defining Solutions Architectures) and a Microsoft® Licensing & Sales Specialist to aid in the support of our clients.

After six years of ongoing software development, and in line with Libwin Library Systems' policy of continued product development and enhancement, Libwin 2002 was developed. Libwin 2002 offers more stability, greater speed, and soon a networking model in line with that of the Microsoft® .NET strategy.

## **WHO USES LIBWIN ?**

Amongst over 370 libraries world-wide...

## **COLLEGE CLIENTS**

Motheo College - 2 Campuses  
College of Cape Town  
Escuela Superior de Alta Gestion de Hotel S.A. (Swiss Hotel School) - Spain  
Tshwane North College - 3 Campuses  
False Bay College - 2 Campuses  
De Montfort University - South Africa & Malaysia  
PE College - 4 Campuses  
Ann Latsky Nursing College  
SG Lourens Nursing College  
International College of Bible and Missions  
Catholic Bible College  
Cornerstone Christian College

## **CORPORATE/SPECIALISED LIBRARY CLIENTS**

Automobile Association of South Africa  
Cape Metropolitan Council (2 sites)  
Caware Sdn Bhd - Malaysia  
Cement & Concrete Institute  
Department of Correctional Services  
Grintek Communication Systems  
Special Investigations Unit  
Long Island Alzheimer's Foundation - USA  
Limpopo Legislature  
Limpopo Premier's Procurement Section  
Oceanographic Research Institute  
Ogilvy & Mather  
Planned Parenthood Association of South Africa  
De Beers - Botswana (Debswana)  
Telkom SA  
Unifoods  
De Beers - Namibia (Namdeb)  
Glenrand MIB  
Botswana National Productivity Centre  
Gauteng Department of Education (5 Sites)  
Baragwaneth Reproductive Health Research Unit  
Stellenbosch University (1 Department)  
UNISA - ISHS  
TRALAC - Stellenbosch University  
Winterberg School Trust  
Chabad House (Johannesburg & Cape Town)  
Office of the Attorney General - Namibia  
Diakonia Council of Churches  
Eskom Information Centre - Pretoria  
Huis der Nederlanden  
Institute of Hotel & Tourism Management

## **SCHOOL CLIENTS**

Afrikaans Hoër Meisieskool  
Michaelhouse  
Pretoria Boys High School  
Pretoria High School for Girls  
Pretoria Technical High School  
Redhill Pre-Prep School  
Roedean School SA (Senior & Junior)  
St Joan of Arc Parish - USA  
St John's Pre-Prep School  
Acacia School - Botswana  
Simba School - Zambia  
St Andrew's Preparatory, College & DSG (Grahamstown)  
Laerskool Jan Celliers  
Auckland Park Prep School  
Saheti School & Pre-Primary School  
St Anne's Diocesan College  
St John's DSG  
United Herzlia Schools (3 sites)  
Cornerstone College  
Bridge House  
St Thomas Aquinas School (Witbank)  
Kingsmead Junior School & College  
Rustenburg High School for Girls  
Waterkloof House Preparatory  
Assumption Convent  
Beaulieu College  
Deutscher Schulverein Kapstadt  
Enjabulweni Primary School & High School - Swaziland  
Clifton Preparatory School  
Ixopo Primary & High School  
Longmarket Girls Junior & Senior Schools  
Merchiston Preparatory School

## **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 renewals). 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**

