

To: LibraryWorld Bronze, Silver, and Gold version 3.1 Users

Your LibraryWorld desktop version 3.1 now makes it easier than ever to pull MARC records directly into your library catalog, and you can now quickly publish a copy of your catalog directly to the **libraryworld.net** server making your collection immediately available for searching from your favorite web browser. Search only your library or click on the Union button to search all the libraries in your district or organization.

Procedure for set up:

1. Install LibraryWorld Version 3.1.
2. Go to [www.libraryworld.net](http://www.libraryworld.net) and register. Your registration information will include a library name, username, and password. Write these down for future reference.
3. Open LibraryWorld 3.1 and select Options. Select the Catalog icon then select the Online box. Enter the username and password that you created at [www.libraryWorld.net](http://www.libraryWorld.net). Click the OK button to complete the process.

Procedure to use the MARC database at [www.libraryworld.net](http://www.libraryworld.net).

1. Open LibraryWorld 3.1 to the default catalog module.
2. Select the Add Icon at the top of the screen.
3. In the appropriate field, enter either author name, title, or ISBN number of the book you wish to find.
4. Go to the File drop down menu and select Lookup MARC.
5. Highlight and Select the record.

Procedure to Publish your LibraryWorld catalog to [www.libraryWorld.net](http://www.libraryWorld.net)

1. Open LibraryWorld 3.1 to the default catalog module.
2. Select the catalog records that you want to publish to [www.libraryworld.net](http://www.libraryworld.net).
3. Go to the File drop down menu and select the Publish Library command.
4. Enter the library name you created on [www.libraryworld.net](http://www.libraryworld.net). Click the OK button to complete the process.

See next page for patron access instructions.

There are three ways to setup patron access to your library. You can have your patrons access the OPAC (Online Patron Access Catalog) by having them login with a username and password, have them type in the library name and select guest access or you can bypass the login by setting up a link on your website containing our login script.

OPAC URL:

[www.libraryworld.net/opac](http://www.libraryworld.net/opac)

This will bring your patrons to the OPAC login screen. They can either type in the library name and select guest access to search the library, or you can setup the OPAC to only allow patrons to login by username and password. You set permissions for users in the Library Permissions module. This will allow you to designate who gets access to your site.

OPAC Login script:

<http://www.libraryworld.net/cgi-bin/opac.pl?command=signin&libraryname=Lincoln%20High%20School&guest=allow>

Copy this link and change only the library name then place it on your website and this will allow your patrons to bypass the login screen for the OPAC. If your library is only one word, you do not need to add the %20 to your library name. Only use the %20 if your library has more than one word. The %20 takes the place of the spaces. *Lincoln High School* is the example you will remove from the script and replace with your library name.