

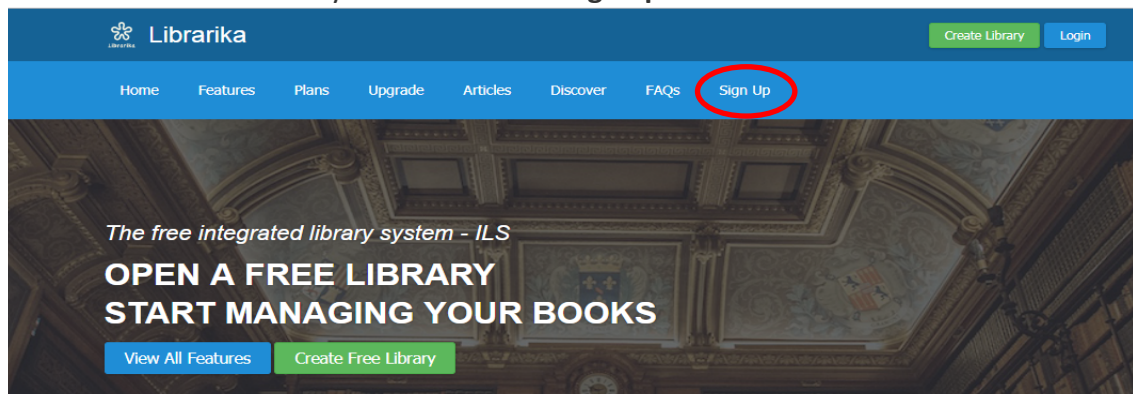
LIBRARIKA TO-USE-GUIDE FOR SIGNING OUT BOOKS

A) CTL STUDENTS & OTHER TEMPORARY LIBRARY USERS

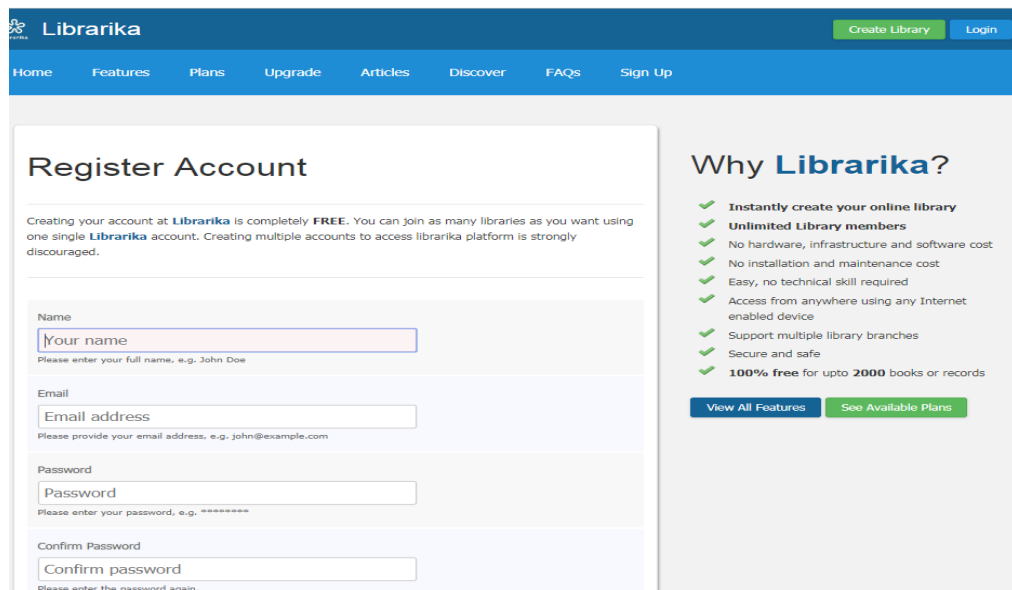
You can join the library in two different ways.

1. A CTL staff may invite or add another to the library who then becomes a member.
2. Alternatively, individuals can **sign up** their respective Librarika accounts and thereafter submit member access request to the CTL UWindsor Library by following the steps below.

a) Search **Librarika.com** on your browser and **sign up** for a new account.



b) Enter your name, email address and password. Confirm password. Check the box “I am not a robot” and submit by clicking on the green ‘I agree’ button. See diagram below.



Register Account

Creating your account at **Librarika** is completely **FREE**. You can join as many libraries as you want using one single **Librarika** account. Creating multiple accounts to access librarika platform is strongly discouraged.