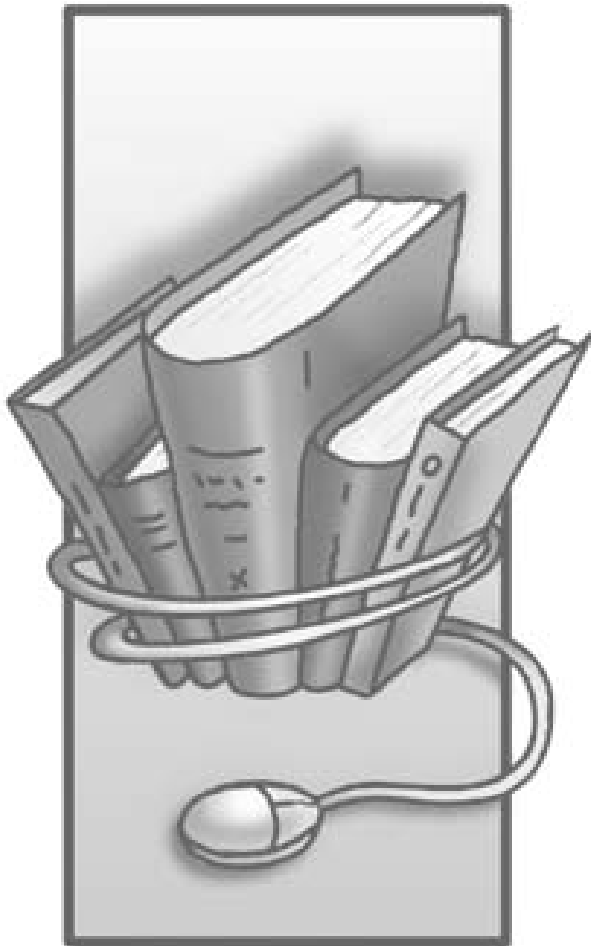
**NO additional software**

**NO modularisation**

**NO limit on quantity of items\***

\*Libwin Lite Excluded

# MAIN FEATURES OF *LIBWIN*



**Library  
Automation  
&  
Management  
Software**  
*for the Future*

## MAIN FEATURES

- Y2K Compliant
- 32-Bit Application
- Network Compatible
- Industry Standard Database (MS Access 2002/MSDE/SQL Server)
- The ability to enter an unlimited number of media and borrowers (Libwin Lite excluded)
- IssueDesk
- Barcode Facility
- Customisable Fields
- Fines
- Global Updates
- Authority Lists
- Security
- Subscriptions/Journal Module
- Orders Module
- Inventory/Stock Take
- Report Designer
- Backup Utility

## OPTIONAL EXTRAS

- ActiveConnect (OPAC)
- Network Licence

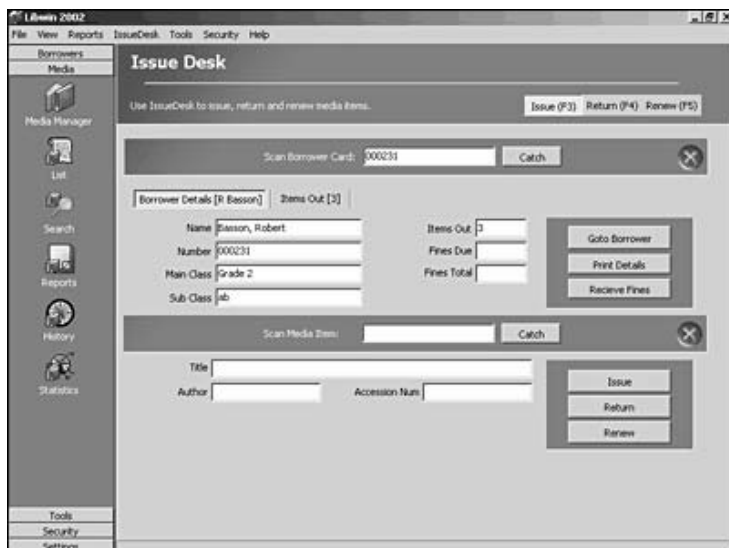
## ISSUEDesk

Libwin uses a barcode system to issue, return and renew books. Libwin prints out a unique barcode for each media item and borrower.

To issue, return or renew an item, a user simply needs to scan or type the borrower number and then the book number.

The user will be able to see immediately if a book is out, who it is out with, and when it is due to be returned. The user can also see which books a borrower has at any given time.

Libwin keeps track of the number of times a book is issued and the number of items which a borrower borrows.



**Libwin's Issuedesk Module**

## BARCODES

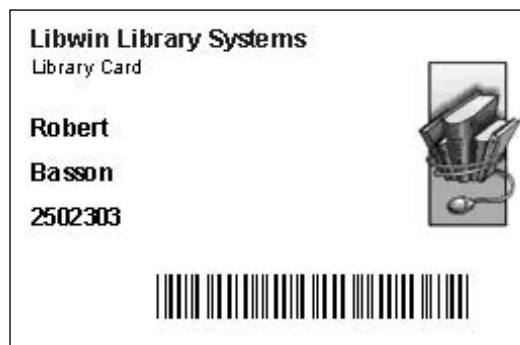
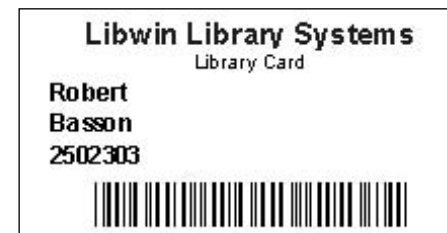
Libwin generates unique barcodes for all media items and borrower cards and prints them on standard mailing labels and on a standard inkjet, bubble jet or laser-jet printer.

