

# Getting Started Using Libris Design:

## Opening the Database:

Once you've located the "Libris\_Design" database file in your directory, double click on it and you will see the following **LIBRIS Design Login Screen**:

**Libris DESIGN Login Screen**

## Libris DESIGN 5.0

The *Libris DESIGN* database helps you create:

1. **Public Library Building Programs**
2. **Project Cost Estimates**

In order to use the program, you must complete a **needs assessment** so that the approximate size of the desired library building is known.

**IF YOU ARE A NEW USER:**

1. Type **New User** in the user Name box
2. Type **NU** in the Password box
3. Press the **<ENTER>** Key.  
(Creates a new User Name)

User Name:

Password:

Disclaimer    Acknowledgements    System Specifications    Passwords    **Exit**

## IF YOU ARE A NEW USER:

If this is the first time you have used Libris Design, follow the on-screen directions.

## Type in or Select "New User"

Type in "New User" or select it from the list by clicking on the down facing arrow.



**IF YOU ARE A NEW USER:**

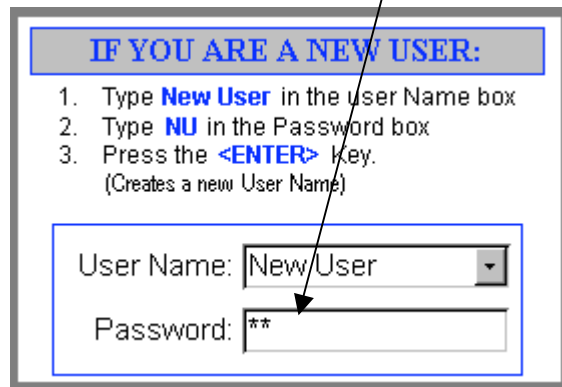
1. Type **New User** in the user Name box
2. Type **NU** in the Password box
3. Press the **<ENTER>** Key.  
(Creates a new User Name)

User Name:

Password:

## "NU" is the Password

Then type in the letters "NU" in the password box, and press the <Enter> key.



**IF YOU ARE A NEW USER:**

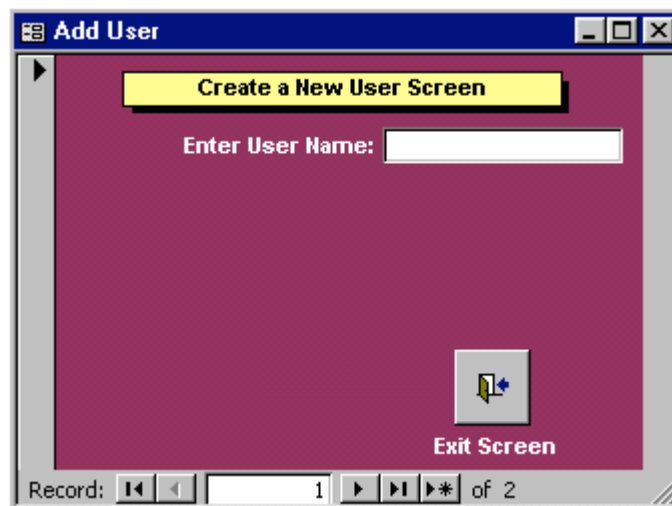
1. Type **New User** in the user Name box
2. Type **NU** in the Password box
3. Press the **<ENTER>** Key.  
(Creates a new User Name)

User Name:

Password:

## Create a New User Screen

You will then see a "Create a New User Screen" as shown below:



**Add User**

**Create a New User Screen**

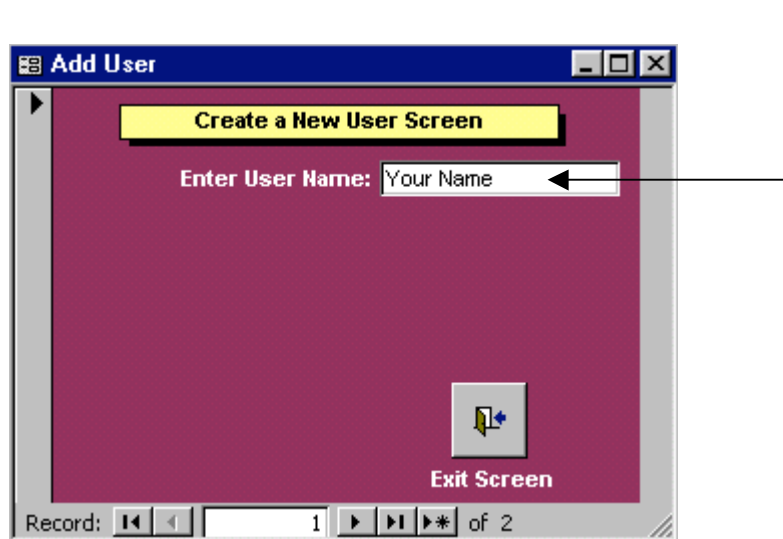
Enter User Name:

**Exit Screen**

Record: 1 of 2

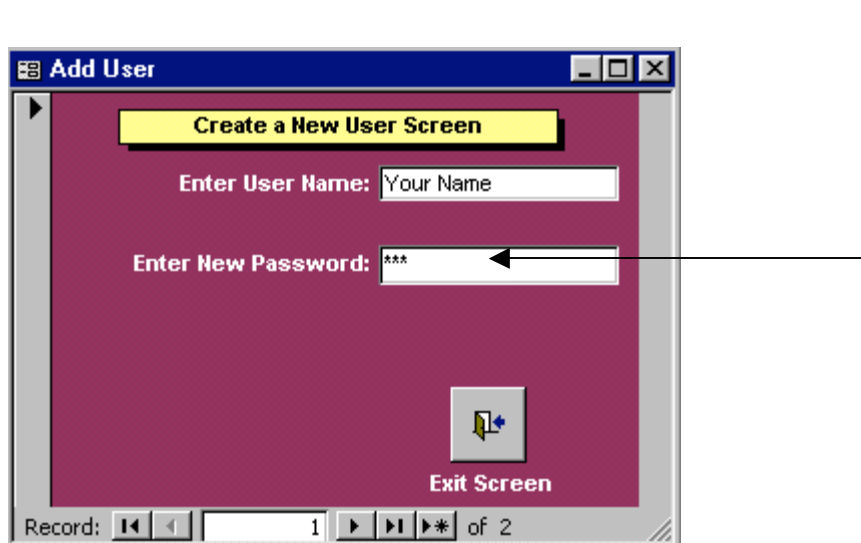
## Adding a User

In order to be provided access to the database, you must first type in your name in the **"Enter User Name"** box and press the <Enter> key.



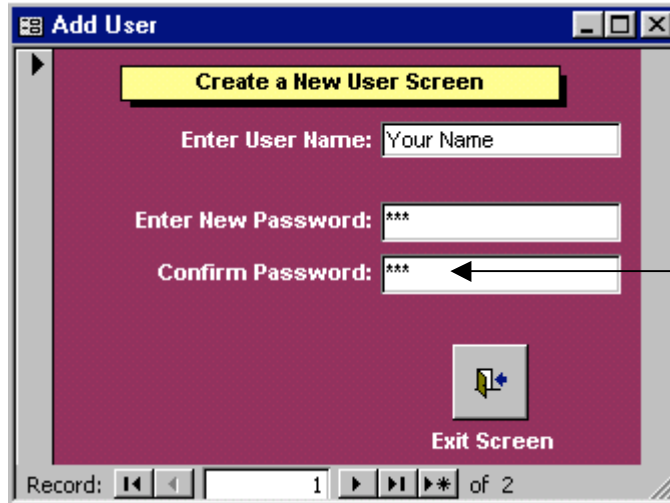
## Enter a Password

Then type in a password that you can remember in the **"Enter New Password"** box and press the <Enter> key:



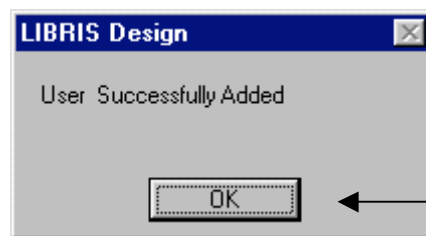
## Confirm the Password

Then type in the same password again in the "Confirm Password" box and press the <Enter> key:

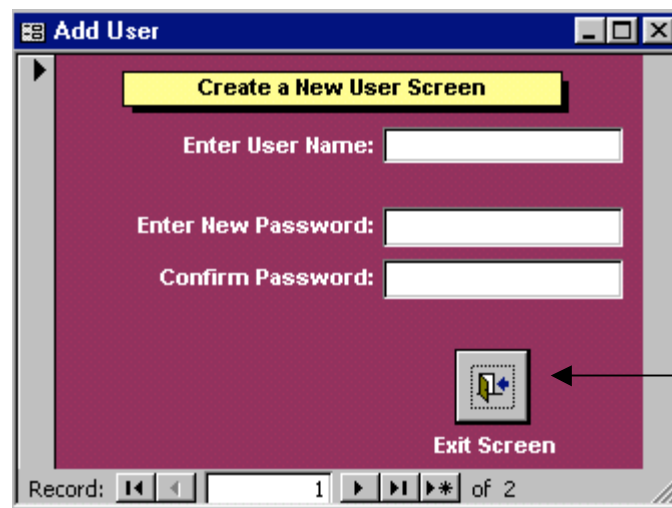


The screenshot shows a window titled "Add User" with a yellow header "Create a New User Screen". It contains three input fields: "Enter User Name:" with the text "Your Name", "Enter New Password:" with three asterisks, and "Confirm Password:" with three asterisks. A button with a right-pointing arrow and a plus sign is labeled "Exit Screen". At the bottom, there is a record navigation bar showing "Record: 1 of 2".

You will see the following confirmation message box - Click on the "OK" button.



Then Click on the "Exit Screen" button to close the "Create a New User Screen" and return to the **Login Screen**:



The screenshot shows the "Add User" window again, but the input fields are now empty. The "Exit Screen" button is highlighted with a dashed border, and an arrow points to it from the right.

## Logging in as a User:

### Entering your User Name:

Either type in "**Your Name**" in the User Name box, or select "**Your Name**" from the pull down list.

**Libris DESIGN Login Screen**

## Libris DESIGN 5.0

The *Libris DESIGN* database helps you create:

1. **Public Library Building Programs**
2. **Project Cost Estimates**

In order to use the program, you must complete a **needs assessment** so that the approximate size of the desired library building is known.

**IF YOU ARE A NEW USER:**

1. Type **New User** in the user Name box
2. Type **NU** in the Password box
3. Press the **<ENTER>** Key.  
(Creates a new User Name)

User Name:

Password:

[Disclaimer](#) [Acknowledgements](#) [System Specifications](#) [Passwords](#) [Exit](#)

### Entering your Password

Type in your password in the "**Password**" box and press the <Enter> key

**IF YOU ARE A NEW USER:**

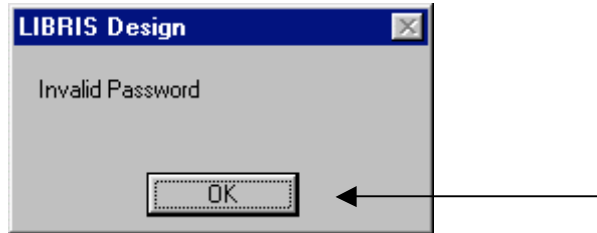
1. Type **New User** in the user Name box
2. Type **NU** in the Password box
3. Press the **<ENTER>** Key.  
(Creates a new User Name)

User Name:

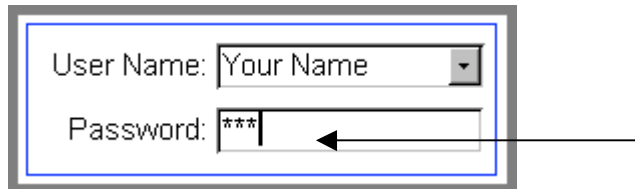
Password:

**If you enter the wrong password:**

You will see the following "Invalid Password" message box. Click on the "OK" button to return to the Login Screen.



Your user name ("Your Name") will still be displayed. Re-enter your password making sure it is correct this time.



## Manage Models Screen:

If you enter your password correctly:

You will see the following "Manage Models" screen:

Select an Expert Model

Choose a Model:

Enter a name for your Library Model:

*Example: Anytown 30,000 Sq Ft Main Library*

I'm Ready

There are no User Models present in Libris DESIGN at this time. Create a Model from Expert Templates using the "Select an Expert Model" section above  
OR  
Click the large button below to import or recover models from another copy of Libris DESIGN.