Name

Please enter your full name, e.g. John Doe

Email

Please provide your email address, e.g. john@example.com

Password

Please enter your password, e.g. *****

Confirm Password

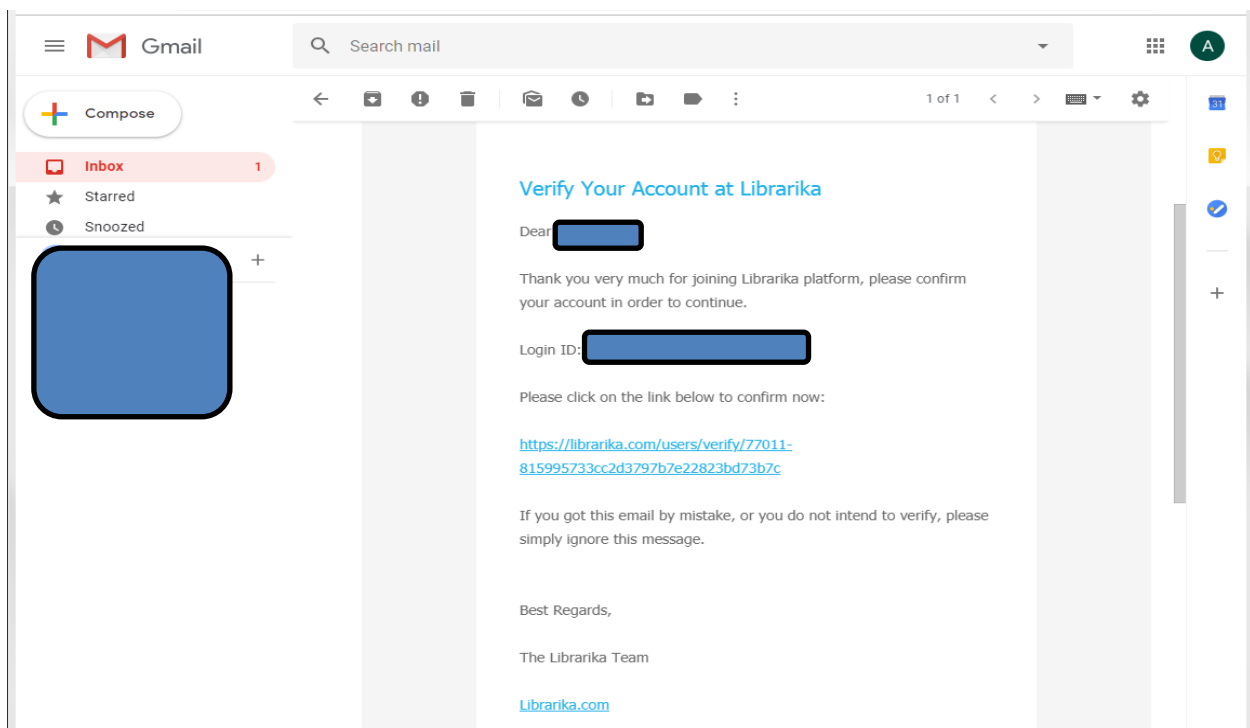
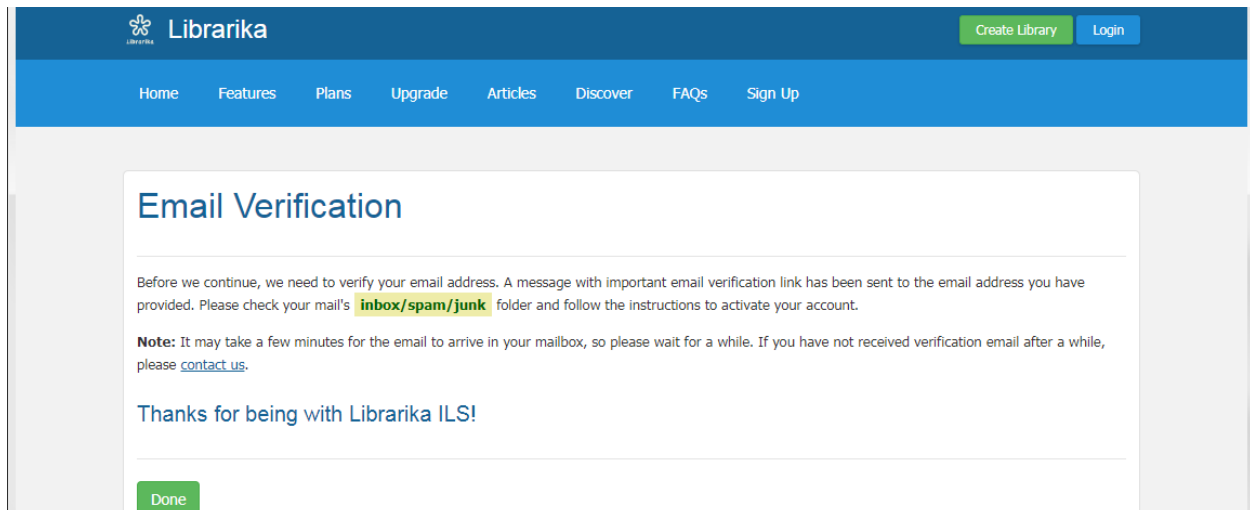
Please enter the password again.

Why Librarika?

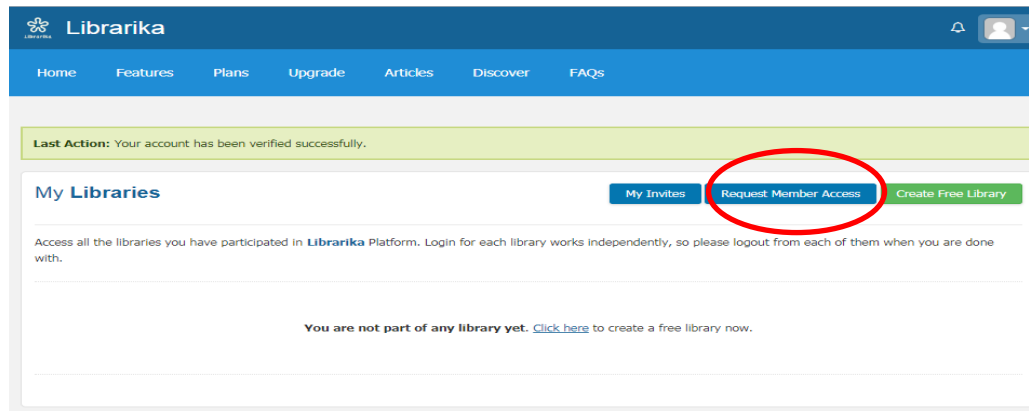
- ✓ **Instantly create your online library**
- ✓ **Unlimited Library members**
No hardware, infrastructure and software cost
- ✓ No installation and maintenance cost
- ✓ Easy, no technical skill required
- ✓ Access from anywhere using any Internet enabled device
- ✓ Support multiple library branches
- ✓ Secure and safe
- ✓ **100% free** for upto **2000** books or records

[View All Features](#) [See Available Plans](#)

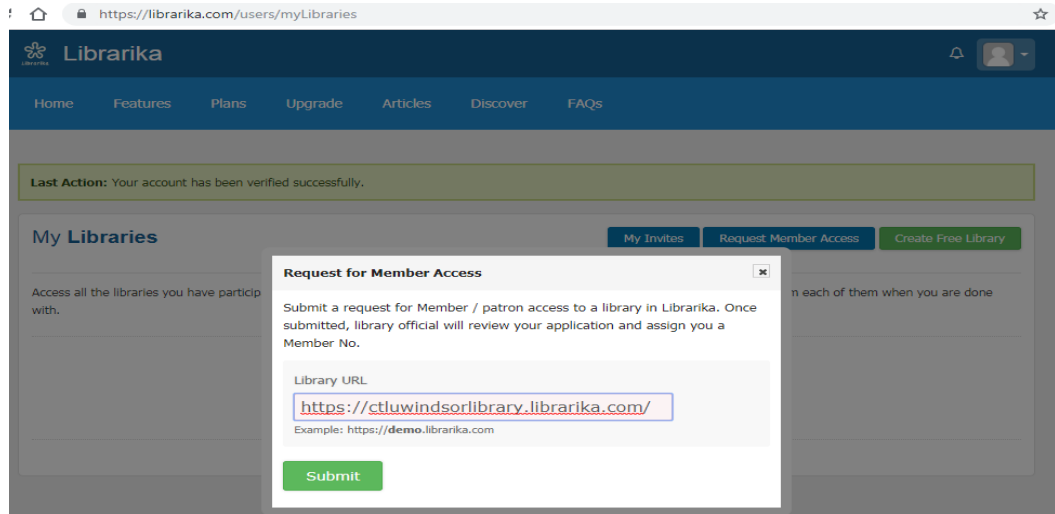
- c) You will receive an email requesting verification almost immediately. Verify your email address. See samples below.



