

Cicero

Library Management System

Product specification



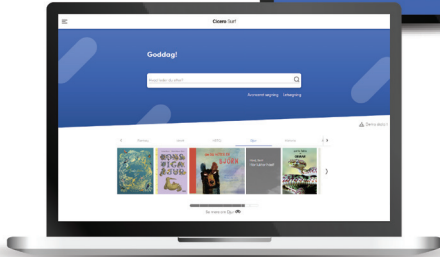
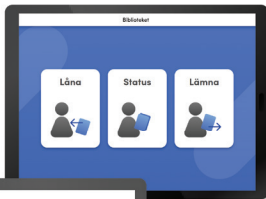


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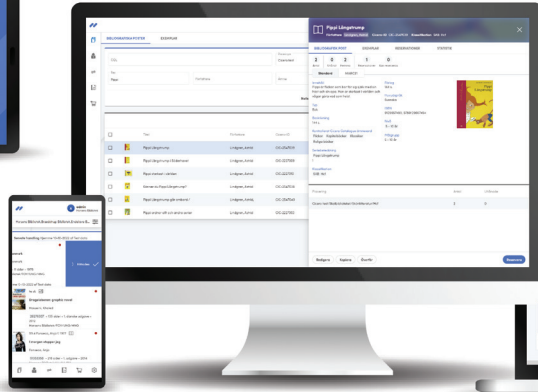
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Cicero

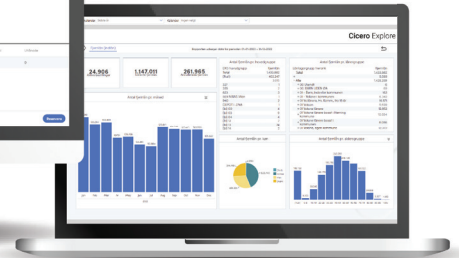
Cicero Slide



Cicero Surf



Cicero Mobile



Cicero Explore

#1

Introduction to Cicero

At Systematic, we aim to support libraries and schools to inspire patrons and students in their quest to learn and carry out critical and democratic thinking. We work purposefully to develop and integrate innovative solutions that bring libraries and educational institutions to the next level of digitalisation.

Cicero is a modular advanced library management solution with an open API architecture – making it easy to add new modules and integrate with external systems.

The intuitive and user-friendly interfaces support efficient workflows and are built for the future in close collaboration with end users.

Cicero supports both public and school libraries, making it easy to collaborate and share knowledge between organizations.

The product is operated as a multi-tenant SaaS solution that allows more time to focus on library operations and less time on administrative and operational issues. Cicero comes with

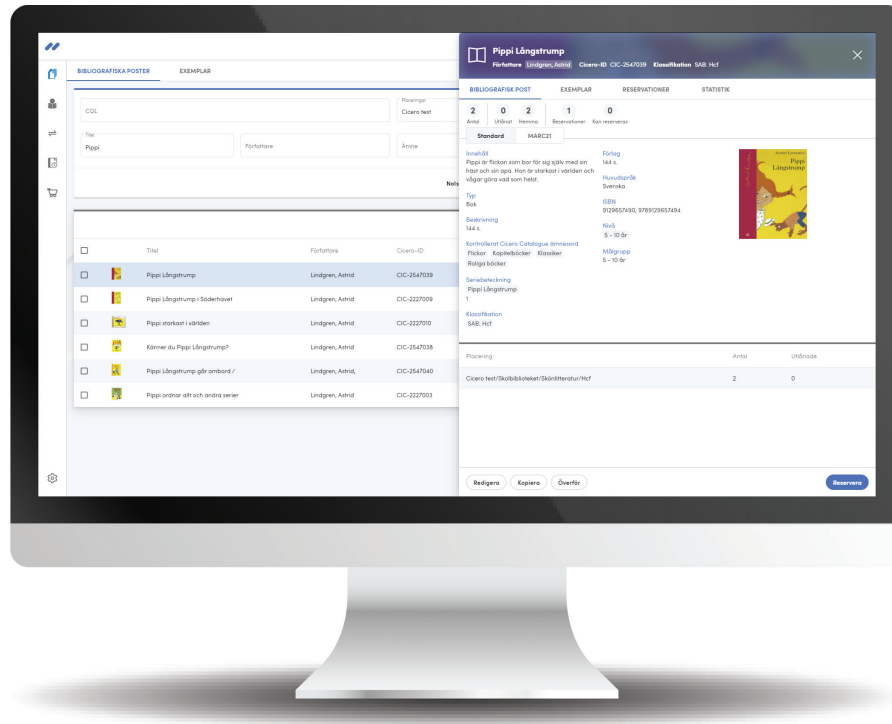
a cohesive and proven implementation process - which takes each individual customer by the hand to ensure an efficient and secure implementation of the right quality and with achieved milestones. Cicero is built for large and small libraries, for school libraries in entire municipalities or individually.