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



**Media Barcode Label**

**Plain Borrower Card**



**Fancy Borrower Card**

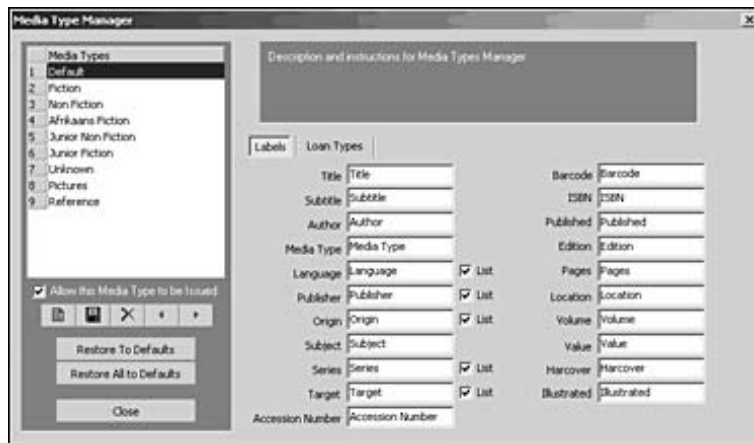
## CUSTOMISABLE FIELDS

Libwin caters for an unlimited number of media types (books, videos, hardware, software., CD's...etc) The user can create more media types to suit the specific requirements of the library.

Each of these media types can have customised fields. For example the media type 'videos', may have a field 'minutes'. This field would not be relevant to a book, and this may be replaced by the field 'pages'.

Furthermore, the user can also change the field captions in the borrowers section, according to his/her needs.

This function also allows a user to change the language in which the field names are displayed.

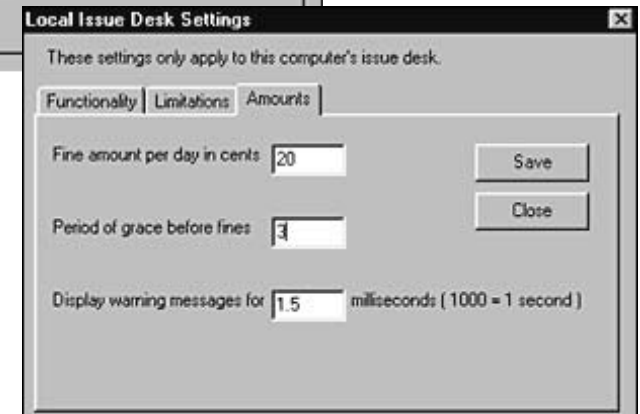
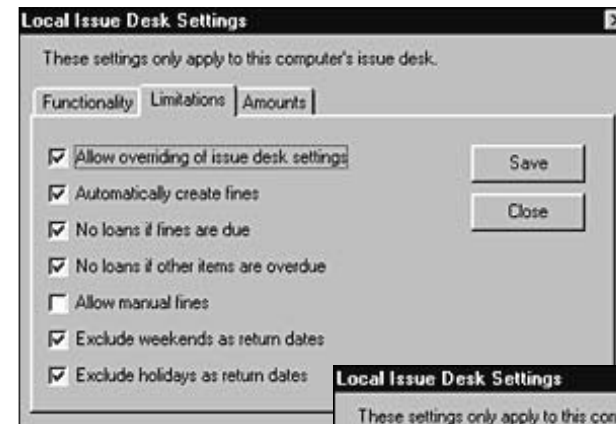


## FINES

Libwin has an automatic fining system which can be turned on or off at any time.

The user can set-up whether fines are created, the fine amount and whether other items are allowed out if fines are due or if items are allowed out when other items are due back. These settings can be overwritten by the user if there are exceptions.