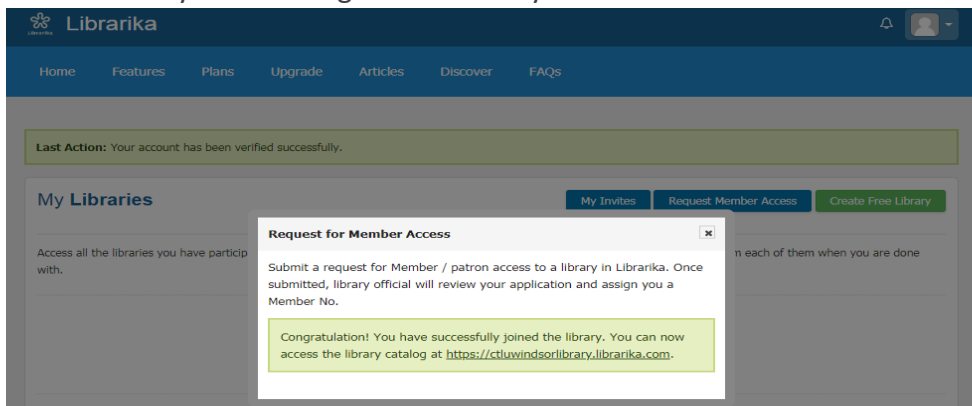
d) From **My Libraries** section as shown below, click on "**Request Member Access**"



Enter the full URL of the library (<https://ctluwindsorlibrary.librarika.com/>) and hit **Submit**.



e) You will receive a confirmation message almost immediately. After this, you can access the CTL library URL and log in successfully.

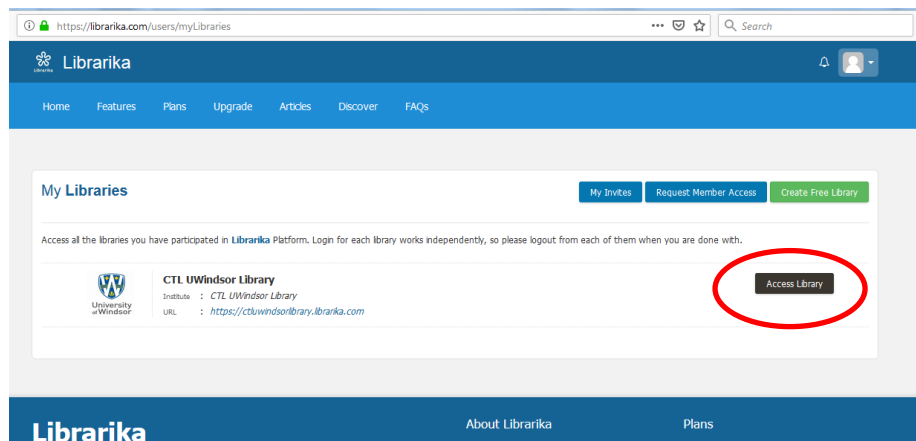
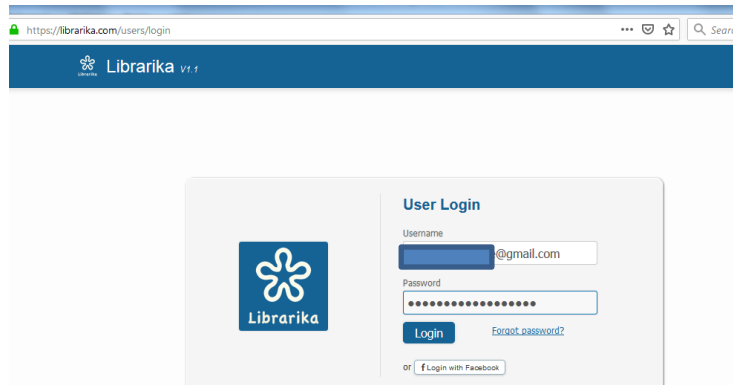


Hurray! You can now sign out books from the database.