Data is reused and shared with seamless workflows.

Cicero includes the following:

- **Cicero Mobile:** The user interface for library employees. It supports all library workflows and the day-to-day work of staff. In addition to the regular workflow, the application supports options for paperless picking of materials, assisting patrons, issuing, loans, supplying materials and much more.
- **Cicero Slide:** A self-service client that can be used on any device. Can be used as a self-service desk or when the library goes out to events or on a mobile library.
- **Cicero Surf:** Cicero's public webinterface. Simple and agile it provides inspiration for end-users through library defined show-casing of materials. Surf allows users to search, reserve and renew materials. With specific features aimed at school libraries such as booking of teaching materials and relevant reading levels.
- **Cicero Explore:** Cicero's interactive business intelligence solution, which provides a detailed insight into library operations and data in a clear format.

Cicero Mobile



#2

Cicero Mobile

Cicero Mobile is the core of the library's management system and offers effective assistance for all library processes and workflows.

It provides library staff and management with user-friendly administrative assistance and the basis for advanced decision-making relating to purchasing, ordering and managing materials, and fees. With its modular design, Cicero makes it easy to assign functions to each team member – ensuring a seamless, simple user experience, no matter the task.

It is fully web-based, which means that no updates need to be installed. Staff can work from any laptop, tablet, or phone and they can check material and service customers on the go, as they move through the library or any other place.

It furthermore greatly improves staff efficiency as it allows for a quick task overview on the go. Cicero can be brought along to events, pop-up libraries, book festivals, library busses as well as events outside the walls of the traditional library.

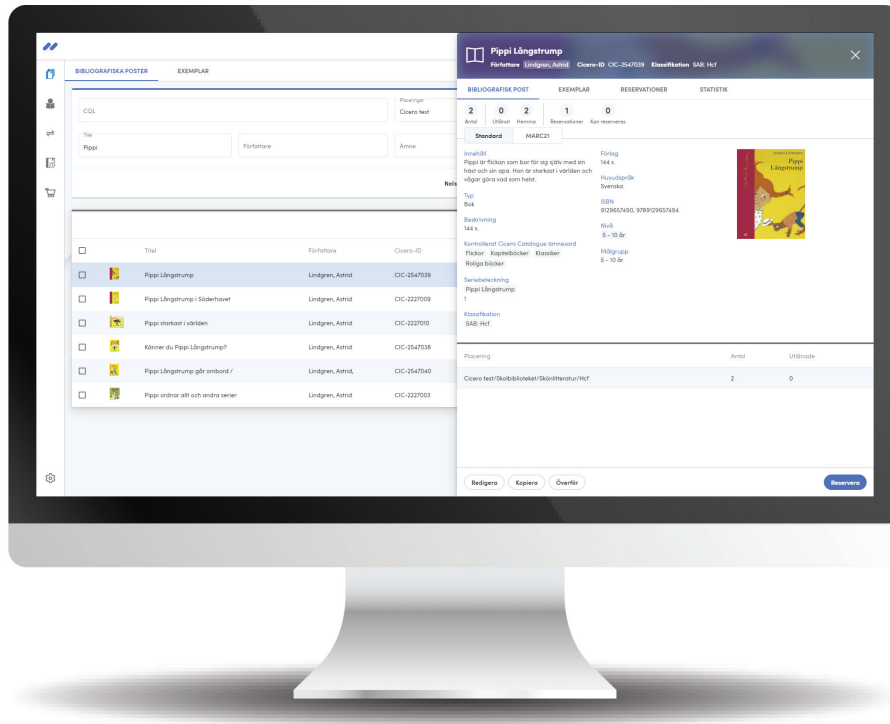
Cicero Mobile is built to shorten and ease the library staffs administrative workflows.

Mobile supports staff with the tasks of in the handling rules for patron and item groups, setting fees, creating purchase orders and managing budgets.

Cicero's modular design makes it easy to assign each team member functions to create a smooth and simple user experience – regardless of task. The solution makes it simple to interact with the NCIP information exchange protocols, RFID etc.

