OKSIGENIA
Ayvurenda

A GUIDE FOR LIBRARY STAFF

Starting the library

From the catalogue you already have to the first loan: bringing in the books and the readers, deciding how lending works and printing the labels and the cards.



For whoever sets the library up, whether it comes from another system, from a spreadsheet or from a box of books with no catalogue at all.

IN FIVE STEPS

From a box of books to the desk

You do not need to finish one step to start the next, nor to have everything to start lending: the rest can be adjusted later.

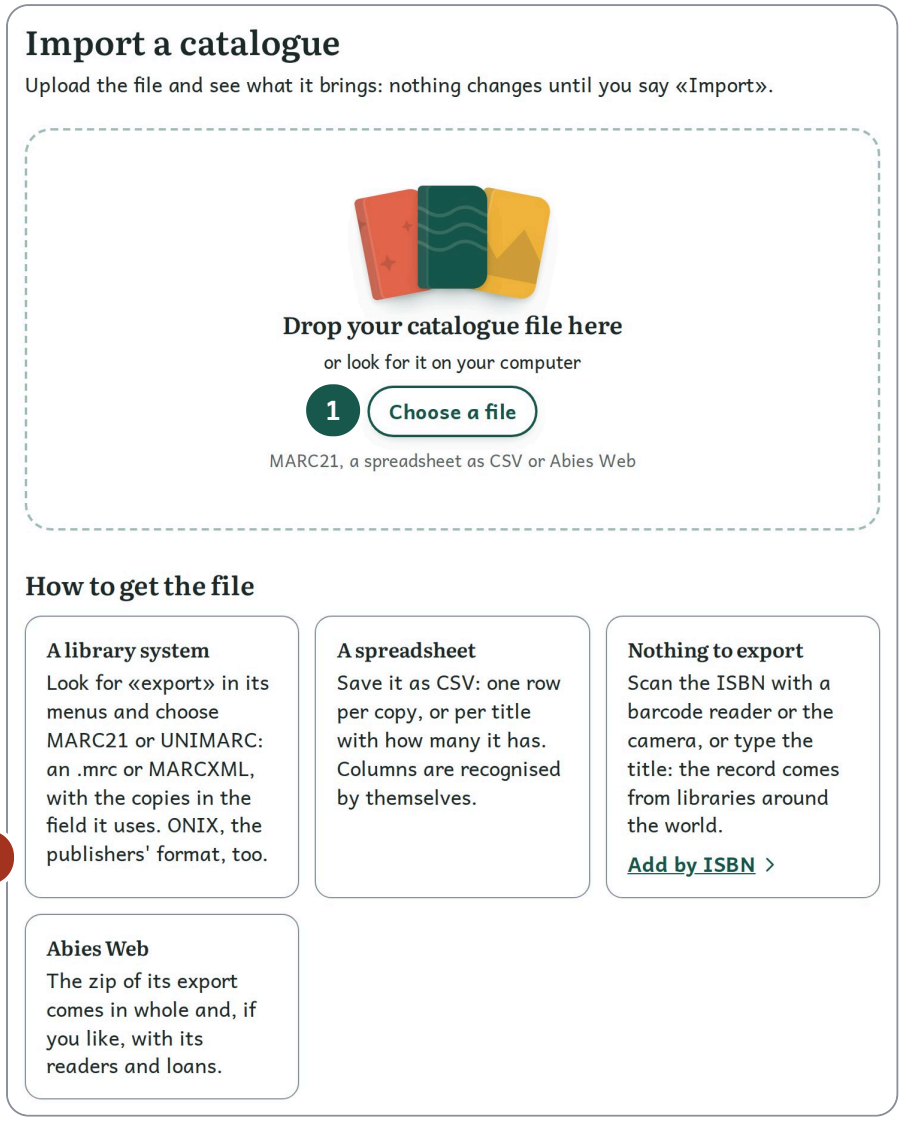
1. **Bring in your catalogue**
   From the system you use, from a spreadsheet or book by book, by its ISBN.
2. **Bring in the readers**
   From a list, from your management system or from the platform they already use.
3. **Decide how lending works**
   How many books at a time, for how many days and how many renewals.
4. **Print labels and cards**
   The codes the books are missing and a card for each reader.
5. **Open the desk**
   And start lending. The guide «The desk» goes through it step by step.



Nothing you bring in is lost: every night the library makes ***a full copy in open formats*** that any program can read.

Bring in your catalogue

Upload the file and see what it brings: nothing changes until you say so.



