OKSIGENIA
Ayvurenda

A GUIDE FOR LIBRARY STAFF

# The readers

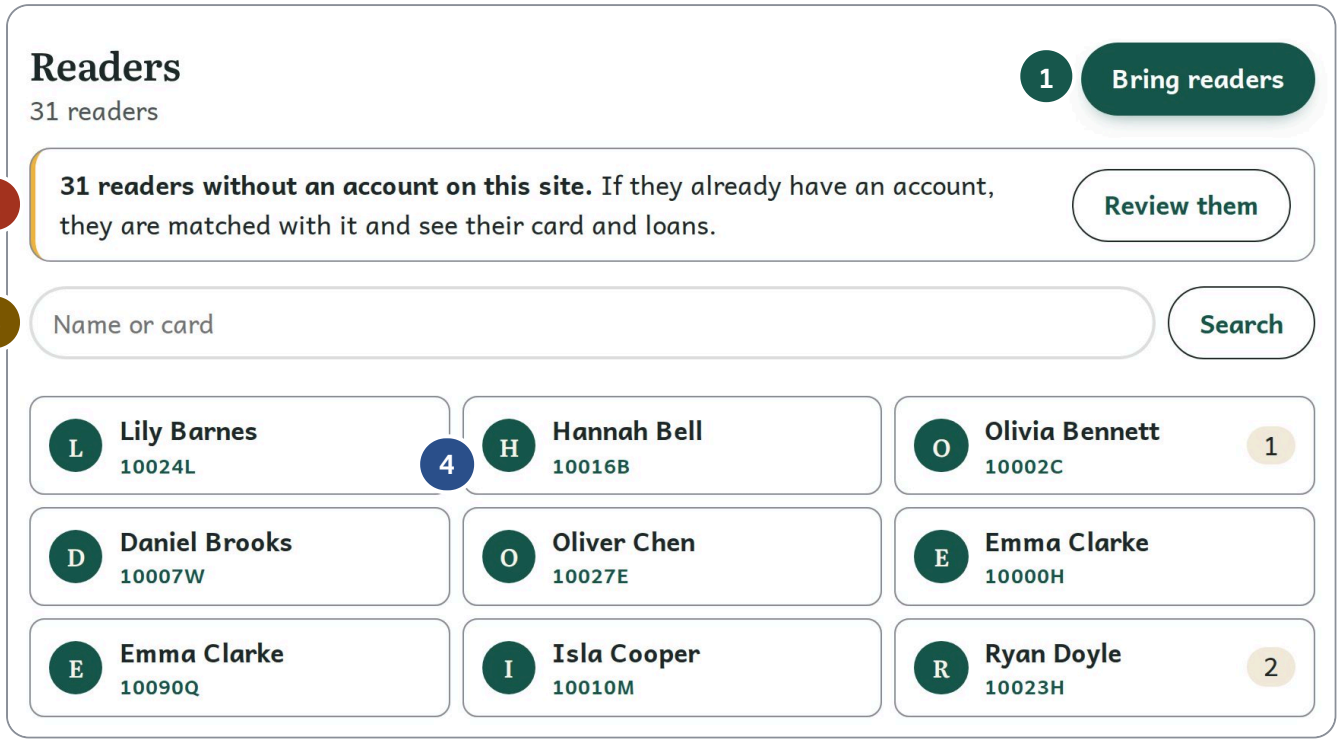
Finding a reader, seeing everything about them on one page, their card, cards to print, and what to do about a lost card or someone who was added twice.



For whoever looks after the readers of any library: public, university, company or school.

# Finding a reader

All the readers of the library, in «Readers».




### 1 Bring readers

From a list, from the platform or from your management system. The guide «Starting the library» explains how.

### 2 Those without an account

If a reader already has an account on the site, they are linked to it and see their card and loans. «Review them» suggests whom each one matches.

### 3 Name or card

Type part of the name, or scan their card.

### 4 Each reader

Their name, their card and, in the circle, how many books they have now. Tap it to open their profile.

# Their profile

Who they are and what they have, at a glance.




