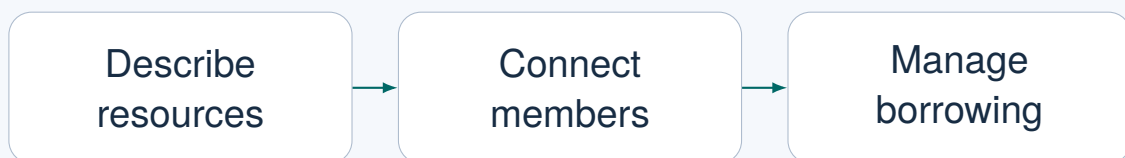


Librarika

Features of an Integrated Library Management System

From catalogue to connected services

Study how a hosted library system brings together resource descriptions, copies, members, borrowing and discovery.



Concepts, features, workflows and examination revision

Moderate depth / MLIS (Library Science)

Feature review: 13 September 2026

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1 Learning Objectives

After studying these notes, you should be able to:

1. Explain Librarika's cloud-hosted service model.
2. Distinguish title, copy, member and circulation information.
3. Describe its main operational and discovery features.
4. Outline catalogue creation, borrowing and return workflows.
5. Compare basic facilities with paid and separately licensed services.
6. Evaluate suitability without assuming every generic ILMS module exists.

2 Scope and Orientation

These notes use the requested official website and its linked documentation instead of supplied PDFs. Coverage is product-specific, at MLIS level, for classroom learning and examination revision. Detailed server administration and procurement prices are excluded.

Working assumption

Features and menus are reviewed as at 13 September 2026. Availability depends on subscription, configuration and activation. Some official pages are not fully synchronised; significant differences are flagged.

3 Core Concepts

Librarika and the cloud

Librarika is an **Integrated Library System (ILS)**, also discussed here as an ILMS. It is delivered as **Software as a Service (SaaS)**: the provider hosts the application, rather than the library installing its own server software.

An internet-connected device provides access to the service. Schools, colleges, organisations and personal libraries are among its intended users. **Integration in practice:** Catalogue information supports discovery; copy and member records support circulation; recorded activity supports reports. These are connected functions, not interchangeable records.

4 Catalogue and Member Features

4.1 Resource description and copies

One title, separately managed copies

Media is Librarika's title-level description. **Media Copy** records describe individual copies and link to that title. Copy details include accession number, branch and location. Another copy need not require another title description.

Facility	Function and value
Smart Add	Uses an International Standard Book Number (ISBN) to retrieve descriptive information online.
Manual Add	Enables direct entry when automatic retrieval is unsuitable or unsuccessful.
Import and export	Supports bulk movement of catalogue information; CSV is used for catalogue import.
Multiple media	Supports descriptions of books and other material, including journals and theses.

Cataloguing precaution

Smart Add is an aid, not a replacement for checking a record. It does not guarantee a match for every ISBN. Review the description and copy information before relying on them.

4.2 Patrons and online accounts

A **patron** is a library member. Records include a member number, name, type and status. Regular and privileged member types, and groups such as classes, help organise membership.

- Borrowing records are linked to members; loan receipts and account information can be consulted.
- Login access is optional for staff-managed lending. Enable it for member-area services, with an email address and invitation process.
- Booking quotas can be set globally or individually; an individual setting overrides the global quota.

Important distinction: A platform user account handles login; membership information belongs to a particular library.

5 Discovery and Circulation

5.1 Online Public Access Catalogue

The **OPAC** is the member-facing catalogue for discovering library materials. Librarika includes an OPAC with each library. Catalogue visibility may be public or restricted to members.

Discovery and participation

Members can search, request materials and, when given account access, view borrowing information. Reviews and ratings provide opportunities for reader participation. Access and actions depend on library settings.

5.2 Lending and return

Circulation brings together the member, copy and borrowing record. Staff can issue materials, receive returns, reserve items and extend a return date. Status filters distinguish pending, reserved, issued, overdue, cancelled and returned transactions.

