



MANUAL

Tabs

TK / Marks	TK / Marks	
K / Petty	K / Petty	
K / Lopez	K / Lopez	
1st / WiA	1st / WiA	
1st / Sullivan	1st / Sullivan	
2nd / Montes	2nd / Montes	
2nd / Hoffman	2nd / Hoffman	
3rd / Ali	3rd / Ali	
3rd / Moreno	3rd / Moreno	
4th / Lowe	4th / Lowe	
4th / Hall	4th / Hall	
5th / Bishop	5th / Bishop	
5th / WiJ	5th / WiJ	
OI/Ravare	OI/Ravare	
TK / Braun	TK / Braun	
TK / Grabowski	TK / Grabowski	

General Info	General Info	
Check-Out	Check-Out	
Check-In	Check-In	
Patrons	Patrons	
Catalog	Catalog	
Barcode Labels	Barcode Labels	
Other	Other	
Holds	Holds	

Logins

LOGINS

	User Name	Password
Computer	.\desktop_user	Yukon
Gmail	yukonlibrary@gmail.com	Yukon17815!
LIBRARYSOFT	yukon	yukon
SignUpGenius Evite Canva	Use gmail account	

Setting Up for the New Year

Getting Set Up for the New School Year

At the start of the new school year, you will want to get the following set up right away:

(1) Volunteers

(a) Soliciting for volunteers

The following are different ways to try to get volunteers:

- Volunteer interest sign-up sheets on the first day of school. This is lead by the PTA.
- Social media posts - create a post on Canva and send to a PTA board member to post
- Husky News - create a slide on Canva and send to a PTA board member to have it added to the weekly Husky News deck
- Back to School Night - create a slide or flyer on Canva and ask the teachers if they could add it to their deck or pass it out to parents
- Flyers - create a flyer and distribute for kids to take home

(b) Orientation

Once the pool of volunteers have been established, orientation should be held with the following objectives:

- General rules and guidelines
- Layout of the library
- Operating the computer and the LIBRARYSOFT program

(2) Class Visit Schedule

Work with the teachers to develop a schedule that fits their schedule but also the availability of volunteers.

(3) LIBRARYSOFT

(a) The renewal for LIBRARYSOFT comes via email in Aug/Sept.

- Forward the invoice to the PTA Treasurer
(yukonpta.treasurer@gmail.com) to get paid.

(b) Patron List

- Ask Ms. Becky for the class rosters for the new school year. Do not request this too early as the roster fluctuates during the first few weeks of the new school year. Try to do this a week before officially starting class visits to avoid having to manually enter too many new students coming in.
- Modify the header line of the roster file to the following:
 - Student ID = Local ID/Barcode
 - Last Name
 - First Name
 - Grade
 - Teacher
 - Room
 - Patron Group
- Under Patron Group, each student should be assigned to Student.
- Save the file as Excel or Sheets and email to the LIBRARYSOFT customer support (mail@librarysoft.com) to have the previous year's patrons deleted and current year's patron list imported.

(4) Student Contracts

Every student and their parent is required to sign a contract that they understand and will abide by the library's policies and procedures.

LIBRARYSOFTWeb

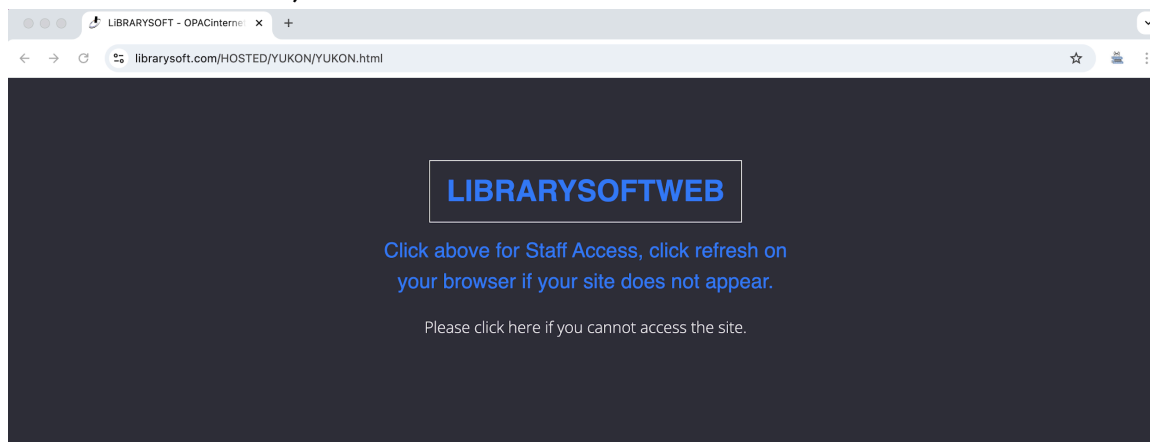
LIBRARYSOFTWeb

LIBRARYSOFTWeb is our online software program that is used to catalog and circulate library books.

LibrarySoft Support: Roy Lepik
1-800-661-7112
mail@librarysoft.com

The program can be accessed at the following web address:
<https://www.librarysoft.com/HOSTED/YUKON/YUKON.html>

Once on the website, click on LIBRARYSOFTWEB.



Enter the username and password. Then click on Enter.

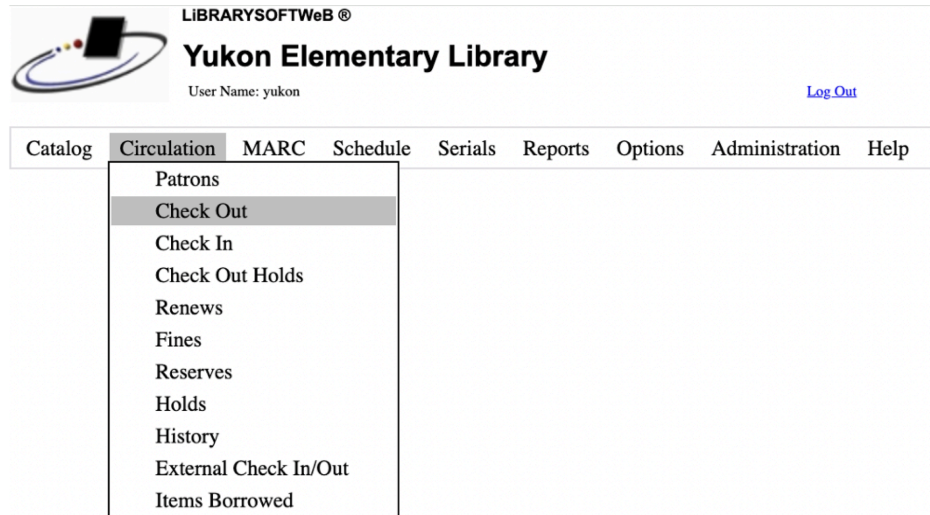
A screenshot of the LIBRARYSOFTWeb login form. The browser's address bar shows '207.81.1.79:3064/c01gDmMp7-AW3XXbOFkbNTzNWJ8/?DB%3DYUKON'. The page has a black header with 'LIBRARYSOFTWeb ©' and a 'Log Out' link. Below the header, there is a login form with three fields: 'Library:' with a dropdown menu showing 'Yukon Elementary Library', 'User Name:' with a text box containing 'yukon', and 'Password:' with a text box containing '****'. A red circle highlights the 'User Name' field. Below the form is an 'Enter' button and a checkbox labeled 'Remember User Name and Password on this computer'.

Check Out Process

CHECK-OUT PROCESS

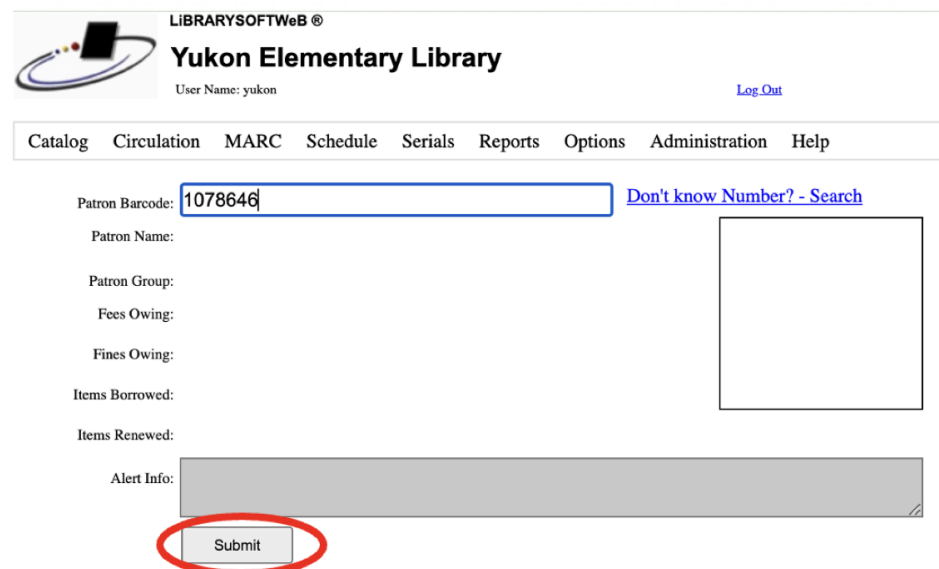
Students are only allowed to check out one book at a time.