**1 Open at the desk**
Takes you to the desk with this reader already in place: you only have to scan the books.

**2 See their card**
Their card as they see it on their own screen.

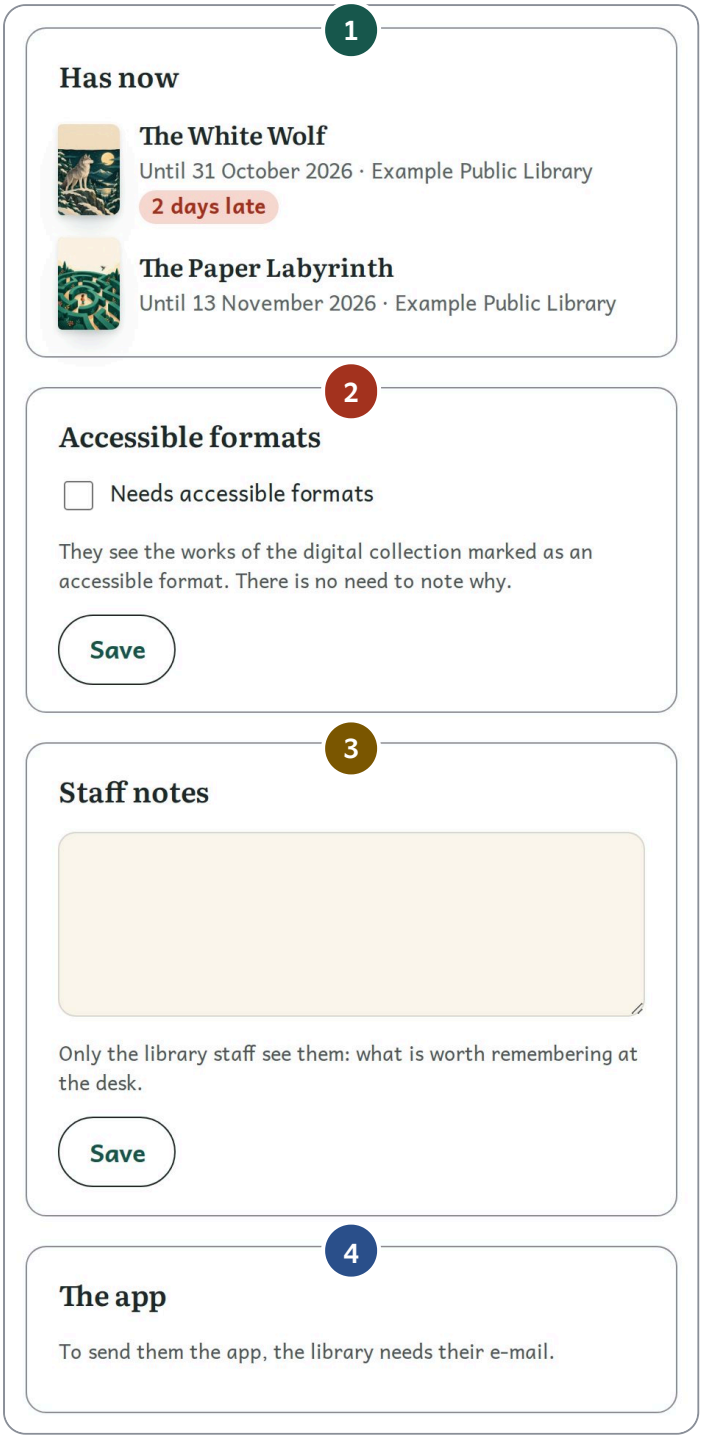
**3 Lost card**
Gives them another card. The old code stops working everywhere, self-loan posts included, and their loans and history stay theirs.



If the reader has an account, the profile shows their photo, and for everyone their group, stage and tutor, where there are any.

# Everything about them, on one page

Below: what they have and what is worth knowing.




1 **What they have now**
The books they have in any library of the institution, when each is due, and anything late in red.