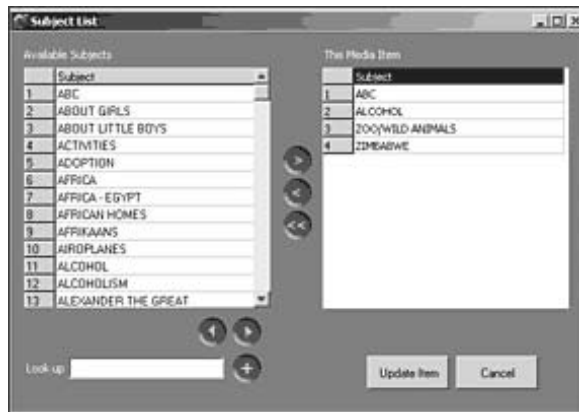
Libwin keeps a record of the fines that a person is due to pay, as well as the fines that he/she has paid. These records can be cleared if and when the user wishes to.



## AUTHORITY LISTS

Libwin makes use of authority lists to minimise spelling errors during data capture and increase the speed of data capturing.

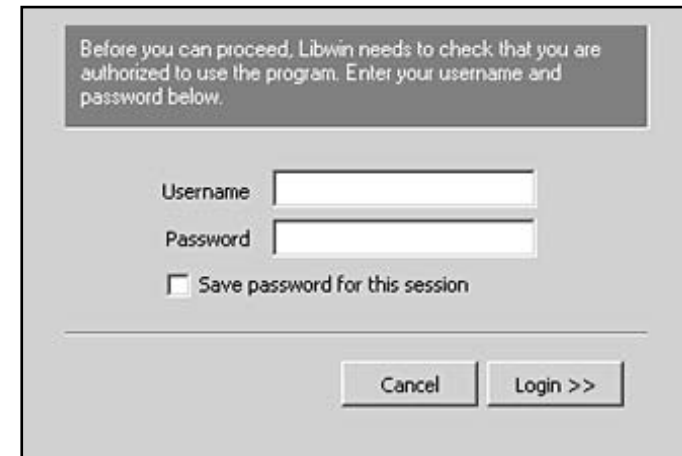
Libwin uses authority lists for subjects, authors, publishers, targets, languages and series and places of publication.



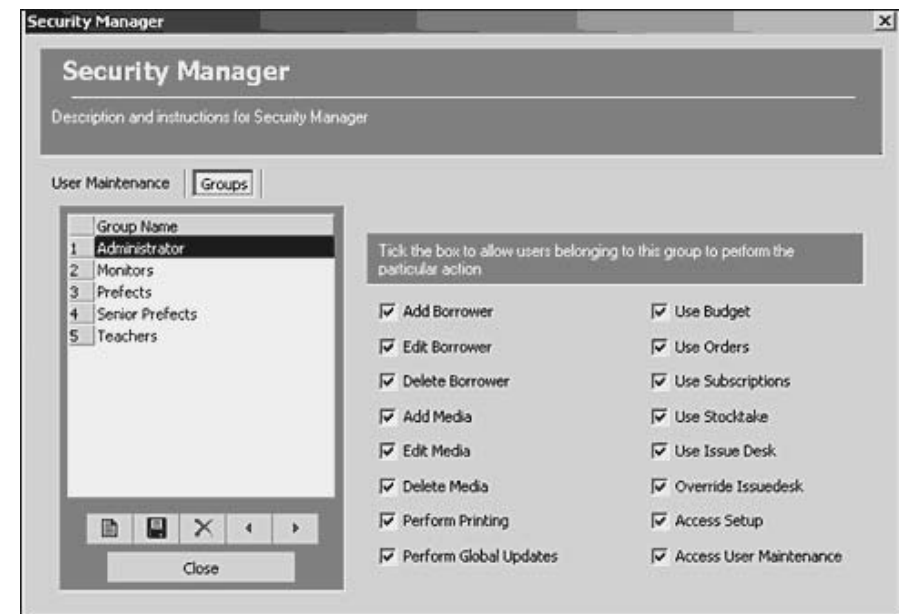
## SECURITY

Before being allowed into Libwin 2002 one is prompted to give a user name and a password. If you are unable to do so within three attempts you will not be able to use Libwin 2002.

Unlimited users can be created, each with their own user name and password. Different users may be given different rights to different aspects of Libwin 2002, depending on their user level.