To check-out a book for a patron go to Circulation > Check Out.



The screenshot shows the top of the LIBRARYSOFTWeB interface for Yukon Elementary Library. The user name is 'yukon'. The navigation menu includes Catalog, Circulation, MARC, Schedule, Serials, Reports, Options, Administration, and Help. The Circulation menu is open, displaying a list of options: Patrons, Check Out (highlighted), Check In, Check Out Holds, Renewals, Fines, Reserves, Holds, History, External Check In/Out, and Items Borrowed. A Log Out link is visible in the top right corner.

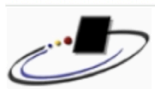
Type in the student's ID number then click Submit. Student IDs can be found under their respective teacher's tab of this manual.



The screenshot shows the Patron Barcode field with the number '1078646' entered. The Submit button is circled in red. The interface also includes fields for Patron Name, Patron Group, Fees Owing, Fines Owing, Items Borrowed, Items Renewed, and Alert Info. A link for 'Don't know Number? - Search' is provided next to the barcode field. The navigation menu and user information are consistent with the previous screenshot.

Verify the student's name and information. If anything is incorrect follow the instructions in the Patron section of this manual to edit the information.

Type in or scan the book's barcode and then hit Enter or click Check Out.

 LIBRARYSOFTWARE®
Yukon Elementary Library
User Name: yukon [Log Out](#)

CatalogCirculationMARCScheduleSerialsReportsOptionsAdministrationHelp

Patron Barcode: [Don't know Number? - Search](#)
Patron Name: John Doe
Patron Group: STUDENT
Fees Owning: 0.00
Fines Owning: 0.00
Items Borrowed: 0
Items Renewed: 0
Alert Info:

Submit

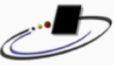
Item Barcode:
Barcode:
Due Date:
Title:

Call Number:
Loan Type:
Messages:
☐ Send Email if possible

Check Out

Print Receipt

The book information will appear along with a message that the book is now checked out. Check-out period for books is 2 weeks.

LIBRARYSOFTWARE 8®

Yukon Elementary Library

User Name: yukon [Log Out](#)

CatalogCirculationMARC ScheduleSerialsReportsOptionsAdministrationHelp

Patron Barcode: [Don't know Number? - Search](#)

Patron Name: John Doe

Patron Group: STUDENT

Fees Owning: 0.00

Fines Owning: 0.00

Items Borrowed: 1

Items Renewed: 0

Alert Info:

Submit

Item Barcode:

Barcode: 100230473

Due Date: 9/23/2024

Title: I Survived the Sinking of the Titanic, 1912

Call Number:

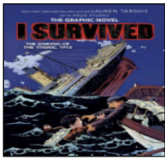
Loan Type: BOOK

Messages:

Item 100230473 has been checked out for the patron 1078646 until 9/23/2024

☐ Send Email if possible

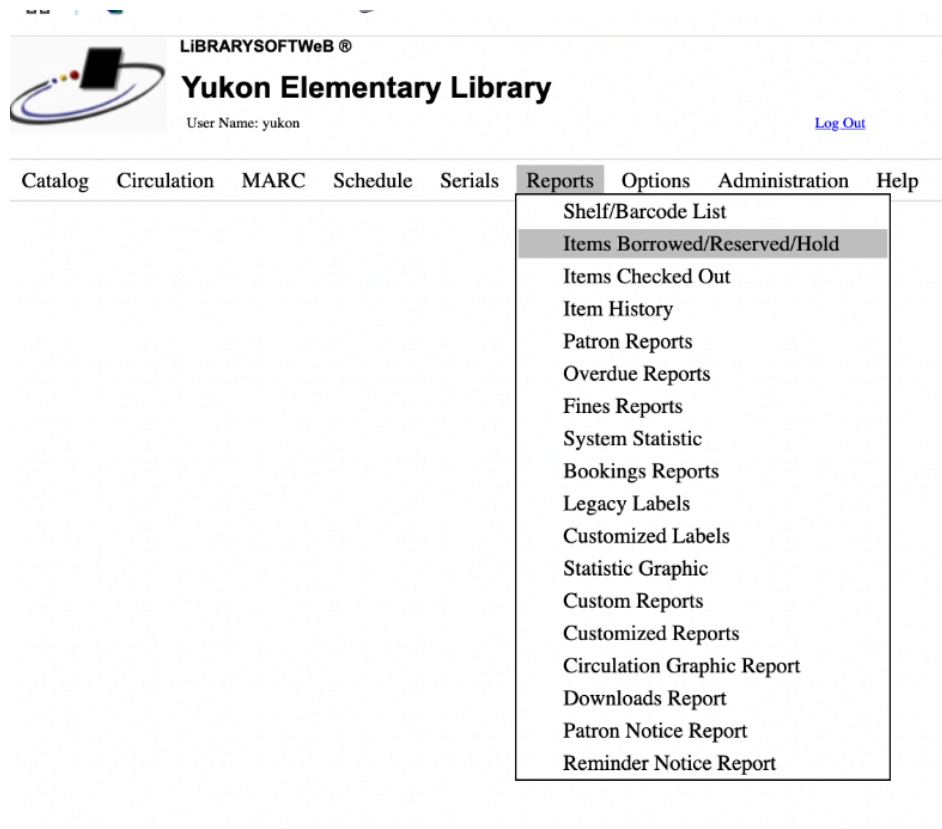
Check OutPrint Receipt



Verify that the book title matches the barcode before handing the book back to the student.

If the book information for the barcode does not match the book that is being checked out then follow the instructions in the Catalog section to edit the book information.

Once the class is done checking out books, run the Borrowed Items List report.
Go to Reports > Items Borrowed/Reserved/Hold

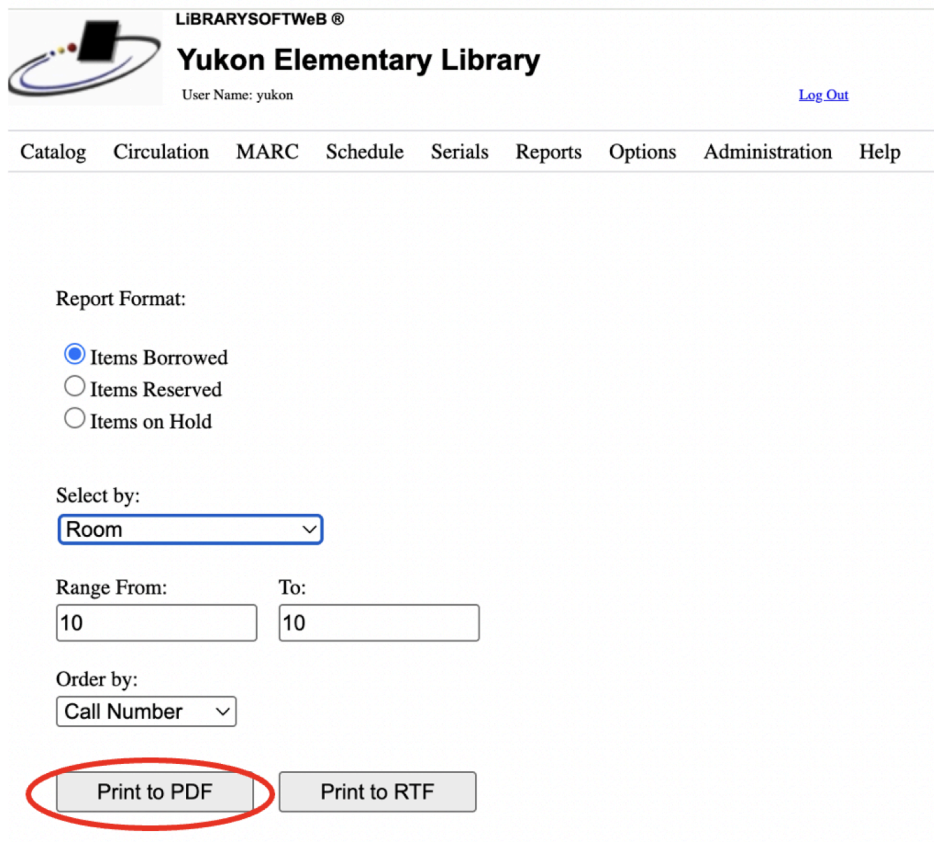


Select Items Borrowed under Report Format.

