

**Q: What type of ensembles does MusicLibrarian.net cater for?**

A: MusicLibrarian.net is fully configurable by you and can handle any instruments, voices and combinations you want. There's no limit on either the number of instruments or ensembles you can define, or on the number of pieces of music you can catalogue.

**Q: Do I need to be a computer expert to use the system?**

A: No. MusicLibrarian.net has been designed to be used by anyone. All you need to know is how to surf the web!

**Q: What type of computer do I need to use?**

A: You can use any computer that is connected to the internet<sup>1</sup> and has a web-browser installed. That includes Windows PCs, Apple Macs and a host of other computers. You can even use a laptop connected to the internet via a mobile phone!

**Q: Do I need to load any software on my computer?**

A: The only software you need on your computer is a web browser and a PDF file viewer. Most computers have these already installed – if you're reading this document on-line you're already using the required software! If not, these programs are free, and easy to install – there are links on the MusicLibrarian.net home page to sites where you can get them.

**Q: How much disk space do I need on my computer?**

A: MusicLibrarian.net is a web-based system and doesn't store ANY data on your computer : it's all stored on the MusicLibrarian central database. That's how you're able to access your library from any computer on the internet at any time, and always see your up-to-date catalogue.

**Q: Who can access my library?**

A: You'll be given two logins to your library. One will be for the librarian and allows them to add, change and delete data in the system. The other only allows browsing. You can let anyone you like use the browser login, so any members of your group can view your library on-line.

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<sup>1</sup> A connection speed of 256kbps or faster is recommended

**Q: Can I create reports from my library data?**

A: Yes. There are several files you can download in .csv format which are compatible with spreadsheet programs such as Microsoft Excel.

**Q: I currently have my library data in a spreadsheet. Do I need to enter it all again?**

A: No. The MusicLibrarian.net team can load your library spreadsheet into the system for you to get you started quickly.

**Q: What's all this about barcodes?**

A: One of MusicLibrarian's main features is the ability for you to print labels with barcodes and attach them to all the individual copies of music in your library. When you collect in your music, you scan the barcode<sup>2</sup> on each copy (in the same way that supermarkets scan goods at the check-out) to quickly find out which copies have been returned and, more importantly, which haven't!

**Q: Do I have to use barcoded labels and a scanner?**

A: No. In some cases you can't stick labels onto music – when it doesn't belong to you, for example. You can still catalogue this music in the system and click buttons on the screen instead of scanning the barcodes.

**Q: How much does it cost?**

A: MusicLibrarian.net is a brand new system and is currently looking for groups prepared to use it and help with ideas for future enhancements. These groups will be able to use the system free of charge for life. In the future, there will be an annual charge for use of the system. This is likely to be a flat rate based on the number of pieces stored.

**I still have more questions...**

Email the webmaster at [webmaster@musiclibrarian.net](mailto:webmaster@musiclibrarian.net) with any other enquiries and we'll do our best to reply as quickly as possible.

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<sup>2</sup> A barcode scanner is required to use this feature. This must be purchased separately.