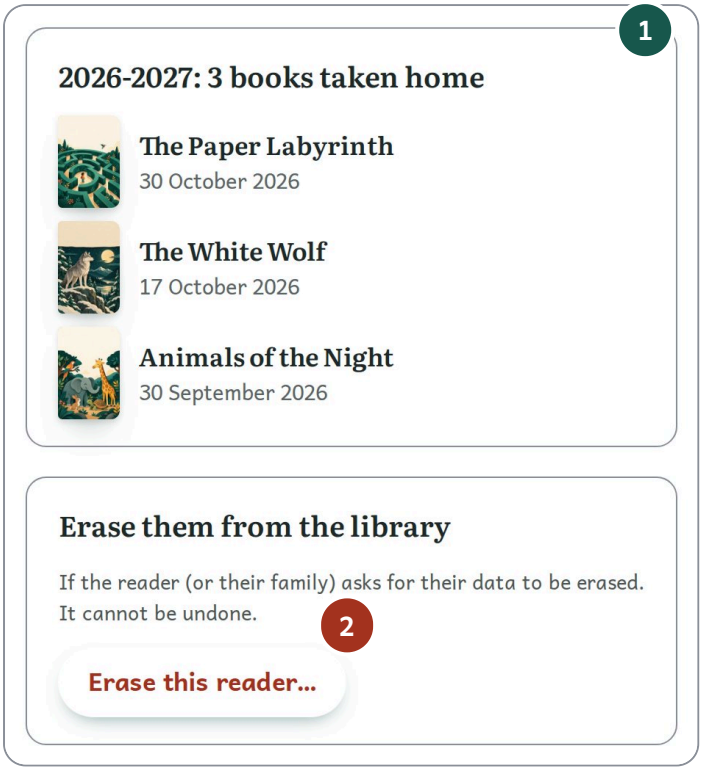
2 **Accessible formats**
Whether they need large print, audio or braille. They see it in the digital collection, and nobody has to write down why.

3 **Staff notes**
What is worth remembering at the desk. Only the staff see them.

4 **The app**
If your library has the app, it is sent from here; their email is needed for that.

# What they have read

And, if they ask, how they are erased.




**1** **What they took out**
This year and before, with each cover and date, without textbooks.

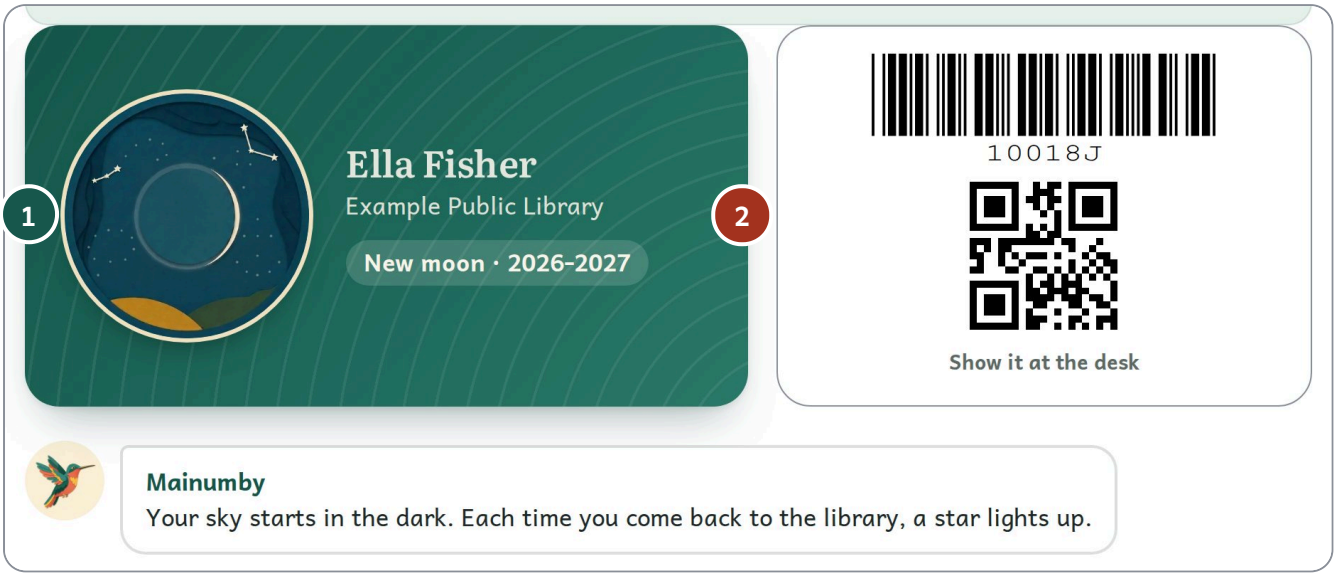
**2** **Erase them from the library**
If the reader, or their family, asks for their data to be erased: «Erase this reader…». What says who they are goes; their loans stay as figures, with no name. It cannot be undone, and it asks first.