Reservations versus a hold queue

A reservation records a booking request. A **hold queue** manages waiting demand for unavailable materials. The queue can work at title or specific-copy level and uses first-in, first-out ordering. It is a paid-plan feature, not synonymous with every reservation.

5.3 Member self-service

Online self-service allows eligible members to record their own borrowing and returns using a browser. It is available on all plans, including Free, but requires member login and enabled preferences.

- Configure eligible member types, borrowing duration and item quota.
- Decide whether members may return overdue items themselves.
- Members borrow from the available copy's details and return through their account's active bookings.

Revision distinction: The OPAC supports discovery; circulation records lending; self-service allows members to perform selected circulation actions.

6 Management and Reporting

Branches and preferences

Multiple branches can be managed within one library system. Preferences control matters such as visibility, member requests, self-service and reminders. Branch and copy-location information help organise distributed collections.

Feature	Professional use
Catalogue reports	Summarise holdings, new copies and copies by location.
Circulation reports	Identify frequently or infrequently circulated titles and copies.
Member reports	Review engagement and, where applicable, payment balances.
Overdue reports	Identify outstanding items and copies for follow-up.
Export facilities	Produce CSV data for further review or record backup.

Reports offer filters, including date ranges where relevant, and printing or export options. **Interpretation:** A report supports a management decision; it does not make the decision by itself.

Batch updating

Paid libraries can update multiple copy or member records using CSV files. This differs from importing new records: its purpose is to amend existing information. Export the relevant data, prepare changes carefully and follow the required update format.

Other facilities

Email reminders support due-date and overdue communication. Fees and payment recording are listed among additional paid controls. Mobile apps support activities such as scanning and collection management; website widgets and beta multilingual support are also advertised.

7 Integration and Digital Resources

7.1 Single sign-on

Single sign-on (SSO) lets members use institutional credentials through **SAML 2.0**, an authentication protocol. An identity provider handles authentication and sends a response to Librarika.

- SSO is offered on Silver and Gold plans.
- Configure both the institution's identity provider and Librarika, then request provider activation.
- Members need existing records with login access and matching email addresses.

7.2 Devices and SIP2

Standard Interchange Protocol 2 (SIP2) connects compatible self-service devices to library software. Librarika requires a paid plan, terminal licensing and support activation. Gold includes one terminal licence; additional terminals require licensing.

Do not confuse three facilities

Barcode scanning enters identifiers. **Online self-service** operates through a browser. **SIP2** connects compatible kiosk software and hardware. One does not automatically include the others. Barcode label printing is a paid feature.

7.3 Digital files and metadata

E-book hosting accepts PDF and EPUB files through a separately purchased storage add-on. An **external e-book link** points from a catalogue entry to a file hosted elsewhere. A catalogue description is not the file itself. **MARC import:** Machine-Readable Cataloguing records can be imported where fields match Librarika's catalogue structure; import is listed among additional paid controls. Do not infer unrestricted MARC editing or every other cataloguing standard from this statement.

Documentation difference

The feature page advertises a desktop kiosk app, while the SIP2 manual still labels it forthcoming. Treat app release status as requiring confirmation; distinguish it from the documented SIP2 service.

8 Step-by-Step Workflows

8.1 Establish the library and catalogue

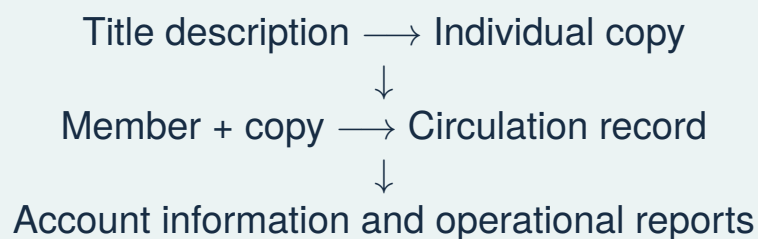
1. Choose **Create Free Library**, enter library details and complete account activation when requested. **Result:** an accessible library workspace.
2. Configure library information, branches and preferences. **Precaution:** decide catalogue visibility and borrowing settings deliberately.
3. Open **Catalogs / Catalog Items**. Use **Smart Add** with ISBN, branch and category, or **Manual Add** if needed.
4. Check the saved description and copy details. Use **Add Copy** for further copies of an existing title. **Result:** usable catalogue and copy records.