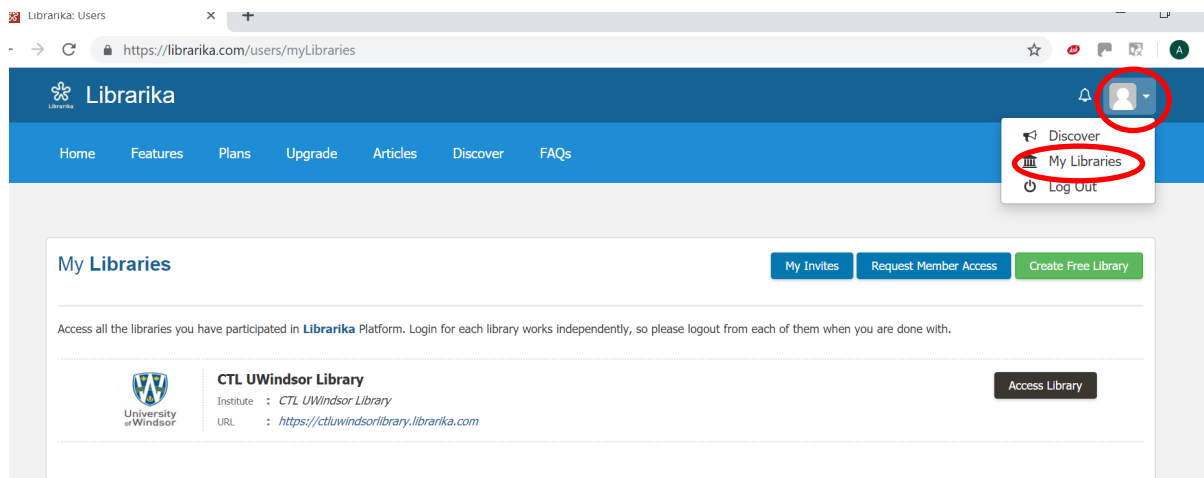
B) TO CHECK OUT BOOKS BY MEMBERS OF THE LIBRARY

1) Log into <https://librarika.com/>

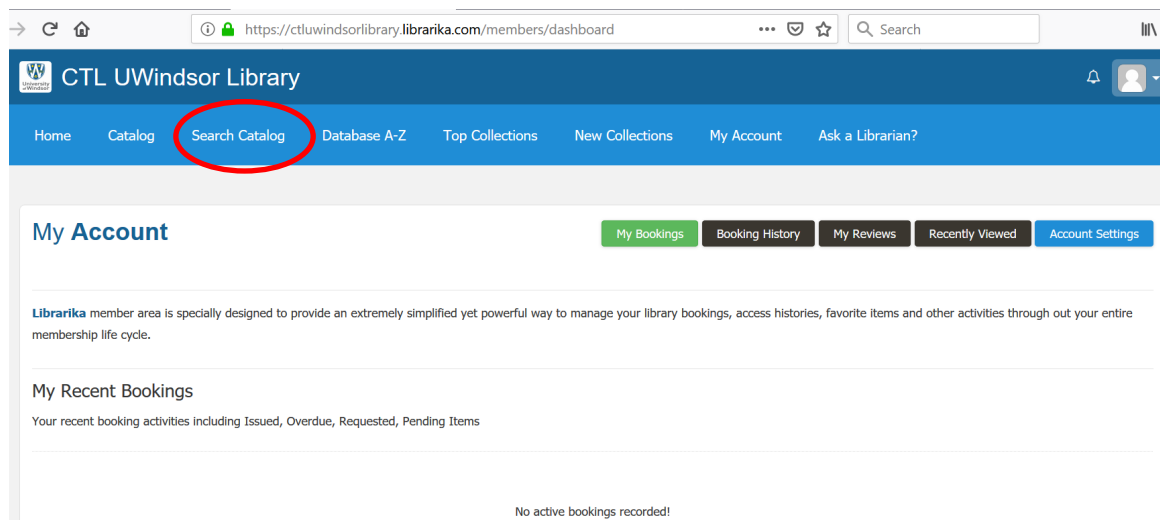
User name is your full email address used in signing up (eg. xyz@uwindsor.ca) and enter your password.



You can also get access to “My libraries” from the drop down after clicking on the head as shown below



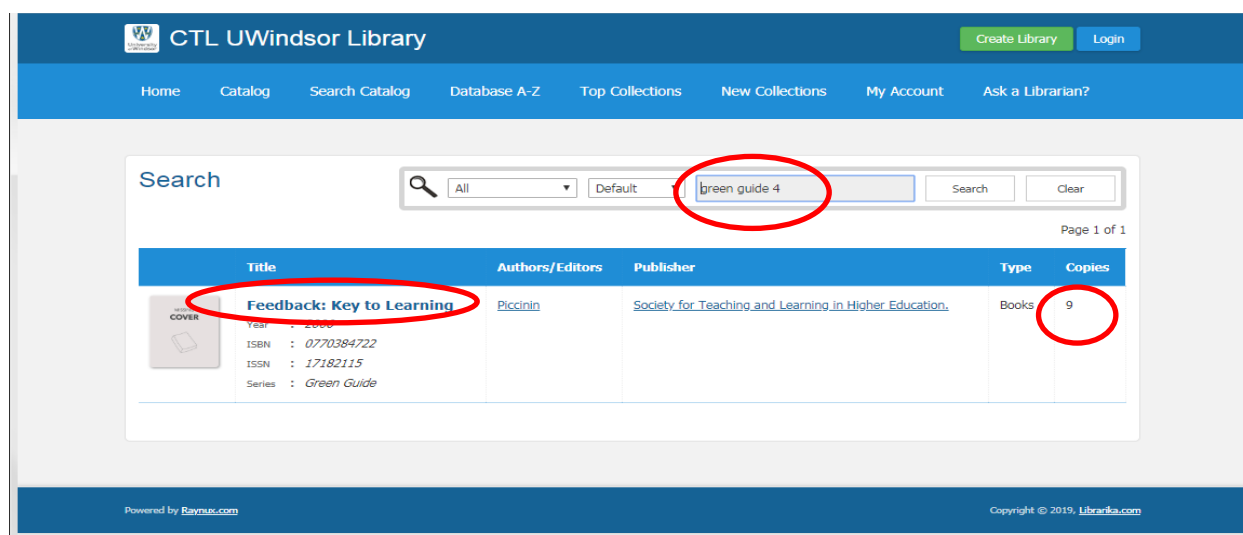
- 2) You can either enter the title of any desired book, keywords from a book title or the name of the author in the “**search catalog**” as shown below.



Please see the example below.

I searched for 'Green Guide 4' in the **keyword** portion. The database displayed the relevant information needed about the book including the number of copies available.

- 3) Click on the book title



- 4) Scroll down the page displayed as shown below and click on any of the red buttons to check the book out.

https://ctluwindsorlibrary.librarika.com/search/detail/3109568

SHOP. CONNECT. ENJOY. amazon
All from Earth's biggest selection.

Green Guide
Feedback: Key to Learning

Type	Book
Authors	Piccinin
ISBN 10	0770384722
ISSN	17182115
Category	Green Guide No. 4 [Browse Items]
Edition	
Publication Year	2006
Publisher	Society for Teaching and Learning in Higher Education., Canada
Tags	
Abstract	
Description	
Biblio Notes	
Number of Copies	9

MISSING COVER

Like Share

Buy online (\$)

[Biblio](#)
[Amazon](#)
[Book Depository](#)
[Powell's Books](#)
[Open Library](#)

Library	Accession No	Call No	Copy No	Location	Availability
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in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!