1 **Drop the file**

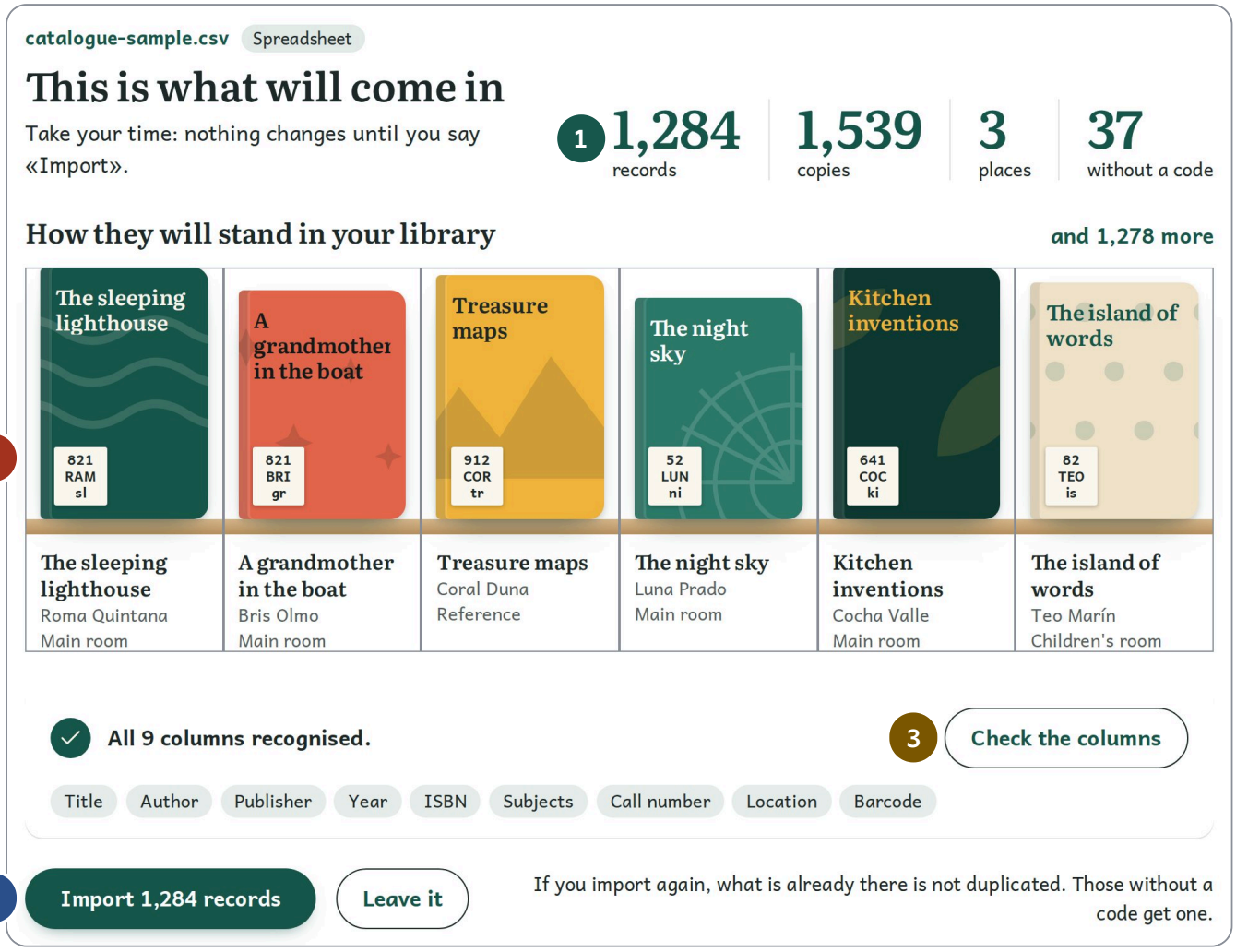
Or press «Choose a file». It takes MARC 21 or UNIMARC from any system (.mrc or MARCXML), a spreadsheet saved as CSV, the export of LibraryThing, Goodreads, Calibre or Libib, and publishers' ONIX.

2 **How to get the file**

Each card says how to take it out of where it is. With nothing to export, «Add by ISBN»: scan each book's code and its record comes from national libraries around the world, with its cover.

See before you import

The file is shown as the books it brings, standing on their shelf.



1 **The figures**
How many records, how many copies, in how many places and how many come with no code.

2 **How they will look**
The first books, with their spine label, author and place, as they will be in the catalogue.

3 **The columns**
In a spreadsheet, columns are recognised by themselves. If one is wrong, «Check the columns» and correct it: the shelf is drawn again.

4 **Import**
Nothing comes in until you press it. «Leave it» leaves everything as it was.

You can keep using your old system and import again on the day you switch: **only what is new comes in**, and copies with no code are given one.

