MUSAC Library Manager
Installation and Setup Guide

2014.1.2
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Welcome to MUSAC Library Manager. In order to make installation of the software a smooth process, please familiarise yourself with this document and the appropriate sections of the user guide before proceeding. Any 'Read Me' files or information displayed whilst running the setup programs should also be read carefully.

Index

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1   Before you Install

Before installing Library Manager for the first time, you should have some plan about how you are going to move from whatever you are currently using as a library system to MLM. Don't expect to install the software first thing on a Monday morning and to be running the library ten minutes later! Although the process is not too difficult, you may need time to resolve any problems which arise.

1.1   System Requirements

If you are purchasing or acquiring hardware, check the specifications given in our [website Document Library](#) should provide a desirable level of performance for the typical user.   These requirements can change from time to time. Please check for current information regarding system requirements.

1.2   Barcode Scanner

Recommended for the Library Manager and Financial Manager modules. Wedge type scanners are compatible. Wand type scanners are unreliable and not recommended. Please contact MUSAC for information on recommended scanners.

The following is a checklist of things that you should consider when installing MUSAC Library Manager for the first time. Following this checklist will help to prevent potential problems and disruptions to your library. Once you have considered each of the listed points, place a tick in the adjacent check box. Some points may or may not be relevant to your particular installation.

2.1   Installation considerations

Check that:

☑   you have read the installation instructions carefully BEFORE installing

☑   the hardware you are installing on meets the requirements

☑   MUSAC 32 bit system files the latest supplied updates to the package are installed and not an older version of the package that has been sitting around on a shelf for some time

☑   you have ironed out any problems with installation before continuing (refer to the troubleshooting hints in the installation instructions).

2.2   Training

☑   Training should be arranged BEFORE you switch packages – you are not going to be able to run your library system effectively if you are unfamiliar with how the package works.

☑   Training is highly recommended. Plan on around 2 hours to become acquainted with the software.

2.3   Data Migration

Plan how you will convert your existing system to Library Manager. This should be a staged process – don't expect to install the package first thing Monday morning and be fully up and running 10 minutes later. The best time to switch over with minimal disruption would be during the school holidays.

If you are converting from another system, start issuing under Library Manager once you have decided to switch. Items issued under your old system should be returned under that system.

2.4   Library Configuration

Configuration defaults can have a significant influence on how the package operates. Some configuration options to check include the following:

☑   Setting up new logon and appropriate levels of users

☑   Access to different areas of Administration is configured correctly for each type of user

☑   Have you set the override passwords (if required)?

☑   Check OPAC settings – which actions are allowed by searchers and whether or not you use the similar spelling option by default

☑   Check Media defaults at a minimum. You will probably want to add defaults for location, loan period.

3   Installing the Software

3.1   Overview

The module includes the following components. You should install them in the order listed.

1   System files

These are common shared system files used by all the 32 bit MUSAC modules. The latest version of these is available to download on www.musac.co.nz.

NOTE: MUSAC System files MUST be installed on EACH machine you wish to run the package from. You need Administrator privileges to install these.

2   PROGRAM Setup

This installation contains the actual library module. This is installed to your network location.

3   License file

The license has been specially encoded for your school and must be installed before you can use the software. You will be prompted to install the license after initially installing the module. Please refer to the license information for more details on this process.

Please use the program setup to install the package and avoid making copies of the program directory as this can cause confusion over which version of the software is the active version.

3.2   Optional Components

There are options for OPAC to cater for different types of hardware:

3.2.1   *WebOPAC*

This option allows you to search your library database through an internet browser. Any machine able to run a web browser (Macintoshes, Linux machines etc) can be used for searches even if they are unable to run Library Manager itself. The speed of WebOPAC searches is far less dependent on the speed of the workstations, so you can concentrate your computing resources on the server machine.
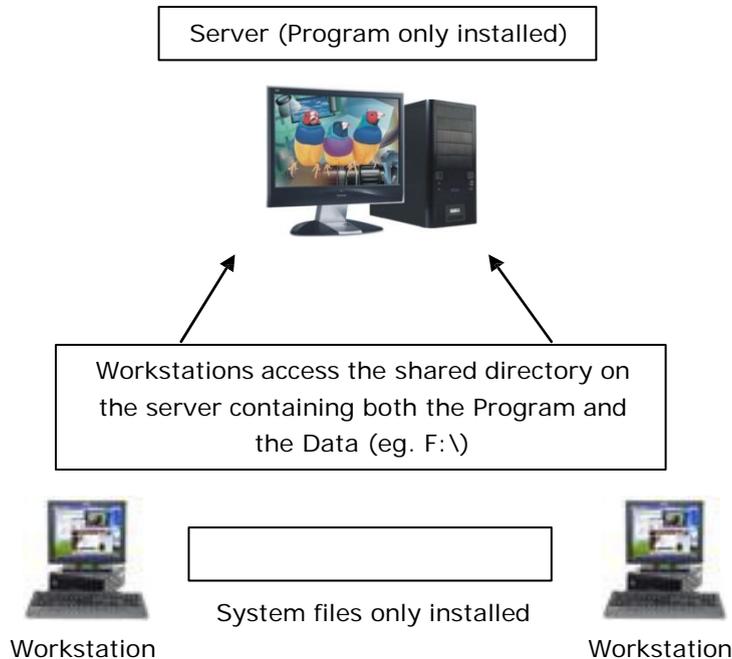
There are additional system requirements for this option, please check the WebOPAC Installation Guide on our website for more information.

3.2.2   *Rapid Catalogue Utility*

This utility can be used to add records and cover images to Library Manager using a Z39.50 interface to SCIS or another provider. Please refer to the installation instruction for Rapid Cataloguing for more details.

3.3 Networking MLM

For a standard networked installation, the program files are installed to the server and the system files are installed to each workstation:

Note that shortcuts will need to be manually set up on each workstation accessing the package over the network.

Remember that the system files installation needs to be run from each machine. The package contains a check that will notify you if the required version of the system files has not been installed. Additionally as the system files installation is Windows installer based, the installation can be published through active directory to multiple machines.

3.4 Troubleshooting an Installation

Please check the following if you are experiencing difficulties with installation:

The package should be accessed on workstation machines through a mapped network drive or UNC path.

Read write create access must be enabled for the shared directory. This is because the database system needs to be able to create a locking file.

Novell networks: Long filename support must be enabled in order for the package to install and operate correctly.

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The name of the directory you install the package to is not significant, however unless you have a reason to do so, you should leave the directory as MLM.

If you are getting errors (particularly errors 50003, 429, 430) on one machine but not others, then it is quite likely that you have installed either an older version of the system files or have not installed the system files on that particular machine. Occasionally the system file installation may not run correctly due to other software running on the machine. If you need to re-run the system file installation, try the following:

1   Reboot the machine and ensure that any virus scanning software or the like is disabled. This ensures that any hidden applications that may be interfering with the installation are removed.

2   Run the system software installation again.

4   After Installation

4.1   Starting Library Manager

Please read the user guide section on starting the module, particularly with respect to the configuration of Library Manager.

4.1.1   Assistance with using Library Manager

A user guide is included with the module, however as MUSAC software is enhanced, the guide does not always fully reflect the features available in the software. The online help (available by pressing F1) is also available in the product for obtaining help.

4.1.2   Training and Support Contacts

Training and software are available from MUSAC agents. Please refer to our website http://www.musac.co.nz for further information.

Alternatively our Software Support team are available on 0800 600 159 for assistance with software technical queries.

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