Then select Room under Select by.

For the Range From and To. enter the room number for which you are running the report.

Then click on Print to PDF.



The screenshot shows the 'LIBRARYSOFTWeb' interface for 'Yukon Elementary Library'. The user is logged in as 'yukon'. The navigation menu includes Catalog, Circulation, MARC, Schedule, Serials, Reports, Options, Administration, and Help. The 'Report Format' section has three radio buttons: 'Items Borrowed' (selected), 'Items Reserved', and 'Items on Hold'. The 'Select by' dropdown is set to 'Room'. The 'Range From' and 'To' fields both contain the number '10'. The 'Order by' dropdown is set to 'Call Number'. At the bottom, there are two buttons: 'Print to PDF' (highlighted with a red circle) and 'Print to RTF'.

The pdf file will automatically save to the Downloads folder of the computer.

Open the pdf file that you just created.

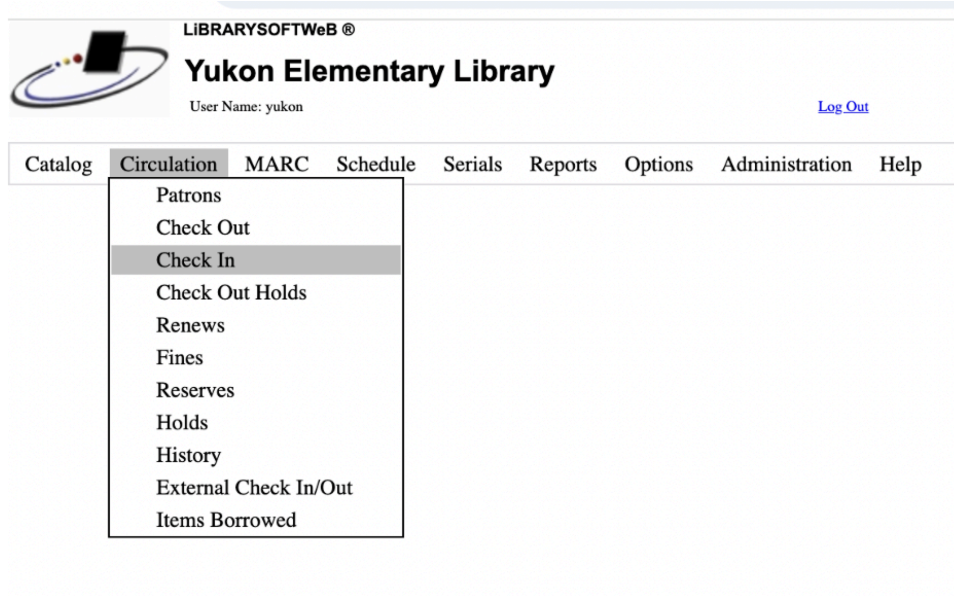
Print and insert it into the binder under the respective teacher's tab.

Check In Process

CHECK-IN PROCESS

Each classroom has a bin for students to return their library books.
Prior to a class's visit to the library, the bin should be collected and books checked in to LIBRARYSOFTWeb.

To check books in go to Circulation > Check In.



Type in or scan the book barcode and then hit Enter or click Check In.

LIBRARYSOFTWeb ®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Item Barcode:

Barcode:

Title:

Call Number: Loan Type:

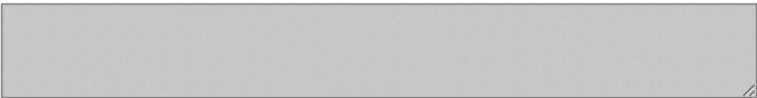
Last Due Date: Location:

Last Borrower:

Price:

Overdue, days:

Overdue Fine:

Messages: 

☐ Send Email to the first patron in line, if the item is on hold, if possible

Confirm that the book information matches the book that was checked in.

LIBRARYSOFTWeb ®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Item Barcode:

Barcode: 100230473

Title: I Survived the Sinking of the Titanic, 1912

Call Number: Loan Type: BOOK

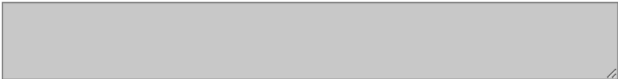
Last Due Date: 9/23/2024 Location:

Last Borrower: John Doe

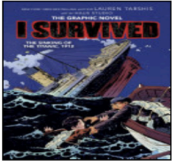
Price: 0

Overdue, days: 0

Overdue Fine: 0.00

Messages: 

☐ Send Email to the first patron in line, if the item is on hold, if possible



Cross off the book from the Borrowed Items List report in the binder.

Once all of the books have been checked in, highlight all of those books that were not returned.

For every student that did not turn in their book, fill out a Yukon Library Reminder form and give to the teacher during the visit.

For students that do not return their book at the following visit (14 days overdue), fill out a Yukon Library Overdue Notice form and give to the teacher during the visit.

If the student has stated that the book has been lost or damaged, fill out a Book Reimbursement Request form and give to the teacher.

Patrons

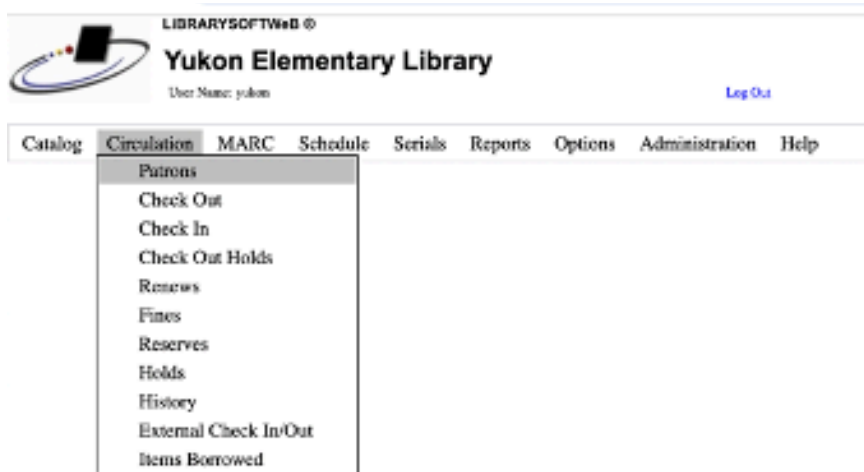
PATRONS

Patrons are those that use the resources and services of the library. These include our students, teachers and staff members.

I. Adding Patron Records

A. Adding Single Patrons

Go to Circulation > Patrons



Click on Add.

LIBRARYSOFTWARE B®
Yukon Elementary Library
User Name: yukon [Log Out](#)

CatalogCirculationMARCScheduleSerialsReportsOptionsAdministrationHelp

Patron Name:

City:

Address:

Email:

Local ID:

Patron Group: -- No Selection --

Contact:

Second Contact:

Department:

Date of Birth: January 1 2006

Alert Info:

Zip Code:

State:

Phone:

Barcode:

Sex: Male

Room:

Cellphone:

Grade:

Fees:

Upload a file

FirstPriorNextLastPostCancelRepeatAddEditDeleteSearchSearch & Replace

Fill in the following fields:

Patron Name = Student's name, last name first

Local ID = Student's ID number

Patron Group = Student

Barcode = Student's ID number

Room = Student's room number

Grade = Student's grade

Click Post to save.

