

## How to Borrow, Return and Write Reviews on Libresoft

1. Type in <https://tinyurl.com/Libresoft-MCS> to your browser, or go to MCS school website and follow the link from the menu 'Curriculum and Learning' – 'Learning Resource Centre and Library'.
2. Log into your account using your bar code and password that was sent to your Hwb email account



3. When you log in for the first time, you will be prompted to change your password. Make sure you change it to something memorable!

## You must reset your password

For security, we require you to reset your password. Please enter a new password below.

**Current Password**  
.....

**New Password**  
.....

**Confirm Password**  
.....

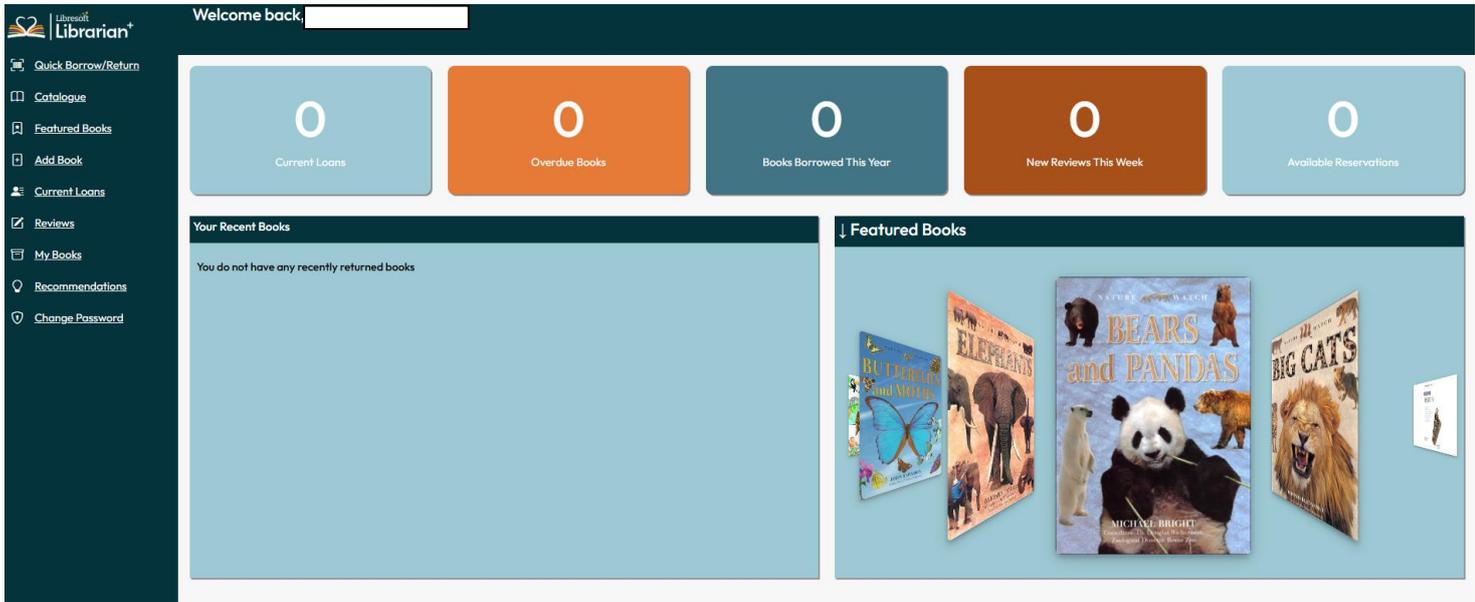
Min 6 characters Passwords Match

Password must meet at least 2 of the following requirements:

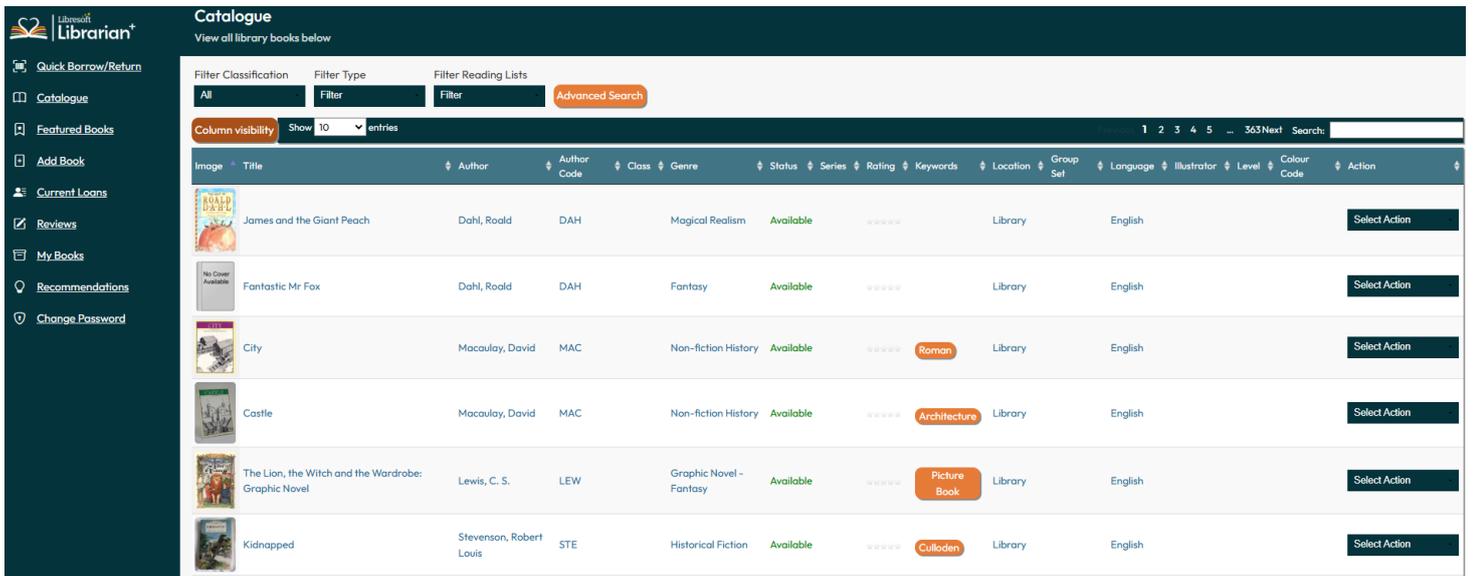
Upper Case Letter Lower Case Letter  
Number Special character