8.2 Issue and return a copy

1. In **Circulations / Circulations**, select **Circulate Item**.
2. Select the member, identify an available copy and check the return date; submit. **Result:** an issue record linked to that member and copy.
3. For return, choose **Quick Return**, identify and select the issued copy, add a remark if needed and submit.
4. Review the transaction status. **Precaution:** distinguish copies with similar titles by their accession information.

9 Diagrammatic Summary

Connected information, simplified



The diagram shows logical relationships, not a claim about Librarika's internal database implementation. A loan connects a borrower to a particular copy, while reports reuse recorded activity.

10 Feature Availability and Limits

This is a learning comparison, not a purchase quotation. Limits and entitlements may change.

Plan or service	Key distinction
Basic (Free)	2,000 records; unlimited patrons, staff and checkouts; OPAC and email reminders.
Basic Pro	5,000 records; adds facilities including hold queue and additional controls.
Silver	10,000 records; includes SSO.
Gold	15,000 records; includes SSO and one SIP2 terminal licence.
E-book storage	Separate paid add-on, not included in the catalogue plans above.

Count copies and distinguish storage

The plan page says “records”; the manual describes the free limit as books including copies. Do not assume 2,000 distinct titles with unlimited copies. Confirm counting for your collection. This is a catalogue capacity limit, not a monthly upload allowance or a PDF-storage quota.

11 Applications, Benefits and Limitations

School or departmental collection

Application: Organise lending and discovery.

How: Link catalogue entries, members and circulation.

Relevance and benefit: A hosted service avoids local server installation.

Precaution: Evaluate collection limits and required paid facilities.

Self-service office library

Application: Support borrowing when a librarian is not continuously present.

How: Enable eligible members' online checkouts and returns.

Benefit: Members perform selected transactions themselves.

Precaution: Set quotas and overdue-return permissions; do not confuse online operation with a physical kiosk installation.

12 Essential Glossary

Term	Meaning and connection
SaaS	Hosted software accessed as a service; Librarika's delivery model.
OPAC	Online Public Access Catalogue; the discovery interface.
Media / copy	Shared title description / separately tracked instance.
Accession number	Local copy identifier, useful when selecting a particular item.
CSV	Comma-separated values; a tabular import/export format.
Hold queue	An ordered waiting list for materials not currently available.
SSO	Single sign-on; authentication using institutional credentials.
SIP2	A protocol linking self-service devices with library software.

13 Common Misunderstandings

Free does not mean every feature is free

Separate basic service, paid controls, terminal licences and e-book storage. Unlimited members do not imply unlimited catalogue capacity.

Cataloguing a journal is not full serials control

A journal description does not establish subscription prediction, claiming or binding workflows. Likewise, do not assume a full acquisitions module or authority-control subsystem merely because the product is called an ILS. For detailed operation of these unverified subsystems:
[Additional source material required for this point.]

Avoid the error: Describe documented product features rather than copying a generic list of six ILMS modules into every software answer.

14 Memory Aid and Examination Focus

Recall strategy: describe, connect, lend, review

Describe: catalogue titles and copies.

Connect: identify members and provide discovery.

Lend: record circulation and permitted self-service.

Review: use reports and adjust settings.

Use this study aid to organise an examination answer; it is not an official module classification.

Answer structure: Define the delivery model; explain main features; trace a workflow; distinguish basic and paid services; conclude with benefits and limitations.