**Logging on to Libwin 2002**



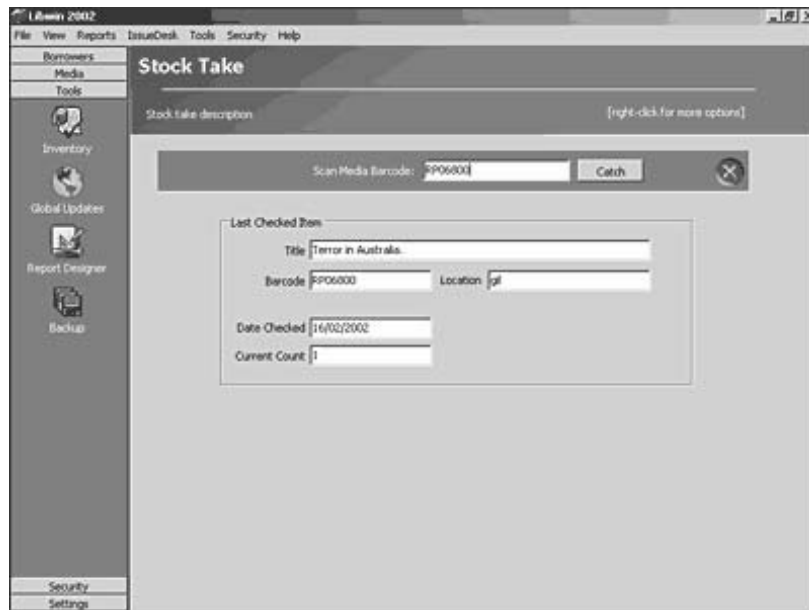
**Libwin 2002's Security Manager**

## INVENTORY / STOCK-TAKE

The built-in inventory module uses the barcode scanner to keep track of the physical inventory of your library. Once inventory has been taken, Libwin will print reports detailing the missing and checked stock.

Missing items can automatically be withdrawn and marked as missing.

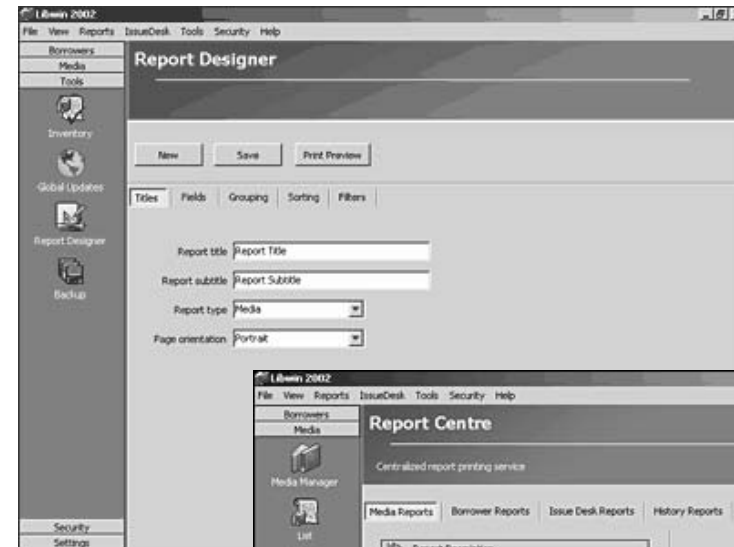
If the user does not have a barcode scanner, they will simply be able to type in the media item's barcode number.



## REPORTS

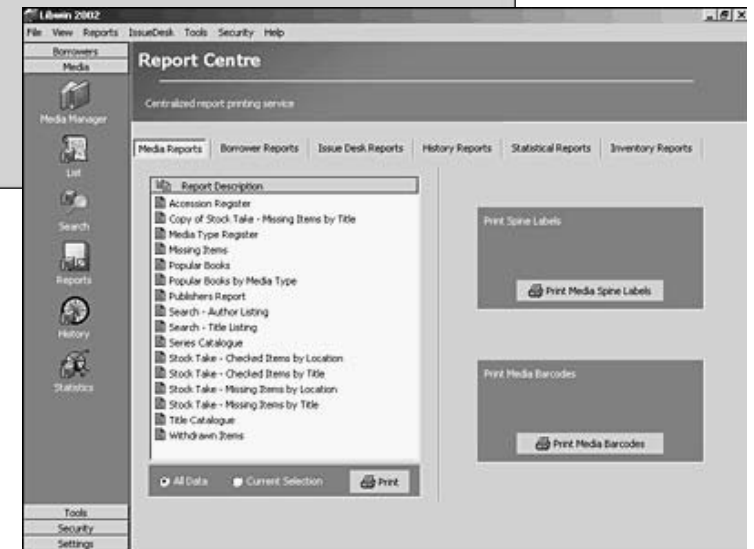
Although Libwin comes with a number of built in reports, users also have the opportunity to create their own, or edit existing reports with Libwin's built in report designer.