Cicero is continuously updated software-as-a-service with all upgrades and enhancement included in the license.

Cicero Mobile



Cicero Mobile

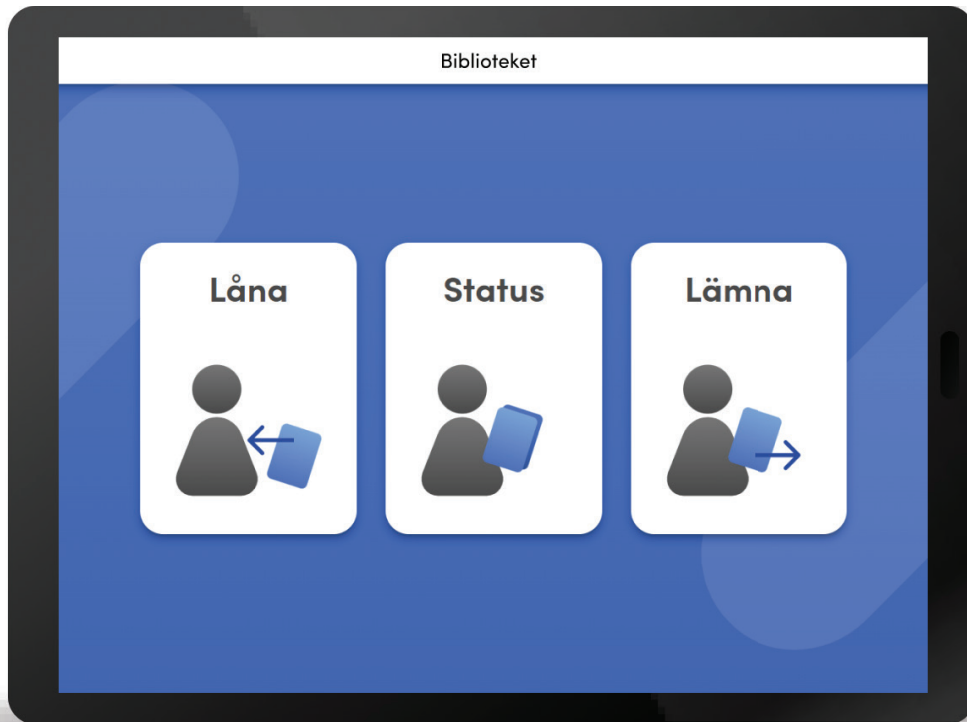
Some of the Cicero Mobile functionalities are:

- **Circulation:** Here physical items (local as well as from other libraries) can be circulated and returned, reserved, and renewed.
- **Digital pick-lists:** makes picking reserved materials easy and saves paper. The functionality is designed for smartphones and tablets. The digital pick lists have a real-time update that ensures if a staff member finds a material for a reservation, then the reservation is removed from other users' lists.
- **Cataloguing:** Cicero is integrated into a range of national or international bibliographic databases (Library of Congress, Bibsam, Danbib) items can be found here, and transferred to a local collection.
- **Acquisition:** Close integration with providers, pricing, and delivery schedule.

Administration

- **Patron administration:** Here staff can add patrons, which can be uploaded through CSV or integrated from a national register. All patrons belong to user groups with separate rights, such as loan or fee policies, the shared rights can be changed for all users in a group.
- **Material group administration:** Material groups can be added and administered, and rights change across all group items.
- **Placement administration:** It is possible to administer item placement very granularly, making it faster and easier to pick materials with the mobile pick lists.
- **General administration:** Functions such as adding communal or local closing days ensure that loans do not have to be returned when the library is closed. Temporary closing down of branches enables the system to reroute reserved materials to other branches. Other functions such as rules for reservation, circulation, interlibrary loans, user profiles, fees, bibliographic posts, and booking of class sets for schools are also part of general administration.

Cicero Slide



Perfect for small libraries

Cicero Slide is a simple and intuitive touchscreen solution for loaning, returning, and checking the status of current loans. It is a web-based touchscreen software and works well on laptops, tablets, smartphones, and Chromebooks. It is especially suited for small libraries in places like schools, care homes, or pop-up libraries. Thanks to its quick and responsive scanning function, Cicero Slide can be operated by even the youngest or the oldest users. That makes Cicero Slide a perfect choice for unstaffed libraries or as a smart self-service option.

Cicero Slide can be permanently installed in the library, taken to the bookshelves or the classroom, or be used in the book depot, for example when handing out books at the start of school.