Submit

4. This is what your dashboard will look like. It will show your loans, overdues, books borrowed this year, new reviews and available reservations.



5. On the left panel, the 'catalogue' section allows you to browse all the books available in the school library.



6. Use the top right search bar to look for particular books. You can search by name, genre, author or keyword.

Author	Author Code	Class	Genre	Status	Series	Rating	Keywords	Location	Group Set	Language	Illustrator	Level	Colour Code	Action
Colbert, David	COL		Film	Available		*****		Library		English				Select Action
Colbert, David	COL		Film	Available		*****		Library		English				Select Action
Rowling, J. K.	ROW		Fantasy	Available		*****	Wizards Witches Magic	Library		English				Select Action
Rowling, J. K.	ROW		Fantasy	On Loan		*****	Wizards Witches Magic	Library		English				Select Action
Rowling, J. K.	ROW		Fantasy	Available		*****	Wizards Witches Magic	Library		English				Select Action
Rowling, J.K.	ROW		Fantasy	Available		*****	Wizards Witches Magic	Library		English				Select Action

7. When you have found the book you are looking for, you can use the 'Select Action' drop-down menu to view more details, reserve the book or write a review.

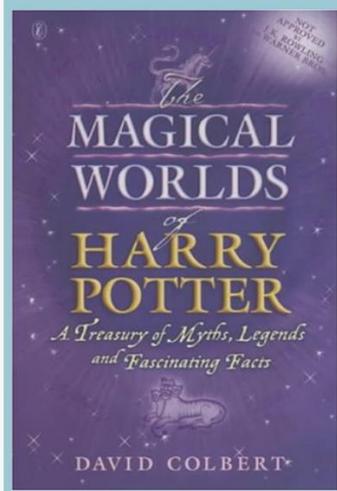
er Reading Lists

Filter [Advanced Search](#)

Author	Author Code	Class	Genre	Status	Series	Rating	Keywords	Location	Group Set	Language	Illustrator	Level	Colour Code	Action
Colbert, David	COL		Film	Available		*****		Library		English				Select Action
Colbert, David	COL		Film	Available		*****		Library		English				Select Action
Rowling, J. K.	ROW		Fantasy	Available		*****	Wizards Witches Magic	Library		English				Select Action View More Details Reserve Book Review Book
Rowling, J. K.	ROW		Fantasy	On Loan		*****	Wizards Witches Magic	Library		English				Select Action
Rowling, J. K.	ROW		Fantasy	Available		*****	Wizards Witches Magic	Library		English				Select Action
Rowling, J.K.	ROW		Fantasy	Available		*****	Wizards Witches Magic	Library		English				Select Action

[Go Back to My Books](#)

The Magical Worlds of Harry Potter: A Treasury of Myths, Legends And Fascinating Facts



### Your Review

Please type your review below:

Please select your star rating for the book:



[Submit Review](#)

*Write a review*

8. When you select 'Reserve Book', our librarian will locate it from the shelves and put it aside for you, ready to be collected when you visit the library next.

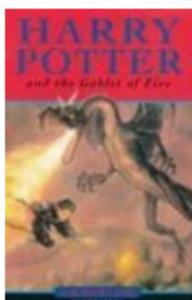
### Reserve book



Making Reservation As

Date Of Reservation

06-02-2025



**Book Title**  
**Book Author**  
**Expected Availability**

Harry Potter and the Goblet of Fire  
Rowling, J. K.  
24-02-2025

[Confirm](#)

[Confirm And Print](#)

[Cancel](#)

9. If you have chosen a book from the shelves when in school, either take the book and your library card to the front desk, or sign out on the orange paper sheet if our librarian isn't available and they will check this out later for you.

10. When you have finished your book (*loans are for 2 weeks but books can be renewed if you ask our librarian*) place it in the book returns basket located on the library front desk.

