1   Open your MLM login screen

2   Instead of logging in, click on the logo above the word MUSAC

3   From the choices select 'Create a new Library' then click 'Ok' for the Library Setup Wizard

4   On the Introduction screen click 'Next'

5   For your reference, Step 1 tells you where your library database is located. Click 'Next'.

6   Step 2: Library Profile. Click 'Specialist Library' then click 'Next'.

7   Step 3: Import existing data. Choose No then click 'Next'.

8   Step 4: Choose a Library Name. Give your library a suitable name, such as Teaching Resources, click 'Next' then click 'Finish'.

9   After a short time a 'Library Created Successfully' message will appear. Click 'Ok'.

10  Click the Library menu from the top of the screen and choose 'Log in'.

11  From the Library drop down choose your new Resource Library.

12  Use musac as the Logon and musac as the Password to open the library.

13  Go to Configuration > Users and Groups and add yourself as a Librarian user

14  Logout, then login as yourself.

15  Go back to Configuration > Users and Groups and remove the 'MUSAC' user

16  You can now add your teaching resources as if they were books - with less details, as well as staff if you wish to use the Circulation facilities to check the resources in and out.

17  You can also include your hardware in this library or create another school hardware library using the same steps as above.

18  MUSAC's barcoding service can assist with management of the above. Please see the Product menu on our website.

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