Publisher: Society for Teaching and Learning in Higher Education., Canada

Tags

Abstract

Description

Biblio Notes

Number of Copies: 9

Buy online (\$)

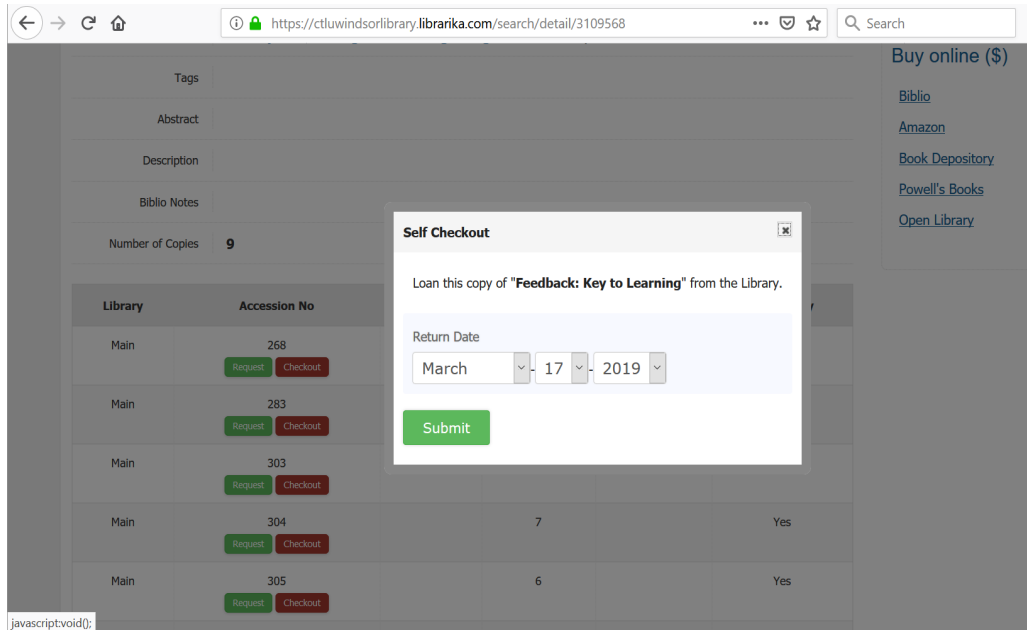
[Biblio](#)
[Amazon](#)
[Book Depository](#)
[Powell's Books](#)
[Open Library](#)

Library	Accession No	Call No	Copy No	Location	Availability
Main	268		1		Yes
					Request Checkout
Main	283		9		Yes
					Request Checkout
Main	303		8		Yes
					Request Checkout
Main	304		7		Yes
					Request Checkout
Main	305		6		Yes
					Request Checkout
Main	306		5		Yes
					Request Checkout
Main	307		4		Yes
					Request Checkout
Main	308		3		Yes
					Request Checkout
Main	309		2		Yes
					Request Checkout

RELATED ITEMS

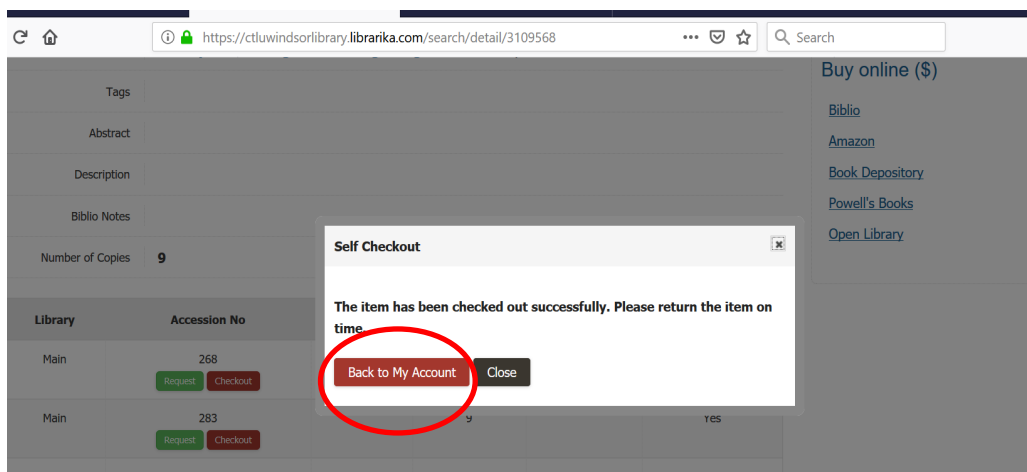
d Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!

- 5) You will see the box displayed below. The loan period is set for one week by default. The proposed return date displayed therefore reflects this. This return date can however be manually changed for a shorter or longer period before you hit the submit button.



- 6) You will receive the message below after checking out the book. You have successfully checked out your book.

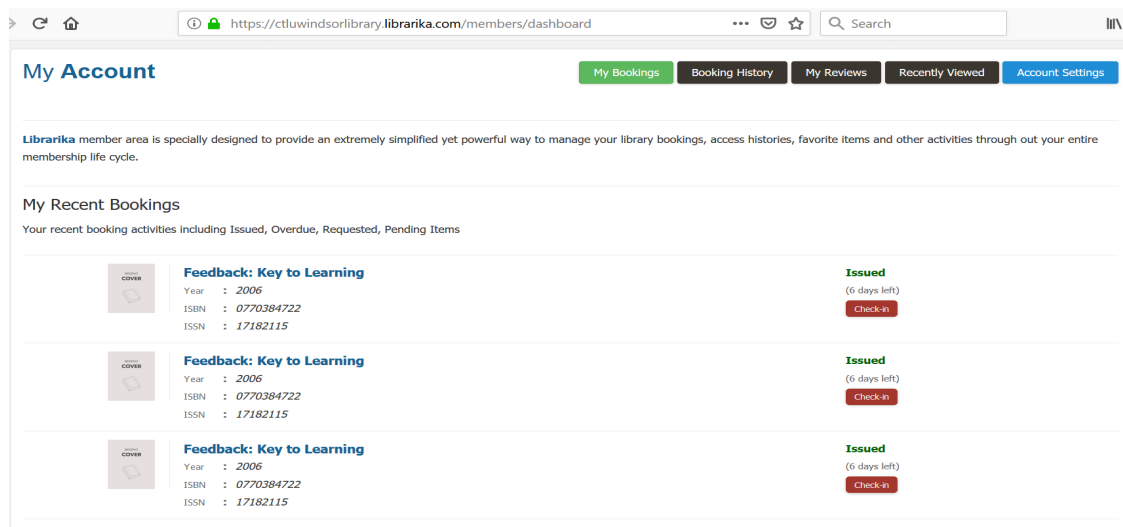
You may choose to close Librarika at this stage or check your account by clicking on the **'Back to my Account'** button as shown below.



