

# LIBRARY GOLD

## STARTUP CHECKLIST

When you first start exploring Library Gold, you may find it helpful to work through the list below. It should not take very long, and when you have completed the list you will be able to set up Library Gold so that it works just as you want it to. In fact, if you make the necessary changes as you go through the checklist, this may be all the setting-up you need to do!

*We hope that you will enjoy working with Library Gold.*

	<b>See the Help section entitled...</b>	✓
1. Change the passwords supplied with the system (the "default passwords").	<i>Overview... / Getting started... / Managing users</i>	
2. If you wish, change Library Gold users' names. You may also add new users, or delete existing ones.	<i>Overview... / Getting started... / Managing users</i>	
3. Read how to close down Library Gold properly.	<i>Overview... / Security / Closing down</i>	
4. Review settings for the parts of the system that each user has permission to use. Make changes if you wish.	<i>Overview... / Security / User permissions</i>	
5. Review and make any changes to system settings.	<i>Overview... / Settings / System options</i>	
6. Review and make changes to your library details.	<i>Overview... / Settings / System options</i>	
7. Review and make changes to settings for loans and reservations.	<i>Loans / Loans and reservations settings</i>	
8. Review and make changes to settings for library members.	<i>Members / Member Categories and Groups / Member settings</i>	
9. Review and make changes to settings for stock maintenance.	<i>Stock / Stock maintenance / Stock maintenance settings</i>	
10. Review and make changes to settings for stock searches.	<i>Stock / Stock searches / Stock search settings</i>	
11. Review the section on system lists. Go through each system list and make changes if you wish.	<i>Overview... / Settings / System lists</i>	
12. Review the section on closure dates. Optionally, set closure dates.	<i>Overview... / Settings / Closure dates</i>	
13. Finally, if you wish to import data from an older Cadomel library management system, run the Convert program installed with Library Gold.	<i>Overview... / Getting started... / Importing data from older Cadomel systems</i>	