Reports are available, or can be designed for Media, Borrowers and Issue Desk (loans and returns, books out).



**Libwin 2002's  
Report  
Designer**

**Libwin 2002's  
Report  
Centre, from  
which all  
reports are  
printed**



## BACKUP

Libwin 2002 has a built-in backup utility, thus eliminating the need for users to learn how to use external backup programmes.

The backup utility will show the last backup performed, the size of the database, and how many stiffy disks are required to backup the data.

Libwin's backup utility also has a verify utility, which checks the backup once complete and compares it with the original database, thus ensuring that the backup is correct.

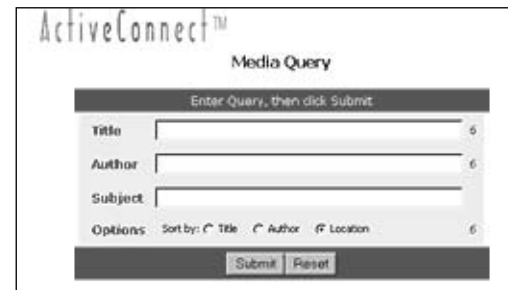
Should it be necessary to restore the database due to a system crash, or any other reason, this can be done through the backup utility's restore function.



## ACTIVECONNECT (ONLINE PUBLIC ACCESS CATALOGUE)

ActiveConnect can be run on a small library network, or between branches throughout the country for corporate clients, or even on the internet. No separate installation on each computer is necessary, so implementation of ActiveConnect on any size network or intranet is easy.

ActiveConnect runs on Microsoft® Windows 95/98/ME/NT/2000/XP with Internet Explorer 4 or higher, and can be customised with the logo of your school or company.



**Search page with simple options only**

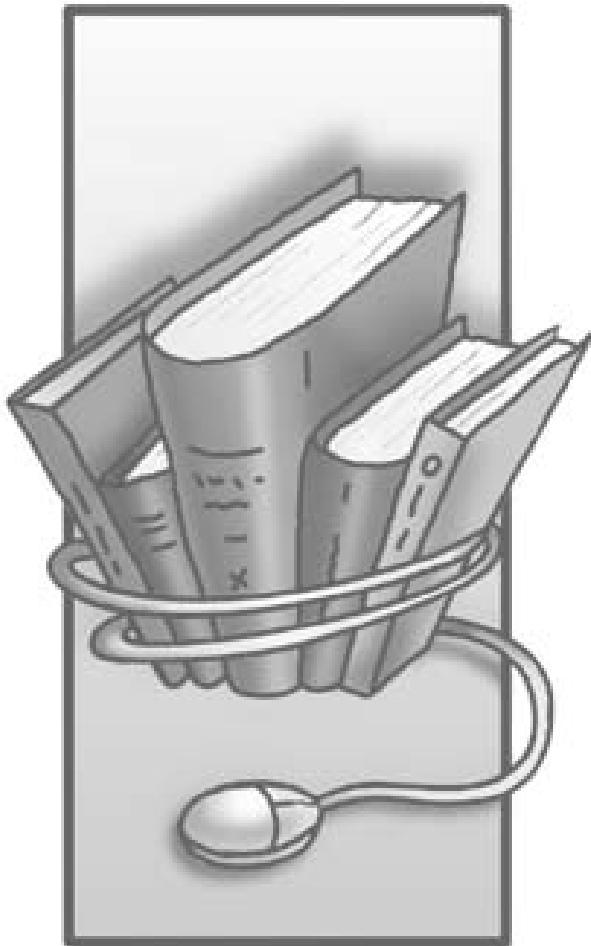


**Search page with advanced options**

Title	Author	Shelf Location
EUROPEAN CUP BASKET BALL		
GREEK GODS / PRIZZI'S HONOUR		
ARGONAUTS (GREEK ADVENTURERS)		
GREEKS		
GREEK MYTHS FOR YOUNG CHILDREN	WILLIAMS M	
ORCHARD BOOK OF GREEK MYTHS	MCCAUGHREAN G	
TWINS IN GREECE		
Greek Verse	TRYDIANIS C.	