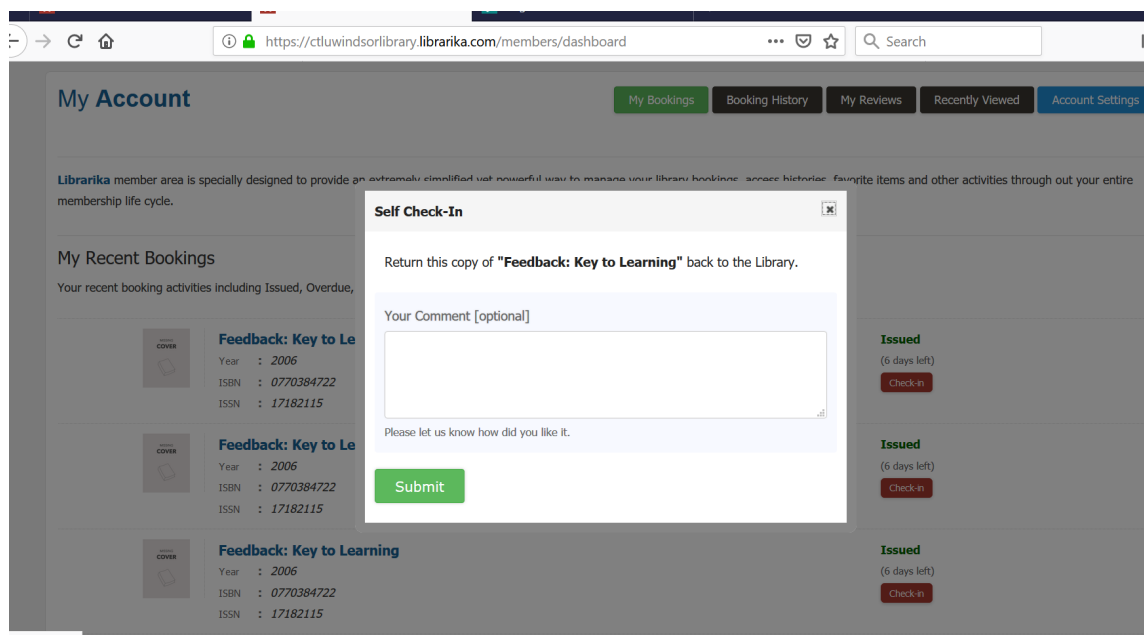
C) TO CHECK-IN BOOKS

Anytime you sign into the database, you can see your personal account on the home page/dashboard. See the example below. It confirms that I have signed out three copies of the Green Guide.

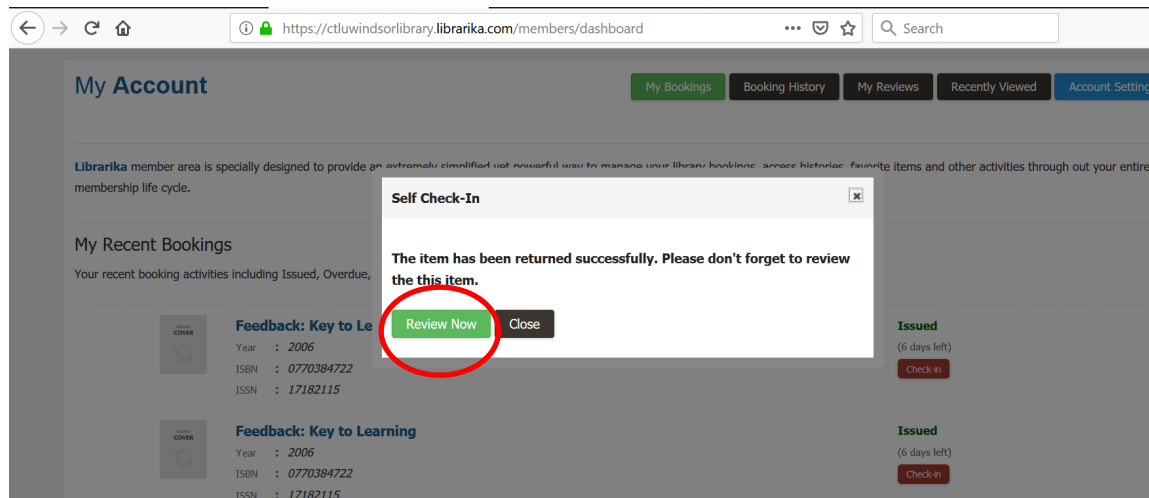
To return a book, click on the red **check-in** box of the particular book.



The box below appears. Hit the **submit** button.



The return is successful.



If you click on the 'Review Now' button above, the image below displays two pending copies of the Green Guide still in my possession. They are therefore currently unavailable.

The screenshot shows the Librarika search results page for the item "Green Guide". The table lists the availability of different copies. The "Availability" column for the first two copies (Accession No. 268 and 283) is circled in red, showing "No".

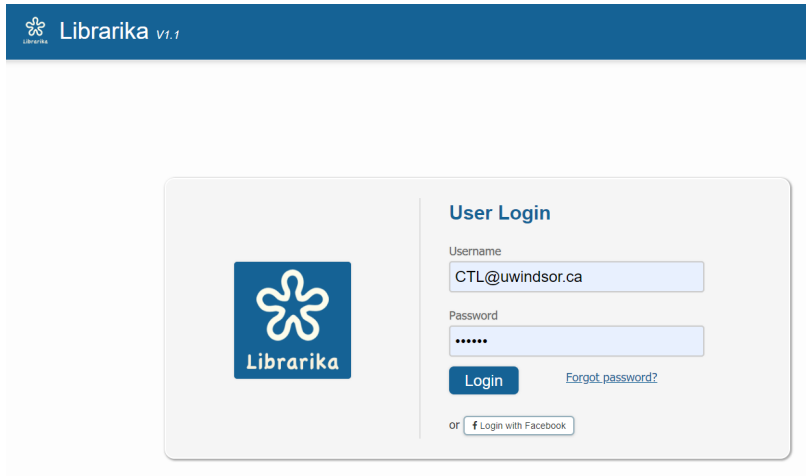
Library	Accession No	Call No	Copy No	Location	Availability
Main	268 Request		1		No
Main	283 Request		9		No
Main	303 Request Checkout		8		Yes
Main	304 Request Checkout		7		Yes
Main	305 Request Checkout		6		Yes
Main	306 Request Checkout		5		Yes
Main	307 Request Checkout		4		Yes

On the right side of the page, there are links for "Book Depository", "Powell's Books", and "Open Library".