15 Practice Questions

- Q1. Recall:** What is Librarika's delivery model? What does OPAC mean?
- Q2. Understanding:** Why distinguish a title description from a copy?
- Q3. Procedure:** Outline issuing and returning an item through staff circulation.
- Q4. Application:** A school wants pupils to borrow through browsers. What must be enabled?
- Q5. Comparison:** How does browser self-service differ from SIP2 kiosk service?
- Q6. Application:** How could a librarian identify low-use materials?
- Q7. Evaluation:** Does a free catalogue automatically include hosted PDF storage?
- Q8. Analysis:** Why should journal cataloguing not be described as proof of a complete serials-control module?

Before checking the answers

Try each question unaided. For every feature you name, add its purpose and one relevant condition or limitation.

16 Answer Key

- A1.** Librarika is cloud-hosted SaaS. OPAC means Online Public Access Catalogue, used to discover library materials.
- A2.** The title description is shared, while copies have their own accession and location information. Circulation must identify the relevant copy.
- A3.** Open Circulations, select Circulate Item, choose member and available copy, check the return date and submit. On return, use Quick Return, select the issued copy and submit; verify status.
- A4.** Enable member login and the self-service checkout settings. Configure eligible member types, duration and quota; enable self-returns separately if desired.
- A5.** Browser self-service uses member login and library preferences without a dedicated scanner. SIP2 service needs compatible terminal equipment and software, a paid plan, terminal licensing and activation.
- A6.** Use least-circulated item or copy reports and relevant filters. Interpret low use in context rather than treating the report as an automatic instruction to withdraw materials.
- A7.** No. E-book hosting is a separate paid add-on. Linking to an externally hosted file differs from storing that file in Librarika.
- A8.** Describing a journal establishes a catalogue entry, not subscription management or issue-prediction procedures. Claims about a complete subsystem need further supporting documentation.

Self-marking guide

A complete answer gives the feature, its function and its conditions. Revisit answers that confuse discovery with circulation, a title with a copy, or an available feature with a free entitlement.

17 One-Page Revision Summary

Definition and integration

Librarika is a hosted ILS. Catalogue, member and loan information work together to support library services. No local installation of the service is required.

Operational essentials

Catalogue: Smart Add, manual entry, copies, import/export.

Members: records, types, groups and optional login.

Circulation: issue, return, reservation and date extension.

Discovery: OPAC and account services.

Management: branches, preferences and reports.

Processes and relationships

Create the library; configure it; describe resources and copies; register members; circulate; review activity.

An individual loan connects a member and a copy. A report summarises recorded information for review.

Distinctions to remember

Title is not copy. OPAC is not circulation. Importing is not batch updating. Browser self-service is not a SIP2 kiosk. A catalogue link is not hosted file storage.

Benefits and cautions

Hosted access, less repeated entry and connected services support small-library workflows. Check capacity, configuration and subscription entitlements. Do not assume unsupported subsystems or perfect automatic metadata. Confirm kiosk-app status where documentation conflicts.

Essential terms: SaaS, OPAC, ISBN, accession number, CSV, hold queue, SSO and SIP2.

18 Spaced-Recall Plan

After one day: recall

Define SaaS and OPAC without looking. Explain title versus copy. Name four operational features, then check your omissions.

After one week: connect

Draw a member–copy–loan relationship. Reconstruct the issue/return procedure. Compare online self-service with kiosk-based circulation.

After one month: evaluate

Write a short answer on Librarika's suitability for a small library. Include benefits, paid-service boundaries and features requiring further verification. Revisit weak distinctions.

19 Final Self-Test

Answer without consulting the notes.

1. What makes Librarika a hosted service?
2. Which information distinguishes two copies of one title?
3. What should you do when Smart Add fails?
4. Why is member login different from a member record?
5. What enables members to record their own returns?
6. What is the purpose of a hold queue?
7. Which reports help review circulation and overdue items?
8. Why are catalogue capacity and e-book storage different?

Final checklist

I can explain the features, trace a transaction, compare service options and state limitations without overstating capabilities.