**Easy to view, print and sort results page**

# 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.

In the future, training will also be provided through the presentation of a three-tiered structured training programme. Users can also certify themselves on the three levels through the completion of computer-based examinations.

## **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.

## SYSTEM REQUIREMENTS

### LIBWIN 2002 STANDARD (MS ACCESS DATABASE)

#### STANDALONE SYSTEM

1 - 5000 media items	Minimum :	Pentium II 500Mhz 64Mb RAM MS Windows 95/98/ME/NT
	Recommended :	Pentium III 600Mhz 256Mb RAM MS Windows 2000/XP
5000+ media items	Minimum :	Pentium III 600Mhz 128Mb RAM MS Windows 95/98/ME/NT
	Recommended :	Pentium III 1Ghz 256Mb RAM MS Windows 2000/XP

#### NETWORKED SYSTEM

Server	Minimum :	Pentium III 600Mhz 256Mb RAM MS Windows 2000/XP 100MBit Network
	Recommended :	Pentium III 1Ghz 512Mb RAM MS Windows 2000/XP 100MBit Network
Clients	Minimum :	Pentium II 500Mhz 64Mb RAM MS Windows 95/98/ME/NT 100MBit Network

Recommended : Pentium III 600Mhz  
256Mb RAM  
MS Windows 2000/XP  
100MBit Network

**Libwin 2002 Standard should not have more than 5 client machines running at the same time**

### LIBWIN 2002 PROFESSIONAL (MS SQL DATABASE / MSDE)

#### NETWORKED SYSTEM

Server	Minimum :	Pentium IV 1.4Ghz 256Mb RAM MS Windows 2000/XP 100MBit Network
	Recommended :	Pentium IV 2Ghz 512Mb RAM MS Windows 2000/XP 100MBit Network
Clients	Minimum :	Pentium II 500Mhz 64Mb RAM MS Windows 95/98/ME/NT 100MBit Network
	Recommended :	Pentium III 600Mhz 256Mb RAM MS Windows 2000/XP 100MBit Network

## ACTIVECONNECT (ALL VERSIONS)

Server	Minimum :	Pentium III 600Mhz 256Mb RAM MS Windows 98/NT 100MBit Network
	Recommended :	Pentium III 1Ghz 512Mb RAM MS Windows 2000/XP (using PWS) MS Windows Server (using IIS) 100MBit Network
Clients	Minimum :	Pentium 233MMX 32Mb RAM MS Windows 95/98/ME/NT/2000/XP 100MBit Network
	Recommended :	Pentium II 500Mhz 64Mb RAM MS Windows 95/98/ME/NT/2000/XP 100MBit Network

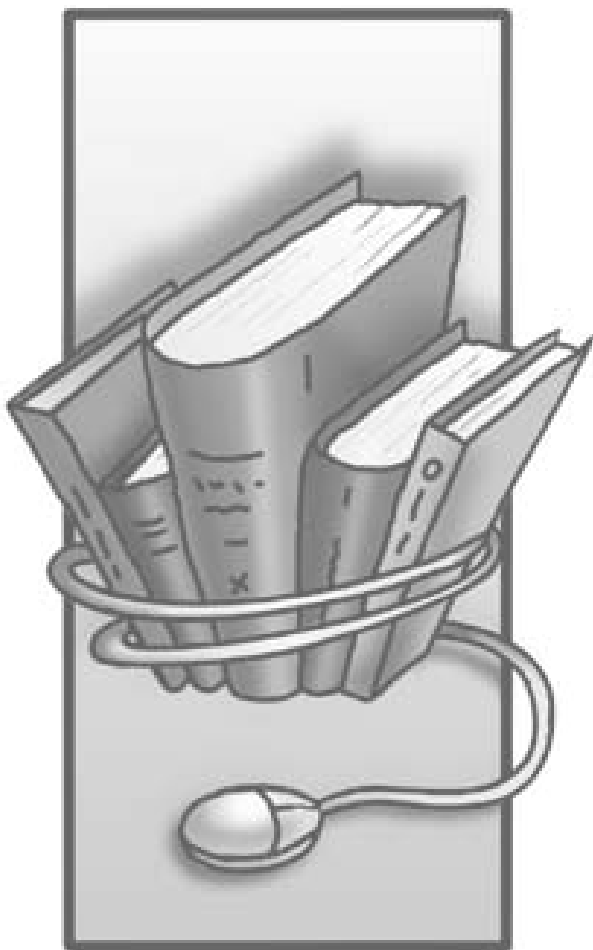
Clients must have MS Internet Explorer 4.0 or above installed