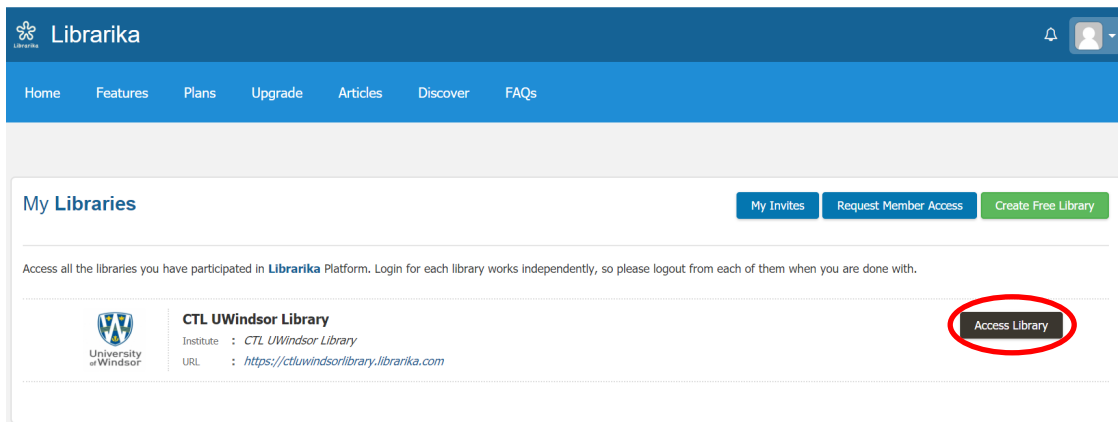
D) NOTES FOR LIBRARIKA ADMINISTRATORS

This section is mainly for oversight functions.

Log into Librarika as Librarian /Administrator/ Course Instructor as shown below



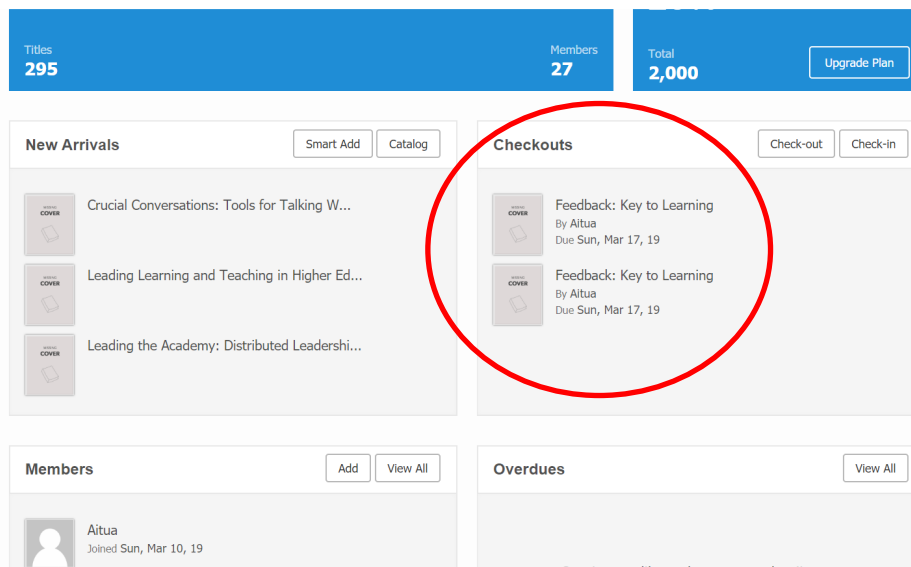
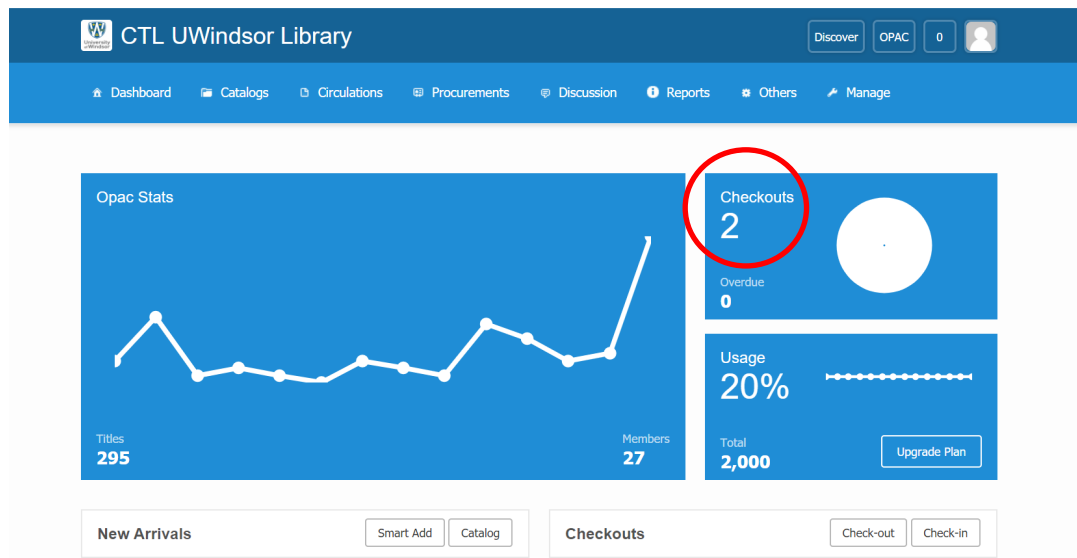
The image shows the Librarika v1.1 User Login interface. On the left is the Librarika logo, a stylized flower-like shape with the word "Librarika" below it. To the right of the logo is the "User Login" section. It contains a "Username" field with the text "CTL@uwindsor.ca", a "Password" field with six dots, a "Login" button, and a "Forgot password?" link. Below these fields is an "or" separator and a "Login with Facebook" button.



The image shows the Librarika "My Libraries" dashboard. At the top is a blue header with the Librarika logo and navigation links: Home, Features, Plans, Upgrade, Articles, Discover, and FAQs. Below the header is a section titled "My Libraries" with three buttons: "My Invites", "Request Member Access", and "Create Free Library". A message states: "Access all the libraries you have participated in Librarika Platform. Login for each library works independently, so please logout from each of them when you are done with." Below this message is a table listing libraries. The first entry is "CTL UWindsor Library" with the Institute "CTL UWindsor Library" and URL "https://ctluwindsorlibrary.librarika.com". To the right of this entry is a button labeled "Access Library", which is circled in red.