Import Models From Another Copy of Libris DESIGN

Recover Models From a Backup Copy of Libris DESIGN

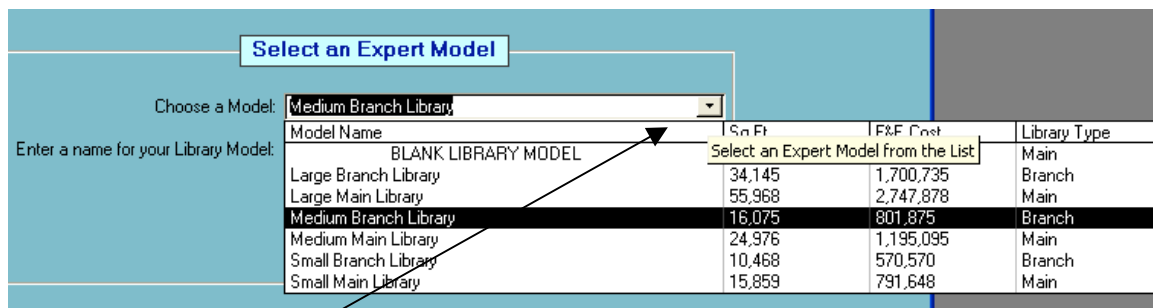
Close Screen

### Import Models from Another Copy of LIBRIS Design:

The lower part of the "Manage Models" screen can be ignored at this time. It will be utilized when transferring user data from one version of Libris Design to another (presumably a more enhanced) version or recovering a backup copy.

For more in-depth step by step instructions on the data transfer process see the "**Data Import Screen**" and "**Backing up and Recovery**" user help document on the Libris Design website.

## Selecting an Expert Model



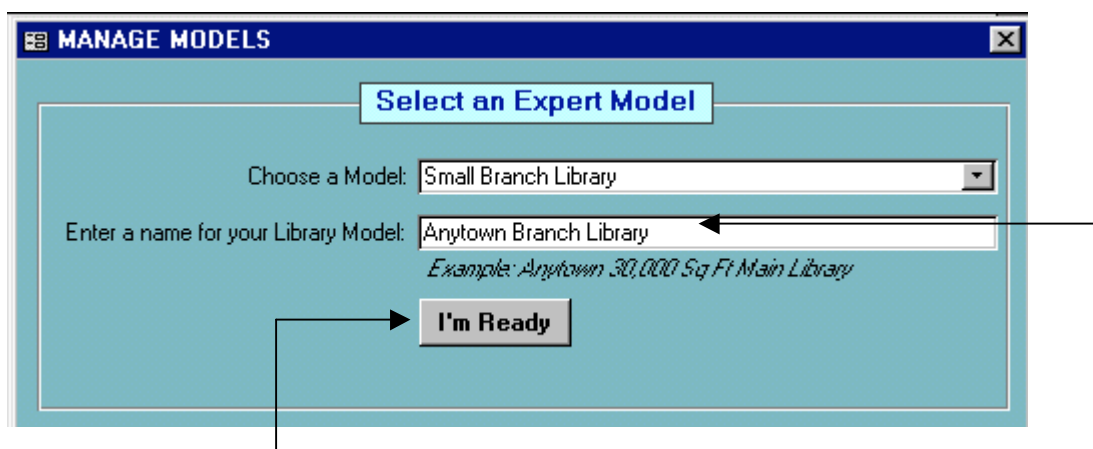
In order to start using Libris Design, select an Expert Model by clicking on the down

facing arrow in the box to the right of the "**Choose a Model**" box:

Then select the library model that is as close in size and type as the library you wish to create a building program and cost estimate for (don't worry about the "F&E Cost" column, that will be modified later).

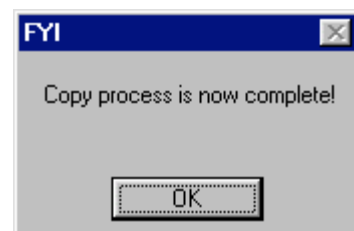
### Naming your Library Model:

Type in the name of the library you are working on in the "**Enter a name for your Library Model**" box:



Then Click on the "**I'm Ready**" box or press the <enter> key.

You will see a series of status boxes (below) for which you should either keep Clicking "OK" or pressing the <Enter> key.



## Library Model Screen:



The "**Library Model**" screen will then display and you can begin working on your library building program.

FURNITURE & EQUIPMENT:		COST	SQ FT
Physical:		\$363,220	6,295
Collection Shelving:		\$74,900	2,980
Non-Assignable:			3,092
<b>Totals:</b>		<b>\$438,120</b>	<b>12,367</b>

Divisions	Cost	Sq Ft
Audio-Visual Library	\$15,895	214
Browsing	\$500	15
Children's Library	\$32,085	874
Circulation Services	\$154,830	2,120
Fiction Collection	\$13,040	376
Library Entrance	\$3,085	0
Non-Fiction Collection	\$30,940	620
Periodicals Collection	\$9,500	264

For more in-depth step-by-step instructions on the "**Manage Models**" and "**Library Model**" screens, see the "**Manage Models Screen**" and "**Library Model Screen**" in the user help documentation on the Libris Design website.