**PLEASE NOTE : THIS DOCUMENT IS INTENDED TO BE A GUIDE ONLY, AND DOES NOT CONSITUTE ANY GUARANTEE WHATSOEVER WITH REGARDS TO, AMONGST OTHERS, PERFORMANCE AND STABILITY.**

## COMPANY CONTACT DETAILS

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Facsimile :	(011) 615 2361 +27 (0) 11 615 2361 (International)
Cellphone (Margi) :	082 905 3935 +27 (0) 82 905 3935 (International)
Cellphone (Robert) :	082 901 4255 +27 (0) 82 901 4255 (International)
E-mail :	info@libwin.com
Website :	<a href="http://www.libwin.com">http://www.libwin.com</a>
Postal Address :	P O Box 396 BRUMA 2026 South Africa

# LIBRARY AUTOMATION & MANAGEMENT SOFTWARE CHECKLIST



**Library  
Automation  
&  
Management  
Software**  
*for the Future*

Dear Librarian,

## WHERE TO NOW ?

Most librarians find it a daunting task comparing library automation and management software systems, and from this comparison, being able to make a decision which will prove fruitful for both the short term and long term needs and plans of the library.

This checklist is aimed at being a tool in helping you, the librarian, to fulfill this task. No libraries are identical, and thus may not even need all requirements as set out on the checklist. This prioritisation of needs and requirements is indeed an important part of the evaluation of systems.

The checklist serves as a guide in this process, and will need to be adapted to suite your specific library.

We hope that you will find a suitable system, and start to enjoy the possibilities and potential that a library automation and management software system has to offer.

Kind regards,

*The Libwin Team*

	Libwin	Other
<b>ACCESSIONING OF MEDIA ITEMS</b>		
Auto-numbering according to users' specifications	✓	
User can change field names for each media type	✓	
Create unlimited number of media types, allowing cataloguing of various forms/types of media	✓	
Use of authority lists	✓	
Select which authority lists to use, and for which media type	✓	
Add to, edit, and delete from authority lists whilst accessioning	✓	
Add unlimited number of analytical entries for an item	✓	
Unlimited number of authors	✓	
Unlimited number of subjects	✓	
Unlimited note field	✓	
Prints barcode labels	✓	
Prints spine labels	✓	
View an item's loan history	✓	
<b>BORROWERS</b>		
Auto-numbering according to users' specifications	✓	
Set number of items, and loan period	✓	
Block a borrower record completely	✓	

	Libwin	Other
Input borrower contact details	✓	
Import borrower details via comma-delimited files	✓	
View a borrower's transaction history	✓	
Print borrower cards (with barcodes)	✓	
<b>TRANSACTIONS</b>		
Transactions take place from one central point	✓	
Queued reservation facility	✓	
Available reservations displayed when transacting with a borrower	✓	
User can delete/cancel reservations	✓	
Items out viewed immediately from a borrower record	✓	
Loan status of media item viewed on item record	✓	
Late letters printed, with wording altered according to the user's needs	✓	
Overdue lists created according to users' specifications	✓	
<b>GENERAL</b>		
Unlimited number of media items/borrowers		
Data conversion from existing system (Libwin Lite excluded)	✓	
Data conversion from existing system	✓	
Network-capable	✓	

	Libwin	Other
User-definable security	✓	
Built-in Inventory System	✓	
Order Module	✓	
Subscription Module (with circulation lists)	✓	
Global Update Feature	✓	
Report Designer	✓	
Built-in Backup System, with verify and restore functions	✓	
Web-based OPAC System (Optional Extra)	✓	
Industry-standard Database	✓	
Industry-standard technology	✓	
Annual Support & Enhancement Contract	✓	
Sold as a complete package, not as a separate modules	✓	
No hidden costs	✓	
Only a MS operating system required – no further software needed	✓	
Follows the Microsoft® Windows standard	✓	
Easy to use, with logical screen layout	✓	
Affordable (Educational discount already included of 50% for schools – Pre-primary to Matric)	✓	