The screenshot shows the 'Yukon Elementary Library' interface. At the top, there's a navigation bar with links: Catalog, Circulation, MARC, Schedule, Serials, Reports, Options, Administration, and Help. Below this is a form for adding a new patron. The form fields are as follows:

- Patron Name: Doe John
- City: [empty]
- Zip Code: [empty]
- Address: [empty]
- State: [empty]
- Email: [empty]
- Phone: [empty]
- Local ID: 1078646
- Barcode: 1078646
- Patron Group: STUDENT (dropdown menu)
- Sex: Male (dropdown menu)
- Contact: [empty]
- Room: 3
- Second Contact: [empty]
- Cellphone: [empty]
- Department: [empty]
- Grade: 1
- Date of Birth: December 30 1900
- Fees: 0.00
- Alert Info: [empty]

Below the form is a red 'Upload a file' button. At the bottom, there's a row of buttons: First, Prior, Next, Last, Post, Cancel, Repeat, Add, Edit, Delete, Search, and Search & Replace. The 'Post' button is circled in red.

When creating patron records for teachers and staff that would like to check out books, select the appropriate Patron Group.

B. Adding Bulk Patrons

Request the current student roster from Ms. Becky.

Modify the roster file to the following columns:

A	B	C	D	E	F	G
Local ID/Barcode	Last	First	Grade	Teacher	Room	Patron Group

Save the file as *.xlsx or *.csv and email the file to mail@librarysoft.com.

The LIBRARYSOFT support team will bulk load the students to the patron database.

II. Editing Patron Records

Go to Circulation > Patrons

LIBRARYSOFTWebB ©
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog **Circulation** MARC Schedule Serials Reports Options Administration Help

Patrons
Check Out
Check In
Check Out Holds
Renews
Fines
Reserves
Holds
History
External Check In/Out
Items Borrowed

Click on Search.

LIBRARYSOFTWebB ©
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Patron Name:
City: Zip Code:
Address: State:
Email: Phone:
Local ID: Barcode:
Patron Group: -- No Selection -- Sex: Male
Contact: Room:
Second Contact: Cellphone:
Department: Grade:
Date of Birth: January 1 2006 Fees:
Alert Info:

Select the value to search.

LIBRARYSOFTWeb®



Yukon Elementary Library

Values to Search:

- ✓ Patron Name
- Patron Barcode
- Address
- City
- ZIP
- Phone
- E-mail Address
- Room
- Patron Group
- Local Id.
- Department

Contains

Close

For example, to search for a student by name select Patron Name, type the student's name and click on Search.

LIBRARYSOFT Onli...

LIBRARYSOFTWeb®



Yukon Elementary Library

Values to Search:

Patron Name

Contains

doe

Order by:

Patron Name

Search

Close

Click on Edit.

LIBRARYSOFT Onli...
LIBRARYSOFTWeb®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Patron Name: Doe John

City: Zip Code:

Address: State:

Email: Phone:

Local ID: 1078646 Barcode: 1078646

Patron Group: STUDENT Sex: Male

Contact: Room: 3

Second Contact: Cellphone:

Department: Grade: 1

Date of Birth: December 30 1900 Fees: 0.00

Alert Info:

Upload a file

First Prior Next Last Post Cancel Repeat Add Edit Delete Search Search & Replace

Edit the field that needs to be updated and then click on Post.

LIBRARYSOFTWeb®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Patron Name: Doe John

City: Zip Code:

Address: State:

Email: Phone:

Local ID: 1078646 Barcode: 1078646

Patron Group: STUDENT Sex: Male

Contact: Room: 3

Second Contact: Cellphone:

Department: Grade: 2

Date of Birth: December 30 1900 Fees: 0.00

Alert Info:

Upload a file

First Prior Next Last Post Cancel Repeat Add Edit Delete Search Search & Replace

III. Deleting Patron Records

Go to Circulation > Patrons

LIBRARYSOFTWARE®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog **Circulation** MARC Schedule Serials Reports Options Administration Help

Patrons

- Check Out
- Check In
- Check Out Holds
- Renews
- Fines
- Reserves
- Holds
- History
- External Check In/Out
- Items Borrowed

Click on Search

LIBRARYSOFTWARE®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Patron Name:

City: Zip Code:

Address: State:

Email: Phone:

Local ID: Barcode:

Patron Group: -- No Selection -- Sex:

Contact: Room:

Second Contact: Cellphone:

Department: Grade:

Date of Birth: Fees:

Alert Info:

[Upload a file](#)

[First](#) [Prior](#) [Next](#) [Last](#) [Post](#) [Cancel](#) [Repeat](#) [Add](#) [Edit](#) [Delete](#) [Search](#) [Search & Replace](#)

Select the value to search.

LIBRARYSOFTWeB ®

 **Yukon Elementary Library**

Values to Search:

- ✓ Patron Name
- Patron Barcode
- Address
- City
- ZIP
- Phone
- E-mail Address
- Room
- Patron Group
- Local Id.
- Department

Contains ▾

Close

For example, to search for a student by name, select Patron Name, type the student's name and click on Search.

LIBRARYSOFT Onli...

LIBRARYSOFTWeB ®

 **Yukon Elementary Library**

Values to Search:

Patron Name ▾ Contains ▾

doe

Order by:

Patron Name ▾

Search Close

Click on Delete to delete the record.

LIBRARYSOFT Onli...

LIBRARYSOFTWeB ©
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Patron Name: Doe John

City: Zip Code:

Address: State:

Email: Phone:

Local ID: 1078646 Barcode: 1078646

Patron Group: STUDENT Sex: Male

Contact: Room: 3

Second Contact: Cellphone:

Department: Grade: 1

Date of Birth: December 30 1900 Fees: 0.00

Alert Info:

Upload a file

First Prior Next Last Post Cancel Repeat Add Edit Delete Search Search & Replace

Click on Yes to confirm.

LIBRARYSOFTWeB ©
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Patron Name: Doe John

City: Zip Code:

Address: State:

Email: Phone:

Local ID: 1078646 Barcode: 1078646

Patron Group: STUDENT Sex: Male

Contact: Room: 3

Second Contact:

Department:

Date of Birth: December 30 1900

Alert Info:

Upload a file

First Prior Next Last Post Cancel Repeat Add Edit Delete Search Search & Replace

Delete current record?

Yes No

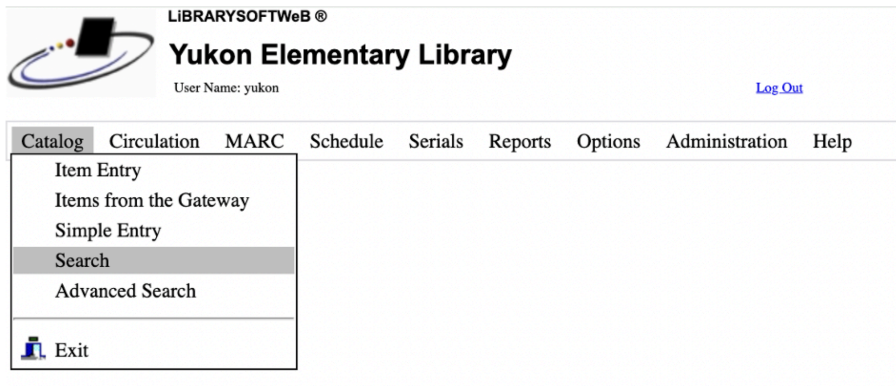
Catalog

CATALOG

The catalog is a database of all the books that are available in our library.

I. Searching the Catalog

Click on Catalog > Search



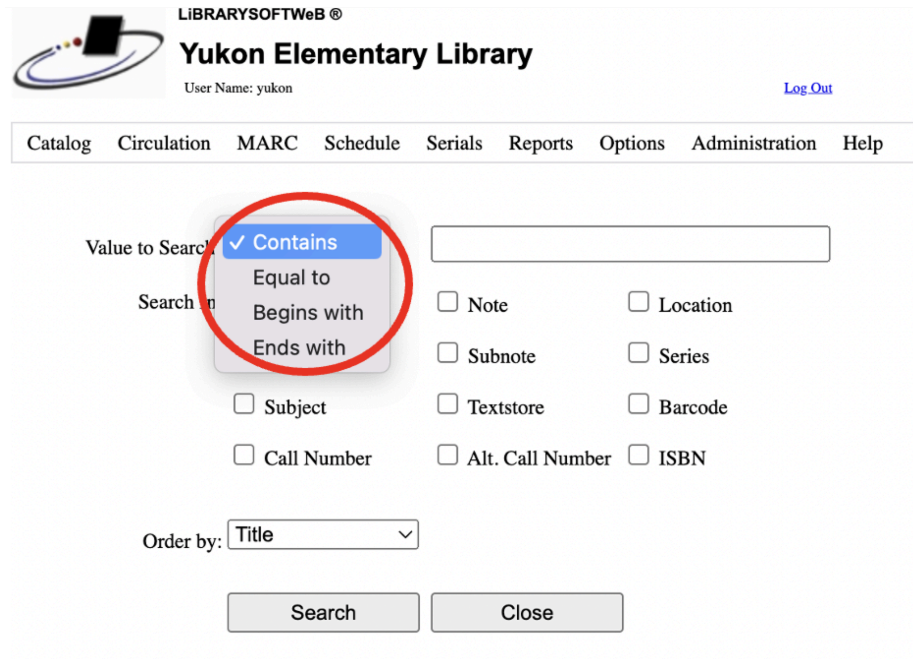
LIBRARYSOFTWeb®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

- Item Entry
- Items from the Gateway
- Simple Entry
- Search**
- Advanced Search

Exit

Select a condition to search for.