What each reader has read is seen only by them and the staff. Whatever the library shows about a group or about everyone is always **added up and without names**.

# Their card

A card that grows with every book.




### 1 The drawing

It changes with what they read: coming back, exploring new corners, saying what they thought… Children have a flower; older readers, a sky; whoever prefers it, a classic card with no drawing.

### 2 The code

The barcode and the QR code. It is shown at the desk from the app or the phone, or printed.

Readers see their card in the library and in the app, with their collectable cards and what they read this year. **Nobody is compared with anybody**: each card grows at its own pace.

## Cards to print



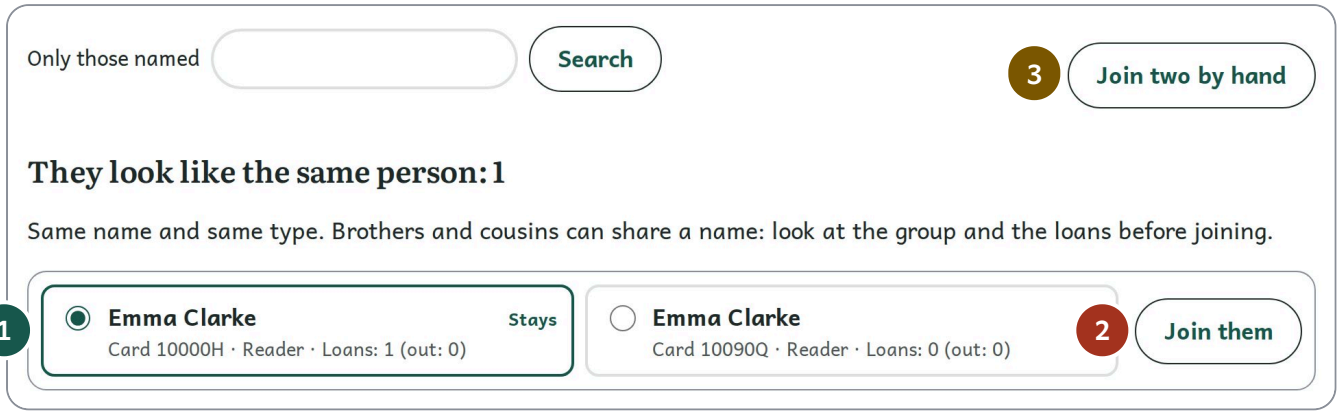

In «Readers», «Print cards»: everyone's or, if the library has classes, a class's. Print them at actual size (100%), without the browser's margins and headers, and cut along the guides: once per line.

## A lost card

On their profile, «Lost card» and «Make another card»: the new card can be printed on its own or with its class.

# Repeated readers

Someone who was added twice, from two lists or from a list and the platform.




**1** **Seem to be the same person**
Same name and same kind of reader. Choose which one stays: their loans and history are joined into it.

**2** **Join them**
Joins the two into one. Check the group and the loans first: two siblings can have the same name.

**3** **Join two by hand**
With the codes of their cards, when the names are not the same: a nickname, a missing surname.

# And also

Worth knowing about readers.

### Send them the app

If your library has the app, «Send them the app» emails them a link to get in with no password, with their card inside.

### Their dashboard

Each reader with an account sees their books, reservations and card there, and renews a loan from home if the library allows it.

### Their data

Each reader with an account can ask, through the platform's privacy page, for what the library knows about them and for it to be erased.

### 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.

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