

Installing Library Gold

1. Insert the Library Gold CD – it should start up automatically. If the setup program does not open:
 1. Click Start, then Run...
 2. Enter D:\Setup.exe where D: is your CD-ROM drive) or browse to setup.exe on the CD. Click OK.
 3. Double-click Setup.exe to run it.
2. Follow the on-screen instructions. By default, Library Gold is installed in a new folder on your C: drive called *Library Gold*. **We strongly recommend you stick to the default setting.** When installation is complete, a Library Gold shortcut will appear on the Windows Desktop, and also in the Programs menu under Cadomel Library Systems.
3. To open Library Gold, do one of the following:
 - Use the Library Gold shortcut on the Windows Desktop.
 - Click Start, then All Programs. Select *Cadomel Library Systems*, then *Library Gold*.
4. When Library Gold opens for the first time, you will see a setup screen. Use the setup screen to set up either:
 - a **trial version*** or
 - a **full version using a Licence Key.**

Now please read the relevant section in column 2...

**The Trial version is fully-featured, but limited to 30 days' use. You can upgrade the Trial version to a full version by purchasing a licence from Cadomel Library Systems. See Library Gold Help for how to upgrade.*

Trialling different editions

Library Gold is available in three editions: *Junior*, *Standard* and *Professional*. If you wish to trial more than one edition of Library Gold, after trialling the first simply uninstall Library Gold fully (see instructions below), then install again, selecting another edition during the trial setup.

Setting up a trial version

Start Library Gold. In the setup screen, follow these steps:

Welcome - Click *Next*.

Where is your data? - Enter *C:\Library Gold\Data*, or browse to *C:\Library Gold\Data* and click *OK*. Then click *Next*.

Your Library Name - Leave the library name blank and click *OK*.

Select Trial Product - Select the edition you wish to trial, then click *Next*.

Summary - Verify that the installation details are correct. To make changes, click *Back*. When the details are correct, click *Next* to finish.

Before you login to the system, please read *Making a start with Library Gold*.

Setting up a full version

Start Library Gold. In the setup screen, follow these steps:

Welcome - Click *Next*.

Where is your data? - Enter *C:\Library Gold\Data*, or browse to *C:\Library Gold\Data* and click *OK*. Then click *Next*.

Your Library Name - Enter your library name exactly as confirmed by Cadomel Library Systems (this is case-sensitive). Click *Next*.

Your Licence Key - Enter your licence key exactly as supplied to you (this is case-sensitive). Click *Next*.

Summary - Verify that all details are correct. To change them, click *Back*. When they are correct, click *Finish*.

Before you login to the system, please read *Making a start with Library Gold*.

Logging-in to Library Gold

Access to many features in Library Gold is controlled using **User names and passwords**. When you log on, you choose a user name from a drop-down list and enter the password assigned to that user.

Library Gold comes with three default users already entered. They are:

User name	Password
- Click OK -	[blank]
Assistant	assist
Manager	manager

Passwords are case-sensitive. To make login straightforward for ordinary library members, the Member user name is a prompt: - *Click OK* -. The password is blank so that no password is needed to login as the Member user.

To make your system secure, you should change the Assistant and Manager passwords after installation. You may leave the Member password blank or you may change it. You may change other user names too as you wish. You may also add more users, or delete existing ones – see the *Security* section of Help for details.

We suggest the following first steps:

1. Login as Manager
2. Open Help (press F1 on the keyboard*).
3. Open *Overview and system setup* and read through it. In particular, read *Managing users and User permissions* in the section on *Security*.
4. Change user passwords.
5. Review other system settings and make any changes you wish.

**Library Gold Help is also installed in the Library Gold folder as Help.doc for reading with Microsoft Word, as Help.pdf for reading with Adobe Reader, and as Help.htm for reading in a browser.*

Installing TopCat

1. Exit Library Gold if it is running.
2. Insert the TopCat CD in your CD-ROM drive. If setup does not start automatically, click Start, then Run... and enter D:\setup.exe, where D: is your CD-ROM drive. Click OK.
3. Follow the instructions on the screen. TopCat will be copied to the Library Gold folder on your hard drive. When you run Library Gold again, the program will recognise that TopCat is present. Please refer to Help for more details.

Installing on a network

First, make sure you have:

- a **Library Gold CD or download**;
- a **Network Client CD or download**;
- a **Network Licence Key** from Cadomel Library Systems.

1. Install Library Gold on your server.
2. Set up Library Gold following *Setting up a full version* above.
3. Share the *\Library Gold* folder and ensure that network users have full read/write access to it and all its subfolders.
4. Install the Network Client on client machines. In the Customer Information dialog, choose to install for all users.
5. Set up Library Gold as described on page 1 above, but in step 2, *Where is your data?*, enter the location of the *Library Gold\Data* subfolder **on your server**.

For full details, please refer to Help.

Converting data from a Cadomel legacy application

If you are a user of The Book Detective, BookMaster, School Library or Senior Librarian, we provide a data conversion program, *Convert*, to import your existing data into Library Gold.

Running **Convert** will replace any data you have entered in Library Gold. However, it will not affect the original data entered in your Cadomel legacy application, so you may safely use it to trial the Trial version.

Instructions on converting your data are given in Library Gold Help - look for *Data conversion* in the Help index.

Uninstalling Library Gold

To remove Library Gold from your computer, click *Start*, then *Control Panel*. Open *Add or Remove Programs*, find Library Gold in the list and click *Remove*.

When uninstall has finished, the data files will remain: delete the Library Gold folder from your computer using Windows Explorer.

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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.

Work through the list below to set up your system.	From the system menu choose Tools, then...	For further information, see the Help section entitled...	✓
1. Change the passwords supplied with the system (the "default passwords").	Security - Add/Edit Users	<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.	Security - Add/Edit Users	<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.	Security - User Permissions	<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.	Options... - Library details	<i>Overview... - Settings - System options</i>	
7. Review and make changes to settings for loans and reservations.	Options... - Loans & Reservations	<i>Loans - Loans and reservations settings</i>	
8. Review and make changes to settings for library members.	Options... - Members	<i>Members - Member Categories and Groups - Member settings</i>	
9. Review and make changes to settings for stock maintenance.	Options... - Stock Maintenance	<i>Stock - Stock maintenance - Stock maintenance settings</i>	
10. Review and make changes to settings for stock searches.	Options... - Stock Search	<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.	Choose each list, eg <i>Media Type</i> , in turn.	<i>Overview... - Settings - System lists</i>	
12. Review the section on closure dates. If you wish, set closure dates.	Library 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>	