LIBRARYSOFTWeb®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

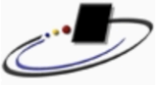
Value to Search:

Search in: **Contains** ☐ Equal to ☐ Begins with ☐ Ends with ☐

☐ Subject ☐ Note ☐ Location
☐ Call Number ☐ Subnote ☐ Series
☐ Alt. Call Number ☐ Textstore ☐ Barcode ☐ ISBN

Order by:

Select an index to search in or select all to search all indexes.

 **LIBRARY SOFTWARE Web**
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Value to Search:

Search In:

☒ Title ☒ Note ☒ Location
☒ Author ☒ Subnote ☒ Series
☒ Subject ☒ Textstore ☒ Barcode
☒ Call Number ☒ Alt. Call Number ☒ ISBN

Order by:

Type in or scan the barcode (or title, or author, etc.).

 **LIBRARY SOFTWARE Web**
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Value to Search:

Search In:

☒ Title ☒ Note ☒ Location
☒ Author ☒ Subnote ☒ Series
☒ Subject ☒ Textstore ☒ Barcode
☒ Call Number ☒ Alt. Call Number ☒ ISBN

Order by:

Select how the results will be ordered by.



LIBRARYSOFTWAREB ®

Yukon Elementary Library

User Name: yukon

[Log Out](#)

CatalogCirculationMARC ScheduleSerials ReportsOptions AdministrationHelp

Value to Search:

Contains

100230473

Search In:

☒ Title

☒ Note

☒ Location

☒ Author

☒ Subnote

☒ Series

☒ Subject

☒ Textstore

☒ Barcode

☒ Call Number

☒ Alt. Call Number

☒ ISBN

Order by

✓ Title

Author

Barcode

Barcode Number

Subject

Edition

Publisher

Publ. Date

Location

Series

ISBN

Call Number

Alt. Call No.

Due Date

Price

Status

Close

Then click on Search.

 **LIBRARYSOFTWeb®**
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Value to Search:

Search In: ☒ Title ☒ Note ☒ Location
☒ Author ☒ Subnote ☒ Series
☒ Subject ☒ Textstore ☒ Barcode
☒ Call Number ☒ Alt. Call Number ☒ ISBN

Order by:

The system will display all possible matches.

207.81.1.79:3064/1GqbgUzC1/01--IXj-hjx2Ula9sEW/

LIBRARYSOFT OPAC Internet

Yukon Elementary Library

Search Results: 1 records found

Title	Author	Call No	Location	Status
I Survived the Sinking of the Titanic, 1912	Larzen Tarshis			On Shelf

Click on the title to display the book's information.



Yukon Elementary Library
User Name: yukon

Log Out

CatalogCirculationMARC ScheduleSerials ReportsOptions Administration Help

Basic | Additional | Research | Textstore | Reading Level | Recommendations | Reviews

Title:Survived the Sinking of the Titanic, 1912

Author:Lauren Tarshis

Author2:

Author3:

Illustrator:

Subject 1:

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Publisher:Graphix

Publ. date:2020-02-04

Publ. place:

Edition:

Call Number:

Period. date:4/12/2023

Alt. Call No.:

Location:

ISBN:1338120921

Barcode:100230473

Curriculum:

Copy No.:1

Accession:

Volume:1

Collation:

Price:0

LCCN:

Series:

Loan Type:BOOK

Status:On Shelf

Borrower:

Due Date:

Picture Size:0.01

Download

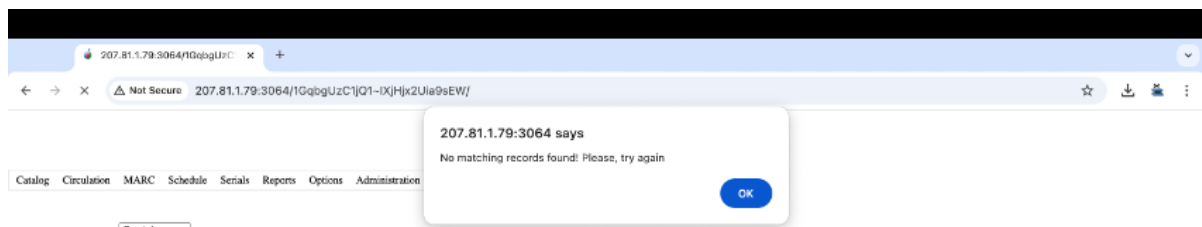


FirstPriorNextLastPostCancelRepeatAddEditDeleteAutofillSearchAdv. Search

To modify any of the information, click on Edit.

Once all information has been updated, click on Post to save.

If no matches were found, the following message will be displayed:



II. Adding Books to the Catalog

There are 2 ways books can be added to the catalog depending on the availability of an ISBN number.

A. Autofill

If an ISBN is available, then the Autofill function may be used.

Go to Catalog > Item Entry

The screenshot shows the LIBRARYSOFTWAREB interface for Yukon Elementary Library. The user is logged in as 'yukon'. The 'Catalog' menu is open, showing 'Item Entry' as the selected option. The 'Item Entry' submenu is also visible, listing 'Items from the Gateway', 'Simple Entry', 'Search', 'Advanced Search', and 'Exit'. The main form area contains a search box with the value '123456789'. Below the search box, there are several checkboxes for search criteria: Note, Location, Subnote, Series, Subject, Textstore, Barcode, Call Number, Alt. Call Number, and ISBN. All these checkboxes are checked. At the bottom, there is an 'Order by' dropdown menu set to 'Title', and two buttons: 'Search' and 'Close'.

LIBRARYSOFTWAREB ®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Item Entry
Items from the Gateway
Simple Entry
Search
Advanced Search
Exit

123456789

☒ Note ☒ Location
☒ Subnote ☒ Series
☒ Subject ☒ Textstore ☒ Barcode
☒ Call Number ☒ Alt. Call Number ☒ ISBN

Order by: Title

Search Close

Click on Autofill.

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Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Basic Additional Research Textstore Reading Level Recommendations Reviews

Title:

Author:

Author2:

Author3:

Illustrator:

Subject 1:

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Publisher:

Publ. place:

Call Number:

Alt. Call No.:

ISBN:

Curriculum:

Accession:

Collation:

LCCN:

Loan Type: -- No Selection --

Borrower:

Picture Size:

Publ. date:

Edition:

Period. date:

Location:

Barcode:

Copy No.:

Volume:

Price:

Series:

Status: -- No Selection --

Due Date:

First Prior Next Last Post Cancel Repeat **Add** Edit Delete **Autofill** Search Adv. Search

Type in or scan the ISBN and then click Submit:



LIBRARYSOFTWARE®

Yukon Elementary Library

User Name: yukon

[Log Out](#)

CatalogCirculationMARC ScheduleSerials ReportsOptionsAdministrationHelp

BasicAdditionalResearchTextstoreReading LevelRecommendationsReviews

Title:

Author:

Author2:

Author3:

Illustrator:

Subject 1:

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Publisher:

Publ. date:

Publ. place:

Edition:

Call Number:

Period. date:

Alt. Call No.:

Location:

ISBN:

Barcode:

Curriculum:

Copy No.:

Accession:

Volume:

Collation:

Price:

LCCN:

Series:

Loan Type:

-- No Selection --

Status:

-- No Selection --

Borrower:

Due Date:

Picture Size:

Search In:

☒ Z39.50 & Amazon

☒ Google Books

☒ Open Library

Loan Type:

BOOK

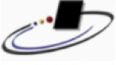
☐ Search DVD

Enter or Scan ISBN number:

For items not found Click Add and enter the Title,
scan ISBN, click to Save or use the Gateway menu option

FirstPriorNextLastPostCancelRepeatAddEditDeleteAutofillSearchAdv. Search

Once the system locates the ISBN it will return with the book information.
If there is a barcode already assigned to the book, click on Edit to change the record.