The **Dashboard** (as shown below) opens with a graph. Scroll down the page until you get to **Members**. Beneath the graph is the checkout/ check-in buttons. You can use these buttons if any of your students are facing difficulties navigating through the database.

Example- If I am a student in your class and you need to confirm if I have returned all my borrowed books. In my case, I still have two copies of the Green Guide 4 I checked out earlier. A sample of the dashboard provides all relevant information.



If you can scroll down the dashboard, you can see the names of people who recently joined the library.

The screenshot shows a library dashboard. At the top, there are three book covers: 'Crucial Conversations: Tools for Talking W...', 'Leading Learning and Teaching in Higher Ed...', and 'Leading the Academy: Distributed Leadershi...'. To the right, a message states 'There is no items checked out recently. Sharing feels awesome.' with a 'Check-out' button. Below these, there are two main sections: 'Members' and 'Overdues'. The 'Members' section has an 'Add' button and a 'View All' button. It lists three members: Aitua (Joined Sun, Mar 10, 19), Linda Coltman (Joined Tue, Feb 12, 19), and soula (Joined Fri, Jan 25, 19). A red circle is drawn around the 'Members' section. The 'Overdues' section has a 'View All' button and a message: 'Great, your library has no overdue items. Lets keep this clean forever.'

To double-check the status of members, click on **view all**.

This screenshot is similar to the one above, but the 'View All' button in the 'Members' section is circled in red. The 'Members' section lists the same three members: Aitua, Linda Coltman, and soula. The 'Overdues' section remains the same.

398267		22	Lorie Stolarchuk	lorie@uwindsor.ca	Yes (Joined)	\$0.00	0	Active	View Edit Print Barcode
398268		23	Allyson	askene@uwindsor.ca	Yes (Joined)	\$0.00	0	Active	View Edit Print Barcode
398273		24	Marlene Sebastian	marlenes@uwindsor.ca	Yes (Joined)	\$0.00	0	Active	View Edit Print Barcode
408882		25	soula	soula@uwindsor.ca	Yes (Joined)	\$0.00	0	Active	View Edit Print Barcode
422263	Regular	26	Linda Coltman	Coltman@uwindsor.ca	Yes	\$0.00	0	Active	View Edit Print Barcode Re-send Invite
434406		27	Aitua	aituaj.e.azenobie@gmail.com	Yes (Joined)	\$0.00	0	Active	View Edit Print Barcode

Page 1 of 2, showing 20 records out of 27 total, starting on record 1, ending on 20

From the last diagram above, administrators can view and edit members. If you need to remove a member from the members' list, click on the edit button at the end of the member's name. The option to "**delete member**" is then visible. Click and confirm the wish to remove the individual member.

Also in the last diagram above, the circled portion suggests that something went wrong with Linda Coltman's membership. Clicking on the **re-send invite** option can help rectify this problem.

FURTHER NOTES:

A) Extending Loan Period

- 1) The one-week loan period is set by default. It may however be changed manually in the drop box requesting the member's number and book number when checking out books. **See also note 5 on page 7 above.**
- 2) If a book is already checked out for one week, the return date can still be changed by using the **Homepage** → **Circulations** → **Quick Return/ Quick Extend to** manually change the return date in the open calendar; **OR**
- 3) The person with the book can simply check it in and out again for the appropriate period desired.

B) Cataloguing New Library Books

Homepage → Catalog → Manual Catalog

Fill the open spaces with the required information of the new book and submit.

Librarika confirms and displays the new book in the library with the name of author(s)/ editor(s) still missing.

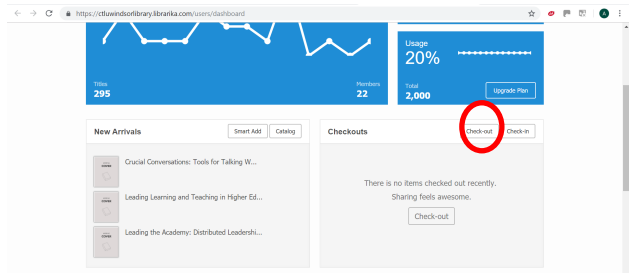
You then click on the button to add the author(s).

- 1) If more copies of already existing books are to be added, search up the library book in the catalog

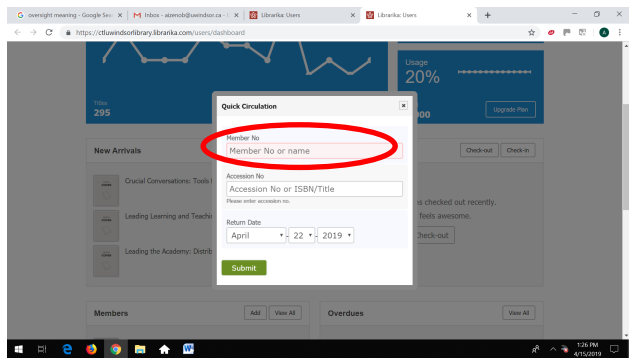
Homepage → Catalog Items → Actions (Add Copy) → Submit

- 2) When a member signs in as an **administrator** by using the username CTL@uwindsor.ca, they can see all the books signed out of the library and who signed them out on the dashboard.

- 3) If for whatever reason a member of the library cannot sign out a book, the class instructor or another CTL staff can sign out a book on behalf of that person. The following steps should be followed:
 - a) Scroll down the dashboard page and click on “**check out.**”



- b) Instead of entering your own name or membership number, enter the details of the person who wants the book.



- c) Send along the paper copy of the book as well.
- 4) For library members who are not CTL staff, there may still be a need for a staff member (maybe the course instructor) to ensure that when the loaned books are checked back into the database, that the physical books are returned as well.

C) Effective Ongoing Use of the Library

- 1) New library books or new copies of existing books should be tagged on the first page with the CTL ‘ownership’ sticker kept in Marilyn’s office.
- 2) Another sticker with the first three (3) letters of the author/editor’s name should be affixed to the bottom stem of the physical book and placed on the shelf for easy identification.
- 3) All the books in the library should always be arranged in alphabetical order on **ALL** shelves from **Left to Right**.
- 4) At periodic intervals, it is important to rearrange the physical books on the shelf to ensure that they remain organized in alphabetical order.