



DAY 1 and DAY 2 ASSIGNMENTS

Dear L.A.M Participants,

As part of our hands-on session on "Mastering Proprietary Library Management Systems: Case Studies – ActiveShelf and Koha," we have provided you with usernames and login details to access the demo version of ActiveShelf. Both Koha and ActiveShelf (OpenSource and Proprietary Software) have similar features to enable you practice with. **Find the login details below:**

Link to demo site: <https://demo102.lib.ng/>

Username : ogbejie333@gmail.com

Password : Chris3000

To enhance your practical understanding and skills, please complete the following assignment. These tasks will allow you to gain firsthand experience with key functionalities of a standard ILMS:

1. Register Yourself as a Patron

- Log into the ActiveShelf demo system using the credentials provided.
- Navigate to the Patron Registration module.
- Fill in the required information to register yourself as a patron in the system.
- Save the registration and note your patron ID.

2. Register a New Patron

- Using the Patron Registration module, register a new patron.
- Ensure to fill in all necessary details, including name, photo, contact information, and membership category.
- Save the registration and note the patron ID.

3. Catalogue a Book

- Access the Cataloguing module in the ActiveShelf system.
- Select the option to add a new book.
- Enter the bibliographic details for a book of your choice (Title, Author, ISBN, Publisher, Year of Publication, etc.) as described during the training session
- Save the catalogued book and note the item Title

4. Check Out a Book to a Patron

- Navigate to the Circulation module.
- Select the patron you registered earlier.
- Check out the book you catalogued to this patron.
- Note the due date and return process.

5. Navigate the Reports Module and gain insights on the activities on the ILMS

Submission Guidelines:

- Complete the above assignments by noon on Day 3.
- Prepare a brief summary (one page) of your experience performing each task, including any challenges faced and how you resolved them.
 - Your One-page Summary/Report should be followed by screenshots of each completed task (registration forms, catalogued book entry, circulation details)
 - The PDF Filename should be your full name
- Submit the PDF (Which contains both the one page report and screenshots) to the Masterclass WhatsApp Group i.e. each participants is required to submit just one PDF for Day 1 and Day 2 Assignments.

Review and Feedback:

Your submissions will be reviewed by our facilitators, Mr. Christian Ogbejie and Mr. Jeremiah Ugwulebo during the interactive session on the third day, they will provide feedback and discuss common issues and best practices based on your experiences.

We look forward to seeing your progress and discussing your experience on Sunday.

Best regards,

Sylvester I. Ebhonu

(The Digital Librarian)



DAY 3 ASSIGNMENT

Dear L.A.M Participants,

As our 3-Day Library Automation Masterclass (L.A.M) comes to a close, we would like to give you a final assignment (three actually) that will help us understand your experiences and gather valuable feedback. This assignment will focus on reflecting on what you have learned, how it has impacted you, and your plans moving forward.

Assignment Instructions:

1. Capture the Moment:

- **Photo Submission:** Please take a snapshot or selfie of yourself attending or paying attention to as the Grand Finale (Day 3) masterclass is going on. If you have someone to assist you, a photo taken by them would be great. If you are on your own, a selfie is perfectly fine.
- **Submission:** Upload the photos (ONLY 2) to the LAM WhatsApp Group or privately to [Sylvester Ebhonu](#)

2. Testimonial Video or Written Reflection:

- **Duration:** Record a 3-minute video sharing your experience at L.A.M.
- **Length of Written Reflection:** for those not comfortable with video/not camera friendly, write a 350-word Essay
- **Content:** In your Video/Essay, please include:
 - How you heard about the course and why you decided to attend
 - Your expectations before attending the masterclass.
 - Your overall experience in the masterclass.
 - Key lessons you learned.
 - Your next steps or action plan on how you will utilize what you have learned.
 - How this knowledge will impact your career.
- **Submission:** Upload the Video or Essay (ONLY 1) to the LAM WhatsApp Group or privately to [Sylvester Ebhonu](#)

Additional Requirement:

3. To enable us deliver the Masterclass resources (Recording, Slides and Certificates of Achievement), please Fill out the Post-Evaluation/Attendance/Feedback Form by clicking on the link below:
<https://forms.gle/EvQDkDGUnm7FYCdB6>

Objective:

These assignments aim to capture your personal reflections and testimonials, which will help us improve future sessions and also serve as inspiration for others considering attending our capacity development programmes in the Upskill and Connect Village.

Submission Deadline: Wednesday 31st July, 2024

Once again, thank you for your active participation and contributions throughout this masterclass. We look forward to your insightful reflections and testimonials.

Best regards,

Sylvester I. Ebhonu
([The Digital Librarian](#))



IMPORTANT INFORMATION ON ACCESSING KOHA DEMO!

To Access Koha frontend (OPAC) Visit:

<https://catalog.bywatersolutions.com/>

Username = bywater

Password = bywater

To Access Koha Backend (Staff Interface) Visit:

<https://intranet.bywatersolutions.com/>

Username = bywater

Password = bywater

To Access Koha backend version 24.05 (Staff Interface) Visit:

<https://koha.adminkuhn.ch:8443/cgi-bin/koha/mainpage.pl>

Username: demo

password: demo

To Access Koha frontend version 24.05 (OPAC) Visit:

<https://koha.adminkuhn.ch/cgi-bin/koha/opac-main.pl>

Username: demo

password: demo

Learn More:

<https://thedigital-librarian.com>