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Yukon Elementary Library

User Name: yukon

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CatalogCirculationMARC ScheduleSerials ReportsOptionsAdministrationHelp

BasicAdditionalResearchTextstoreReading LevelRecommendationsReviews

Title:Oh, the places you'll go! / by Dr. Seuss.

Author:Seuss, Dr.

Author2:

Author3:

Illustrator:by Dr. Seuss.

Subject 1:Success - Fiction.

Subject 2:Stories in rhyme.

Subject 3:

Subject 4:

Subject 5:

Publisher:Random House,

Publ. date:c1990.

Publ. place:New York :

Edition:

Call Number:[E]

Period. date:8/9/2024

Alt. Call No.:PZ8.3.G276

Location:

ISBN:0679805273 : 0679905278 (

Barcode:100600044

Curriculum:

Copy No.:1

Accession:

Volume:

Collation:[48] p. : col. ill. ; 29 cm.

Price:0

LCCN:

Series:

Loan Type:BOOK

Status:On Shelf

Borrower:

Due Date:

Picture Size:0.01

Download



FirstPriorNextLastPostCancelRepeatAddEditDeleteAutofillSearchAdv. Search

Modify the barcode or any other field that needs to be updated. Then click on Post.

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Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Basic Additional Research Textstore Reading Level Recommendations Reviews

Title: Oh, the places you'll go! / by Dr. Seuss.

Author: Seuss, Dr.

Author2:

Author3:

Illustrator: by Dr. Seuss.

Subject 1: Success - Fiction.

Subject 2: Stories in rhyme.

Subject 3:

Subject 4:

Subject 5:

Publisher: Random House, Publ. date: c1990.

Publ. place: New York : Edition:

Call Number: [E] Period. date: 8/9/2024 ▼

Alt. Call No.: PZ8.3.G276 Location:

ISBN: 0679805273 : 0679905278 (Barcode: 123456789

Curriculum: Copy No.: 1

Accession: Volume:

Collation: [48] p. : col. ill. ; 29 cm. Price: 0

LCCN: Series:

Loan Type: BOOK ▼ Status: On Shelf ▼

Borrower: Due Date:

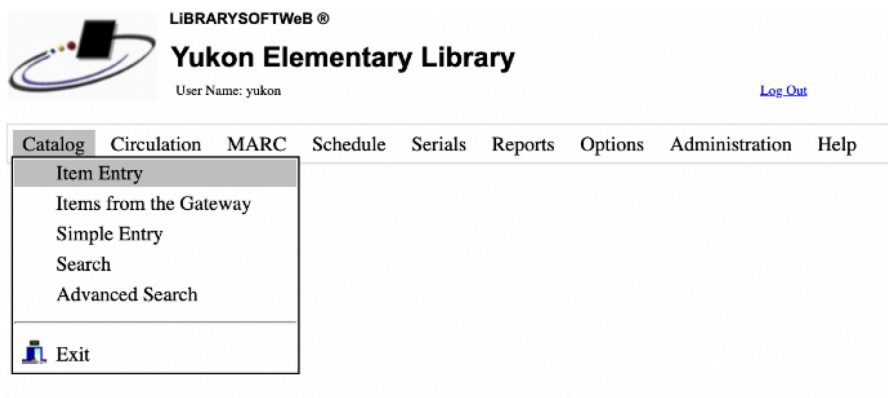
Picture File: [Upload a file](#)

First Prior Next Last **Post** Cancel Repeat Add Edit Delete Autofill Search Adv. Search

B. Add

If no ISBN is available, then the book will need to be manually added to the database.

Go to Catalog > Item Entry



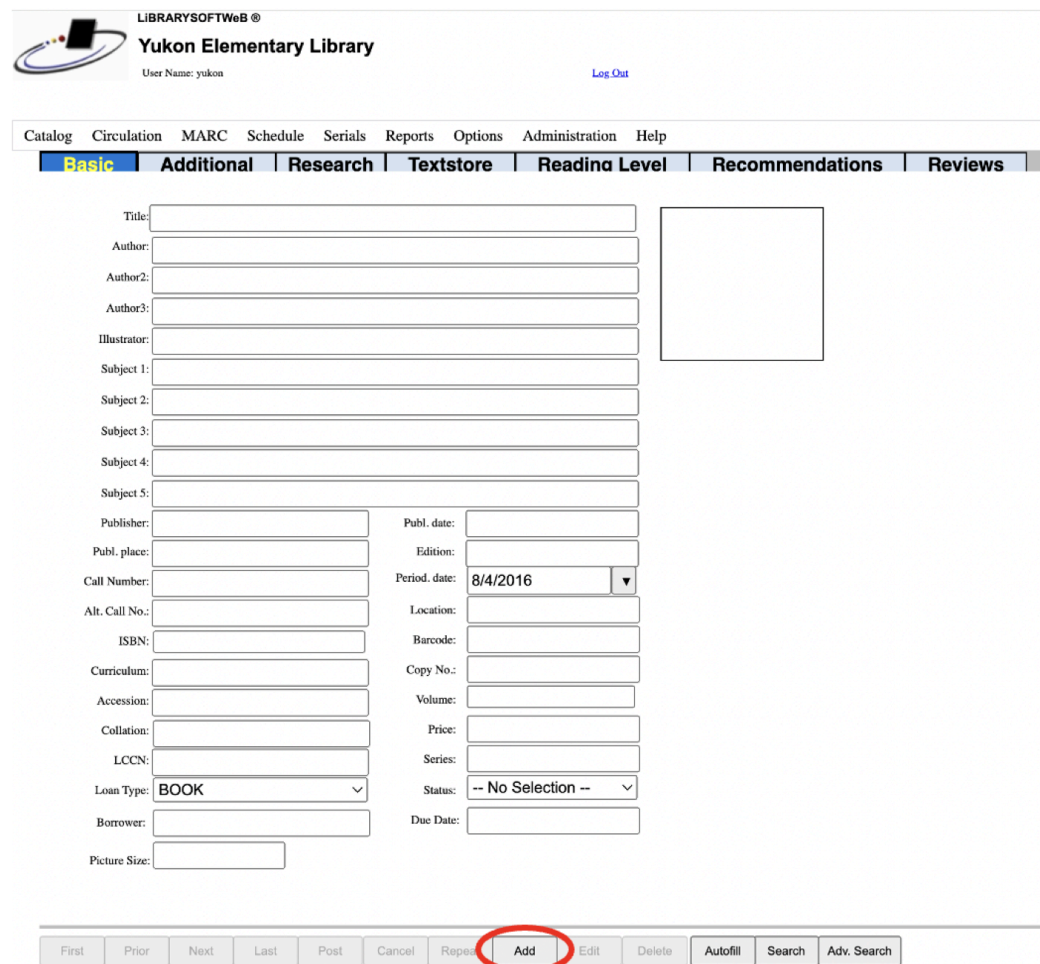
LIBRARYSOFTWeb ®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Item Entry
Items from the Gateway
Simple Entry
Search
Advanced Search

 Exit

Click on Add.



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Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Basic Additional Research Textstore Reading Level Recommendations Reviews

Title:
Author:
Author2:
Author3:
Illustrator:
Subject 1:
Subject 2:
Subject 3:
Subject 4:
Subject 5:
Publisher:
Publ. place:
Call Number:
Alt. Call No.:
ISBN:
Curriculum:
Accession:
Collation:
LCCN:
Loan Type:
Borrower:
Picture Size:
Publ. date:
Edition:
Period. date:
Location:
Barcode:
Copy No.:
Volume:
Price:
Series:
Status:
Due Date:

First Prior Next Last Post Cancel Repeat **Add** Edit Delete Autofill Search Adv. Search

Fill in all fields for which information is available.

Note the following 2 items:

1. The Barcode field will automatically populate with the next number from the database. This will need to be updated if a barcode is already assigned to the book.
2. The default status is "SOLD". This will need to be changed to "On Shelf".

Once all items have been filled in, click on Post.