Bring in the readers

Each card is a way of bringing them in. You can use several.

Where the readers come from

Each one says whether it is in use. You can use several.

A list

A spreadsheet or the CSV of your management program. Each time you load it, it updates those already there.

Not in use — 1 — Load a list

Moodle cohorts

The cohorts of the site, with their group and stage. They arrive by themselves every night.

Not in use — 2 — Choose cohorts

Abies Web

With the catalogue, its readers and its loans, in one go.

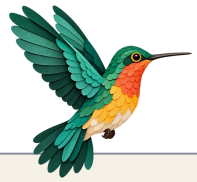
Not in use — Import

1 A list

A spreadsheet with their names and, if you have them, their email and group. Each time you load it, those already there are brought up to date.

2 From the platform

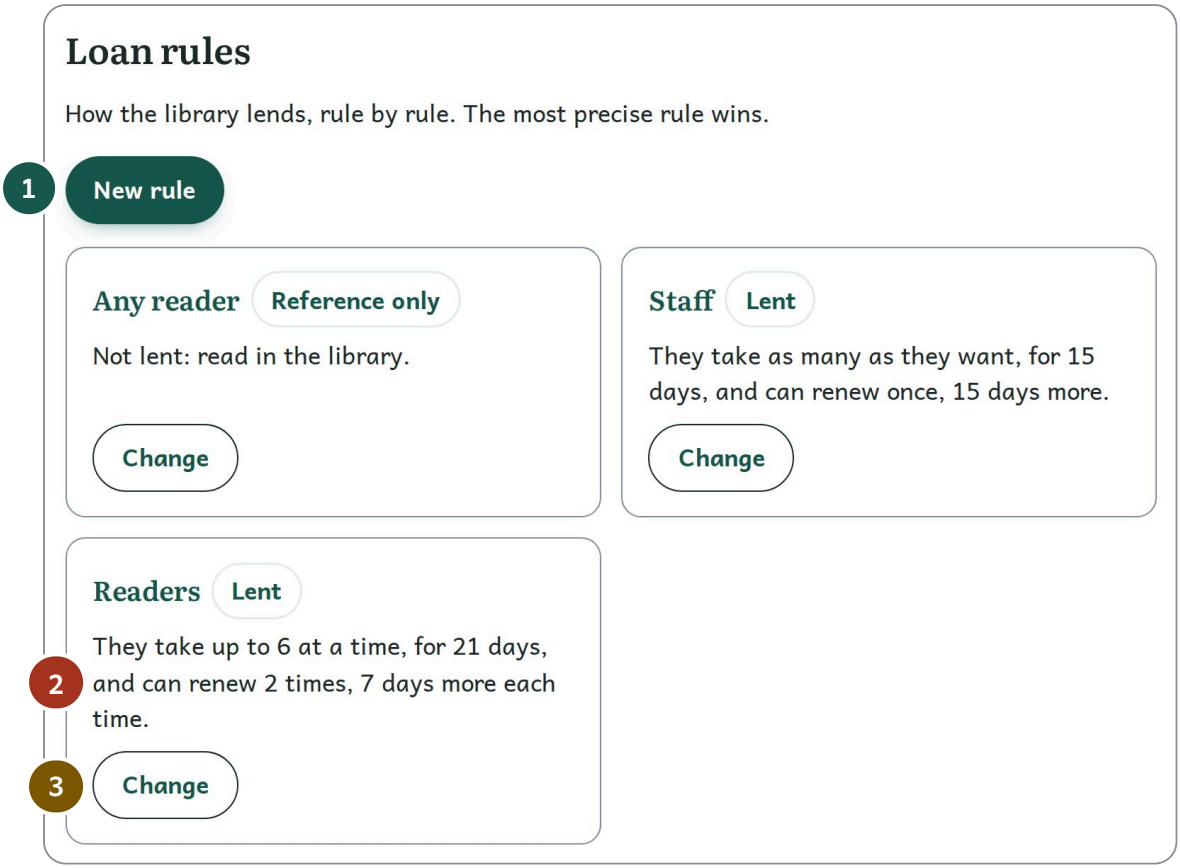
If the library lives inside a Moodle platform, its cohorts, brought up to date every night.



In a school or a university there are more ways, and they appear on this same screen: OneRoster (the zip or the API of the student information system), courses with their groups, and LTI 1.3 to come in from another platform. If a reader already has an account, they are matched with it and see their card and loans from day one.

Decide how lending works

The lending rules, a card each, that read like a sentence.



1 **New rule**
For a kind of reader and a kind of copy: readers, staff, equipment…

2 **What it says**
How many at a time, for how many days and how many times it can be renewed.

