1. Type in <u>https://tinyurl.com/Libresoft-MCS</u> to your browser, or go to MCS school website and follow the link from the menu 'Curriculum and Learning' – 'Learning Resource Centre and Library'.

2. Log into your account using your bar code and password that was sent to your Hwb email account



3. When you log in for the first time, you will be prompted to change your password. Make sure you change it to something memorable!

must res	et your pa	sswo
For security, we rec password. Please e below.	quire you to reset you nter a new password	r
Current Password		
New Password		
Confirm Password	I	
Min 6 characte	rs Passwords Match	
Password must me following requirem	et at least 2 of the ents:	
Upper Case Lett Number	ter Lower Case Letter	
	Submit	

4. This is what your dashboard will look like. It will show your loans, overdues, books borrowed this year, new reviews and available reservations.

Librarian <sup>+</sup>	Welcome back,				
Quick Borrow/Return				r h	
Catalogue		•	•	<b>^</b>	
E Featured Books	U	U	U	U	U
Add Book	Current Loans	Overdue Books	Books Borrowed This Year	New Reviews This Week	Available Reservations
E Current Loans					
🗹 <u>Reviews</u>	Your Recent Books		↓ Featured Book	'S	
T My Books	You do not have any recently returned books				
Q Recommendations				Second and Second	
Change Password				BEARS and PAND	E CATS

5. On the left panel, the 'catalogue' section allows you to browse all the books available in the school library.

Librarian <sup>+</sup>	Catalogue View all library books below								
Quick Borrow/Return <u>Catalogue</u>	Filter Classification Filter Type All Filter	Filter Reading Lists Filter	Advanced Search						
E Featured Books	Column visibility Show 10 🗸 entries							Previous 1 2 3 4 5 363Next Search	:
Add Book	Image 🔺 Title	\$ Author	Author \$ Class	s 🖨 Genre 🗧	Status 🖨 Series	Rating & Keywords	♦ Location ♦ Group Set	¢ Language ¢ Illustrator \$ Level \$ Colour Code	\$ Action \$
La <u>Current Loans</u> C <u>Reviews</u>	James and the Giant Peach	Dahl, Roald	DAH	Magical Realism	Available	*****	Library	English	Select Action
<u>My Books</u> <u>Recommendations</u> Change Reserved	No Cover Available Fantastic Mr Fox	Dahl, Roald	DAH	Fantasy	Available		Library	English	Select Action
U <u>Unange Passwora</u>	City	Macaulay, David	MAC	Non-fiction History	Available	Roman	Library	English	Select Action
	Castle	Macaulay, David	MAC	Non-fiction History	Available	Architectur	e Library	English	Select Action
	The Lion, the Witch and the Wardrobe: Graphic Novel	Lewis, C. S.	LEW	Graphic Novel - Fantasy	Available	Picture Book	Library	English	Select Action
	Kidnapped	Stevenson, Robert Louis	STE	Historical Fiction	Available	Culloden	Library	English	Select Action

						Previous 1 2 Next Search	harry potter
Author	♦ Author Code	븆 Class 븆 Genre	🖨 Status 🖨 Serie	es 🖨 Rating 🖨 Keywords	♦ Location ♦ Group Set	♦ Language ♦ Illustrator ♦ Level ♦ Colour Code	Action
Colbert, David	COL	Film	Available		Library	English	Select Action
Colbert, David	COL	Film	Available		Library	English	Select Action
Rowling, J. K.	ROW	Fantasy	Available	Wizards Witches Magic	Library	English	Select Action
Rowling, J. K.	ROW	Fantasy	On Loan	Wizards Witches Magic	Library	English	Select Action
Rowling, J. K.	ROW	Fantasy	Available	Wizards Witches Magic	Library	English	Select Action
Rowling, J.K.	ROW	Fantasy	Available	Wizards Witches Magic	Library	English	Select Action

6. Use the top right search bar to look for particular books. You can search by name, genre, author or keyword.

7. When you have found the book you are looking for, you can use the 'Select Action' drop-down menu to view more details, reserve the book or write a review.

rer Reading Lists Iter	Advanced	l Search					
						Previous 1 2 Next Searc	h: harry potter
Author	♦ Author Code	Class 🕈 Genre	🕈 Status 🖨 Serie	es 🖨 Rating 🖨 Keywords	♣ Location ♣ Group Set	♦ Language ♦ Illustrator ♦ Level ♦ Colour Code	\$ Action \$
Colbert, David	COL	Film	Available		Library	English	Select Action
Colbert, David	COL	Film	Available		Library	English	Select Action
Rowling, J. K.	ROW	Fantasy	Available	Wizards Witches Magic	Library	English	Select Action View More Details
Rowling, J. K.	ROW	Fantasy	On Loan	Wizards Witches Magic	Library	English	Reserve Book Review Book
Rowling, J. K.	ROW	Fantasy	Available	Wizards Witches Magic	Library	English	Select Action
Rowling, J.K.	ROW	Fantasy	Available	Wizards Witches	Library	English	Select Action



Write a review

8. When you select 'Reserve Book', our librarian will locate it from the shelves and put it aside for you, ready to be collected when you visit the library next.



9. If you have chosen a book from the shelves when in school, either take the book and your library card to the front desk, or sign out on the orange paper sheet if our librarian isn't available and they will check this out later for you.

10. When you have finished your book *(loans are for 2 weeks but books can be renewed if you ask our librarian)* place it in the book returns basket located on the library front desk.