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Yukon Elementary Library

User Name: yukon

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CatalogCirculationMARC ScheduleSerials ReportsOptionsAdministrationHelp

BasicAdditionalResearchTextstoreReading LevelRecommendationsReviews

Title:Bedtime Stories

Author:Jane Doe

Author2:

Author3:

Illustrator:

Subject 1:

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Publisher:Random House

Publ. place:

Call Number:

Alt. Call No.:

ISBN:

Curriculum:

Accession:

Collation:

LCCN:

Loan Type:BOOK

Borrower:

Picture File:

Upload a file

Publ. date:2000

Edition:

Period. date:8/9/2024

Location:

Barcode:12341234

Copy No.:1

Volume:

Price:0.0

Series:

Status:On Shelf

Due Date:

FirstPriorNextLast

PostCancel

RepeatAddEditDeleteAutofillSearchAdv. Search

III. Removing Books from the Catalog

Search for the barcode as described in section I above.

Once the record has been located and book information is displayed, click on Delete.

LIBRARYSOFTWeb®
Yukon Elementary Library
User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials Reports Options Administration Help

Basic Additional Research Textstore Reading Level Recommendations Reviews

Title: Oh, the places you'll go! / by Dr. Seuss.

Author: Seuss, Dr.

Author2:

Author3:

Illustrator: by Dr. Seuss.

Subject 1: Success - Fiction.

Subject 2: Stories in rhyme.

Subject 3:

Subject 4:

Subject 5:

Publisher: Random House, Publ. date: c1990.

Publ. place: New York : Edition:

Call Number: [E] Period. date: 8/9/2024 ▼

Alt. Call No.: PZ8.3.G276 Location:

ISBN: 0679805273 : 0679905278 (Barcode: 123456789

Curriculum: Copy No.: 1

Accession: Volume: 1

Collation: [48] p. : col. ill. ; 29 cm. Price: 0

LCCN: Series:

Loan Type: BOOK ▼ Status: On Shelf ▼

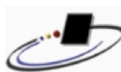
Borrower: Due Date:

Picture Size: 0.01 Download

Oh, the Places You'll Go!

First Prior Next Last Post Cancel Repeat Add Edit **Delete** Autofill Search Adv. Search

Then click on Yes to confirm.



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User Name: yukon

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CatalogCirculationMARC ScheduleSerials ReportsOptionsAdministrationHelp

Basic

Additional

Research

Textstore

Reading Level

Recommendations

Reviews

Title:Oh, the places you'll go! / by Dr. Seuss.

Author:Seuss, Dr.

Author2:

Author3:

Illustrator:by Dr. Seuss.

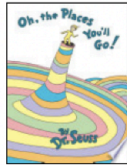
Subject 1:Success - Fiction.

Subject 2:Stories in rhyme.

Subject 3:

Subject 4:

Subject 5:



Delete current record?

Yes

No

Publisher:Random House,

Publ. place:New York :

Call Number:[E]

Alt. Call No.:PZ8.3.G276

ISBN:0679805273 : 0679905278 (

Curriculum:

Accession:

Collation:[48] p. : col. ill. ; 29 cm.

LCCN:

Loan Type:BOOK

Borrower:

Picture Size:0.01

Download

Publ. date:c1990.

Edition:

Period. date:8/9/2024

Location:

Barcode:123456789

Copy No.:1

Volume:1

Price:0

Series:

Status:On Shelf

Due Date:

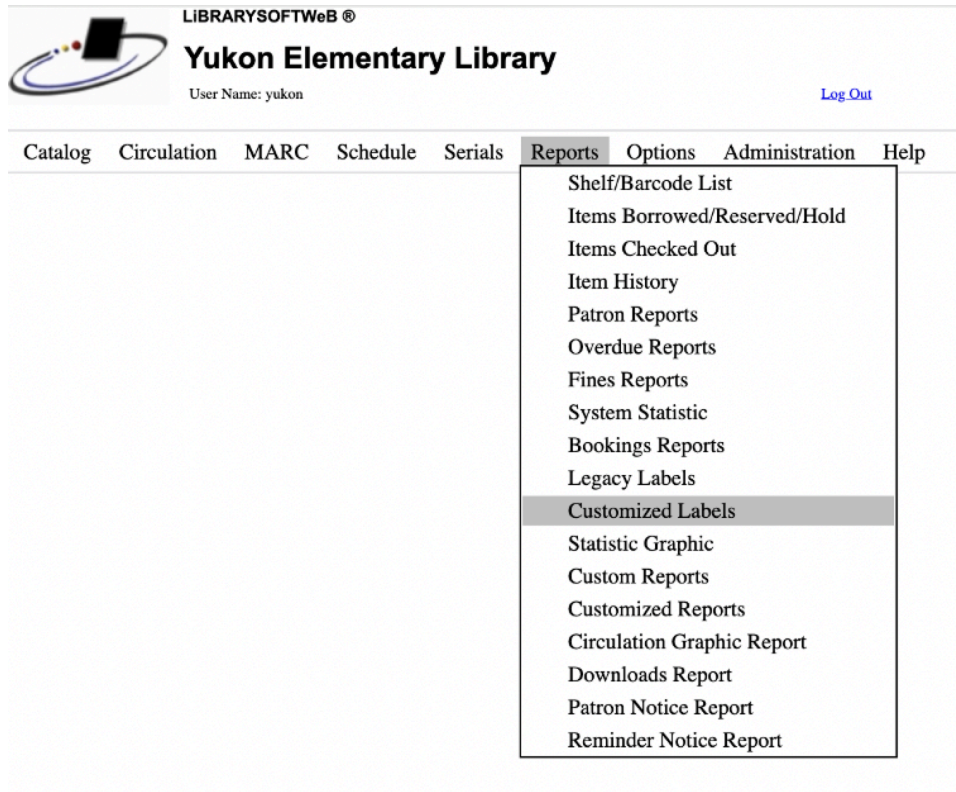
FirstPriorNextLastPostCancelRepeatAddEditDeleteAutofillSearchAdv. Search

Barcode Labels

BARCODE LABELS

Use Avery 5160 - Address Labels 1" x 2⁵/₈", 30 per sheet

Go to Report > Customized Labels



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Yukon Elementary Library

User Name: yukon [Log Out](#)

Catalog Circulation MARC Schedule Serials **Reports** Options Administration Help

- Shelf/Barcode List
- Items Borrowed/Reserved/Hold
- Items Checked Out
- Item History
- Patron Reports
- Overdue Reports
- Fines Reports
- System Statistic
- Bookings Reports
- Legacy Labels
- Customized Labels**
- Statistic Graphic
- Custom Reports
- Customized Reports
- Circulation Graphic Report
- Downloads Report
- Patron Notice Report
- Reminder Notice Report

Under Label Report Format, select “YYY not from the Database”



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Yukon Elementary Library

User Name: yukon

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CatalogCirculationMARC ScheduleSerials ReportsOptionsAdministrationHelp

Label Report Format:

✓ barcode labels cr

barcode labels cr

Item barcode

barcode labels cr

bc_labels

yukon_barcodes

PatronListWteacherRoom

YYY not from the Database

Barcodes Range not from the Database

To:

2. Call Number

Print to PDF

Print to RTF

Add Label Report

Delete Label Report

Enter the barcode number range



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Yukon Elementary Library

User Name: yukon

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CatalogCirculationMARCScheduleSerialsReportsOptionsAdministrationHelp

Label Report Format:

YYY not from the Database

Library Name

Yukon Elementary Library

Select by:

Barcode

Range From:100600840

To:100600989

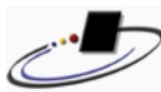
Print to PDF

Print to RTF

Add Label Report

Delete Label Report

Click on "Print to PDF"



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Yukon Elementary Library

User Name: yukon

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CatalogCirculationMARC ScheduleSerials ReportsOptionsAdministrationHelp

Label Report Format:

YYY not from the Database

Library Name

Yukon Elementary Library

Select by:Range From:To:

Barcode

100600840

100600989

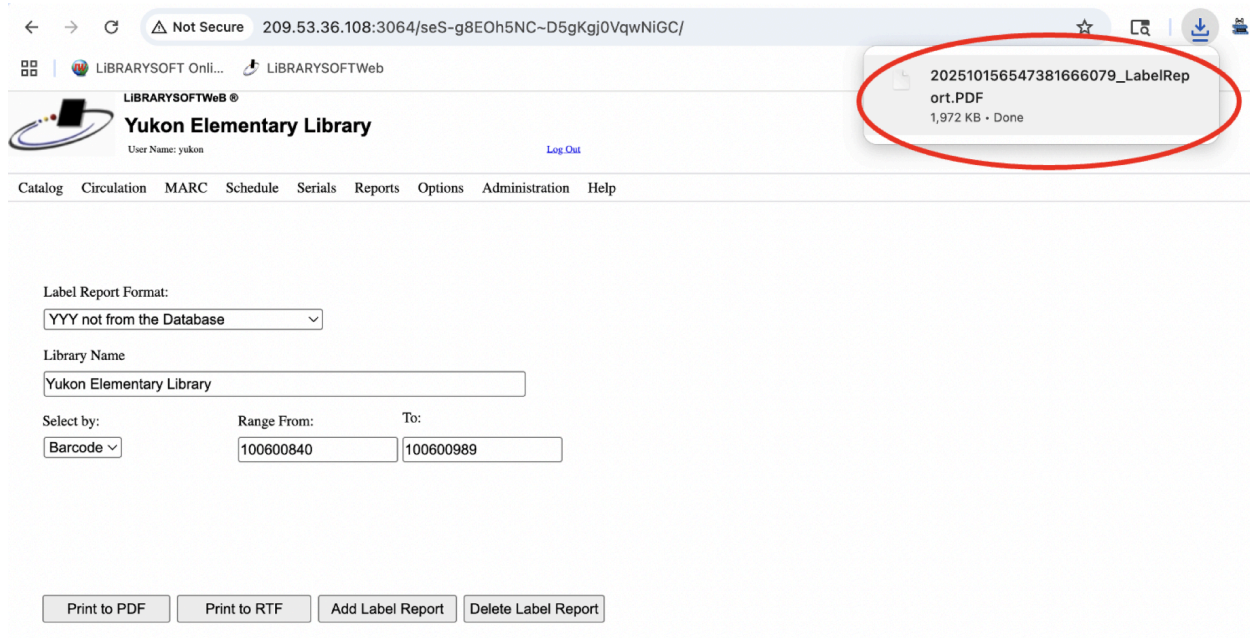
Print to PDF

Print to RTF

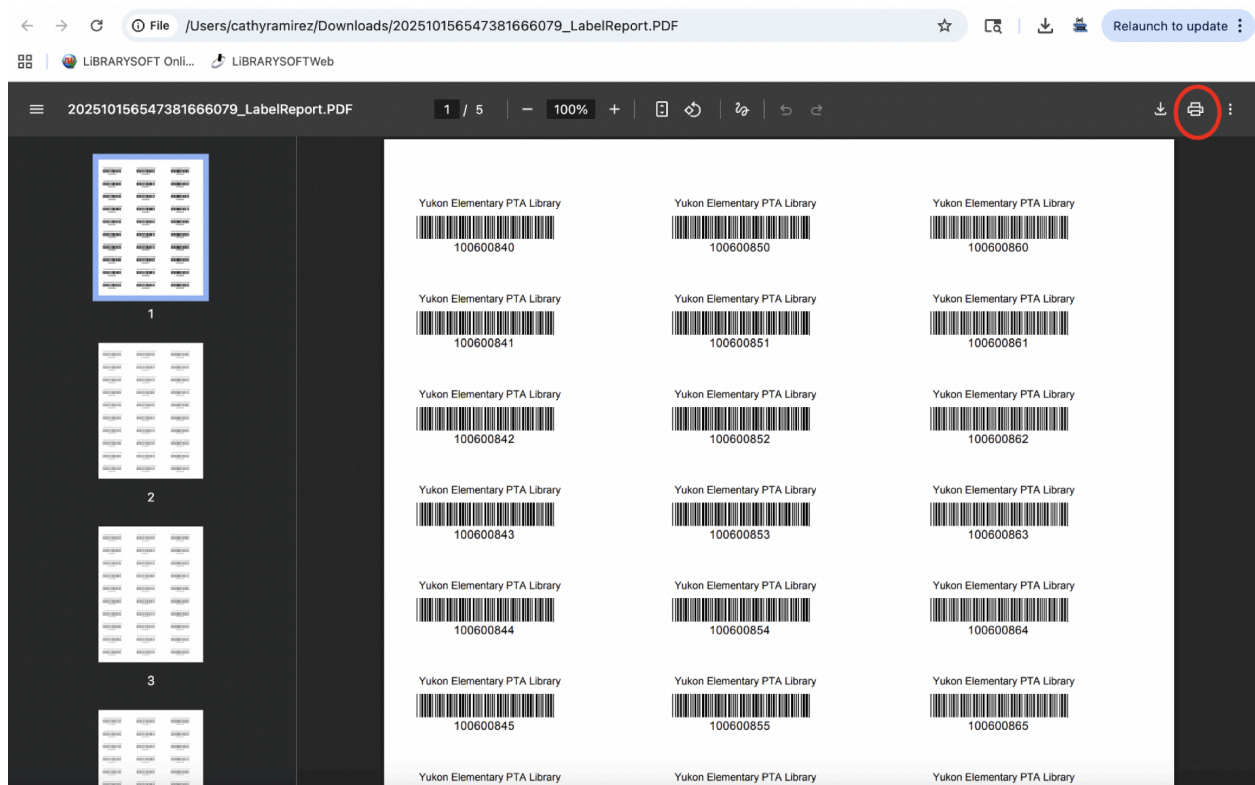
Add Label Report

Delete Label Report

The pdf file will automatically download to your computer.
If using Chrome browser, a notification will pop up that the file was downloaded.
Click on the notification to open the file in Chrome.



Click on the printer icon to print.



Change the Scale to “Fit to printable area.”

The image shows a print dialog for an HP OfficeJet Pro 9010. On the left is a preview of a 10x3 grid of library labels. Each label contains the text "Yukon Elementary PTA Library", a barcode, and a unique ID number ranging from 100600840 to 100600869. On the right is the print settings panel. The "Print" header indicates "5 sheets of paper". The "Destination" is set to "HP OfficeJet Pro 9010". "Pages" is set to "All", "Copies" to "1", and "Color" to "Color". Under the "More settings" section, "Paper size" is "Letter", "Pages per sheet" is "1", and "Scale" is set to "Fit to printable area", which is highlighted with a red oval. The "Two-sided" option is unchecked, with the label "Print on both sides". At the bottom are "Cancel" and "Print" buttons.

Yukon Elementary PTA Library	Yukon Elementary PTA Library	Yukon Elementary PTA Library
100600840	100600850	100600860
100600841	100600851	100600861
100600842	100600852	100600862
100600843	100600853	100600863
100600844	100600854	100600864
100600845	100600855	100600865
100600846	100600856	100600866
100600847	100600857	100600867
100600848	100600858	100600868
100600849	100600859	100600869

Print 5 sheets of paper

Destination: HP OfficeJet Pro 9010

Pages: All

Copies: 1

Color: Color

More settings

Paper size: Letter

Pages per sheet: 1

Scale: Fit to printable area

Two-sided: ☐ Print on both sides

Cancel Print

Then click on Print.

Yukon Elementary PTA Library



100600840

Yukon Elementary PTA Library



100600850

Yukon Elementary PTA Library



100600860

Yukon Elementary PTA Library



100600841

Yukon Elementary PTA Library



100600851

Yukon Elementary PTA Library



100600861

Yukon Elementary PTA Library



100600842

Yukon Elementary PTA Library



100600852

Yukon Elementary PTA Library



100600862

Yukon Elementary PTA Library



100600843

Yukon Elementary PTA Library



100600853

Yukon Elementary PTA Library



100600863

Yukon Elementary PTA Library



100600844

Yukon Elementary PTA Library



100600854

Yukon Elementary PTA Library



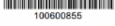
100600864

Yukon Elementary PTA Library



100600845

Yukon Elementary PTA Library



100600855

Yukon Elementary PTA Library



100600865

Yukon Elementary PTA Library



100600846

Yukon Elementary PTA Library



100600856

Yukon Elementary PTA Library



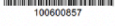
100600866

Yukon Elementary PTA Library



100600847

Yukon Elementary PTA Library



100600857

Yukon Elementary PTA Library



100600867

Yukon Elementary PTA Library



100600848

Yukon Elementary PTA Library



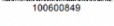
100600858

Yukon Elementary PTA Library



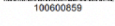
100600868

Yukon Elementary PTA Library



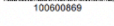
100600849

Yukon Elementary PTA Library



100600859

Yukon Elementary PTA Library



100600869

Print

5 sheets of paper

Destination

 HP OfficeJet Pro 9010

Pages

All

Copies

1

Color

Color

More settings

^

Paper size

Letter

Pages per sheet

1

Scale

Fit to printable area

Two-sided

☐ Print on both sides

Cancel

Print