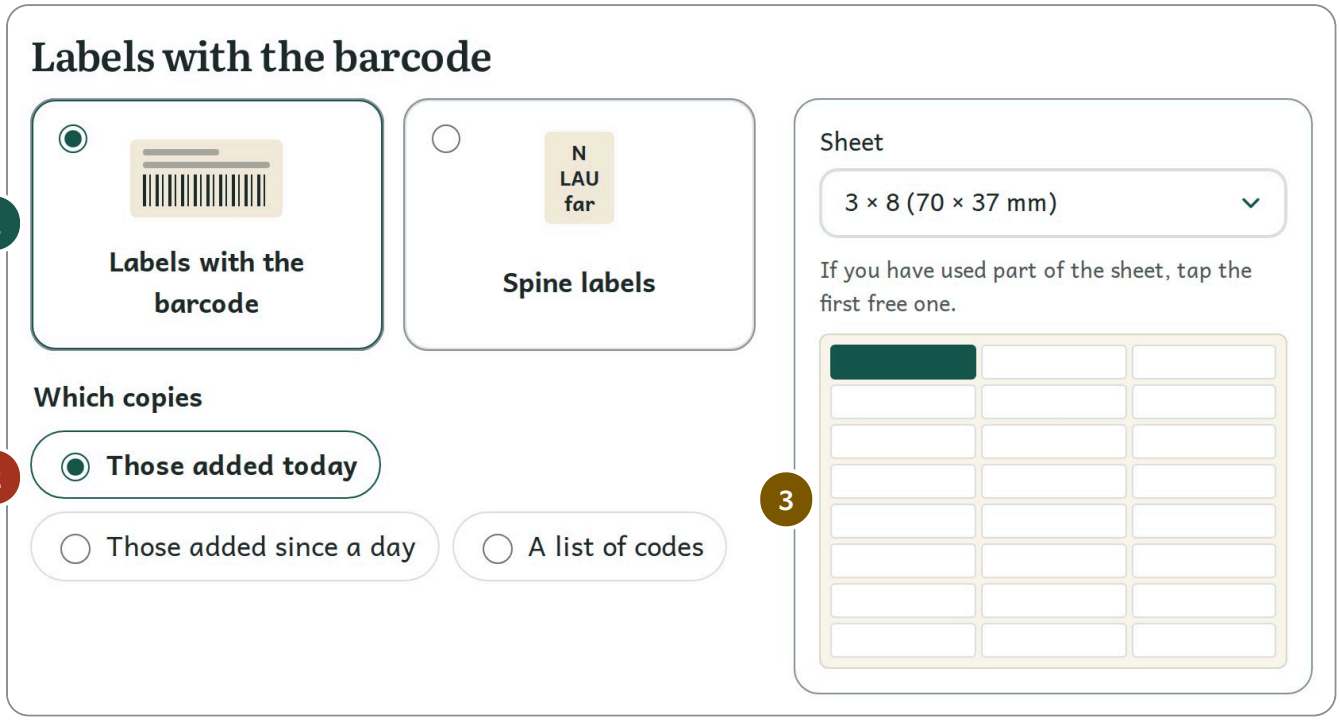
3 **Change**
Each rule is changed in its own window, one at a time.



The most precise rule wins. And below, **if a book comes back late**: just the reminder, which is the default, a few days without loans, or a fine that is written down and paid at the desk.

Labels and cards

The codes that are missing and a card for each reader, on ordinary paper.



1 What to print

Labels with the barcode, or spine labels.

2 Which copies

Those added today, those added since a day, or a list of codes.

3 The sheet

Choose your label paper and, if you already used part of the sheet, tap the first free one.



The cards

In «Readers», «Print cards»: ten to an A4 sheet, with the barcode and the QR code, and guides to cut along. Print them at actual size, without the browser's margins.

And now, start lending

With the catalogue, the readers, the rules and the codes, open the desk.

Add by ISBN

Each new book, with the scanner or the camera: the record and the cover arrive by themselves. With no ISBN, look it up by its title.

Repeated readers

If someone came in twice (from two lists, or from a list and the platform), here they become one.

Copies of the library

Every night, a full copy in open formats. If you like, encrypted and kept in your own cloud.

How do I…?

At the end of every screen: write what you want to do and it gives you the steps. Many screens also have their own guided «Help», with a voice.

OKSIGENIA

Ayvurenda and this guide are made by Oksigenia. We design, build and run software, platforms and infrastructure. **ayvurenda.com**

© 2026 Oksigenia SL. Feel free to print and share it. OKSIGENIA® is a registered trademark. The screens show a library with example data. Moodle™ is a trademark of Moodle Pty Ltd; Oksigenia is not affiliated with Moodle Pty Ltd.