Da Capo Inventory Systemwide Library

Library · https://docs.dacapoinventory.com/doc/da-capo-inventory-systemwide-library/

NOTE: This is an OPT-IN system, meaning that Directors of Music / Chairpeople must choose to activate this system in order to participate. Instructions are below.

Have you ever needed an extra score to a piece that is POP? Have you ever needed to borrow a Trumpet 3 part for a piece that has been around for a while and you can't find it? What if you could search the libraries of other organizations and communicate with teachers from around North America that may be willing to loan you what you are looking for?

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Da Capo Web Development LLC is not responsible for the shipment or return of library items to their original owners
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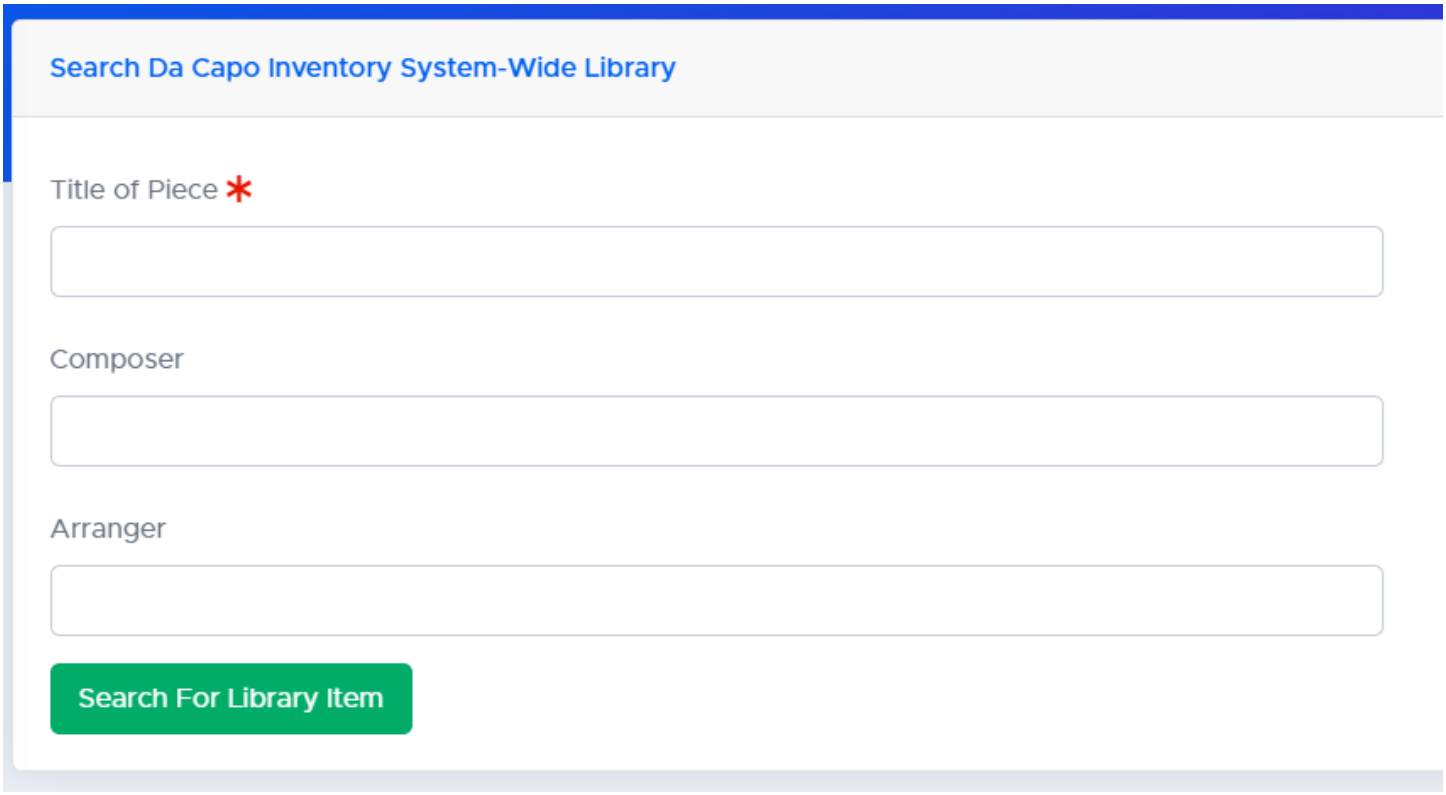
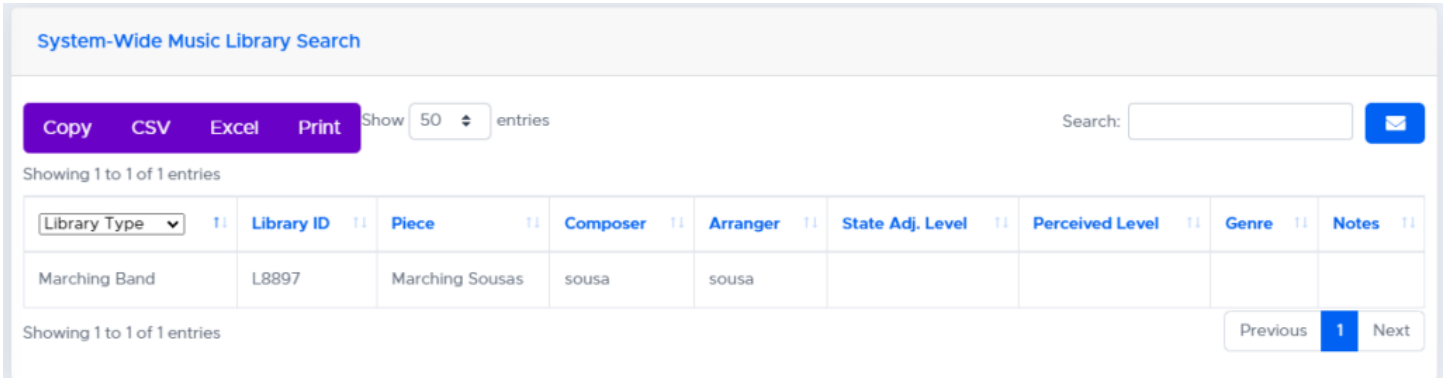
The Systemwide Library search feature allows participating districts (Districts must Opt-In to this feature) to be able to search the libraries of other participating districts. In order to use this feature, the Department Leader must Opt-In to this feature via the toggle on their Director Dashboard (under the Communication heading).

To use the feature, teachers or department leaders can click 'Systemwide Library' in the main menu on the left side of the screen. One can then search for the title of a piece that they are looking for. At least four characters must be entered.



After searching for a piece, all results from other districts who participate will populate below.



From here, you can **choose up to three** Library ID numbers. Simply click on each row, and when you click the blue email button beside the search box, emails will be sent to all teachers in the building where those library items reside.

When you click the blue email button, you will have the opportunity to enter the part(s) that you are looking to borrow, such as the "Trumpet 3" part or a "Score".

The email will be automatically populated. It will contain your name and email address automatically. The hope is that the teacher(s) that receive the email will communicate with you and arrange delivery of the part you are looking for.

> **The requestor would be responsible for the postage, handling, and return of the item(s) to the sender. That can be arranged privately between the two sharing organizations.**