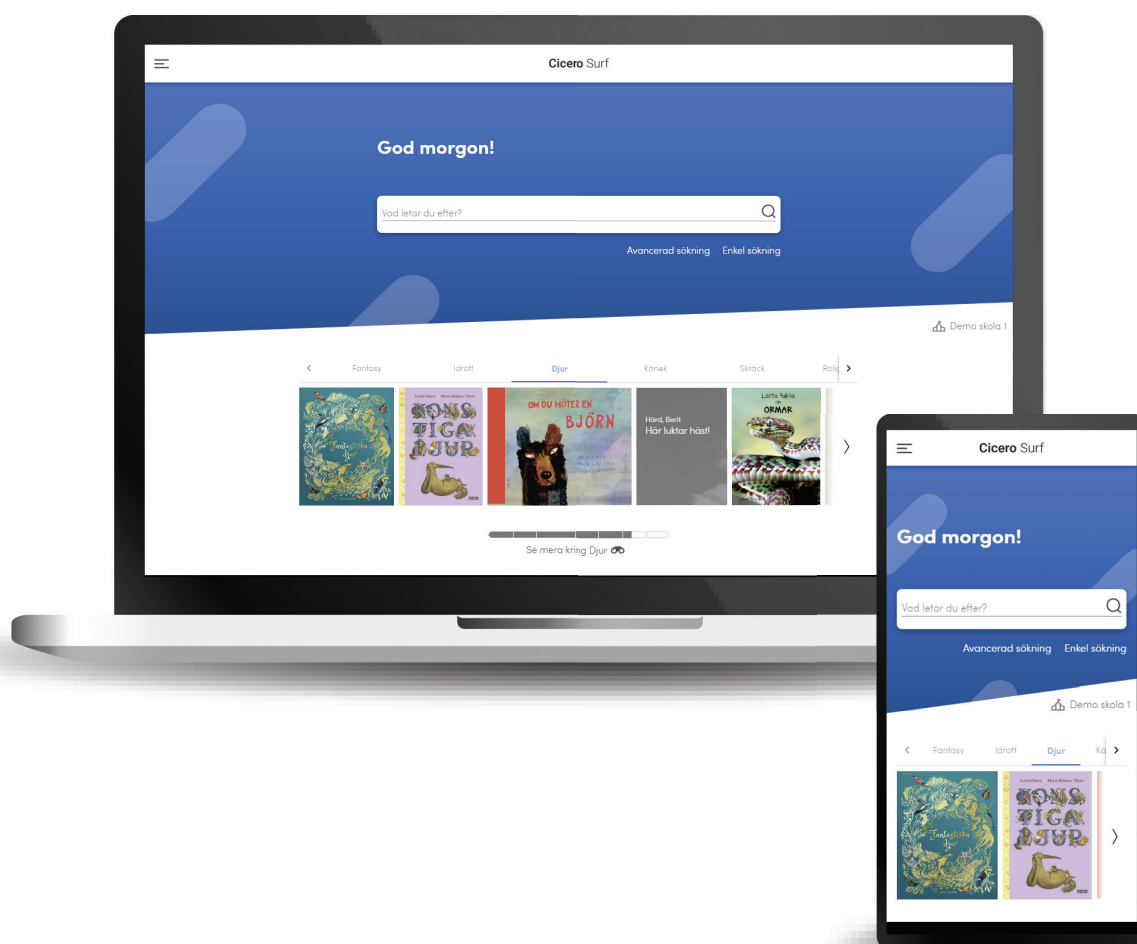
If Cicero Slide is installed on a mobile device with a camera, the barcode on the material can be scanned using the built-in camera, so there is no need for a handheld scanner.

Cicero Slide can be opened on an unlimited number of devices simultaneously and can also be configured as required, so that the library itself can choose which options and functions are available on each device type (e.g. handover).

#3

Cicero Slide

Cicero Surf



#4

Cicero Surf

Cicero Surf is designed according to the highest standards for accessibility and provides libraries with their own online portal for patrons to search the library holdings, reserve books, and check their status for loans and reservations. Cicero Surf can be used on all devices, telephones, tablets, Chromebooks, or laptops.

The Cicero Surf interface is customizable with colors and an institutional logo. The patron can log in using Single Sign-On (SSO) or username/pin code. Log-in with SSO gives access to the library's electronic content or other proprietary services. Cicero Surf shows item status (number of copies available/online etc) and it is possible to set up attractive carousels with book covers. When logged in, it is possible to search and reserve items.

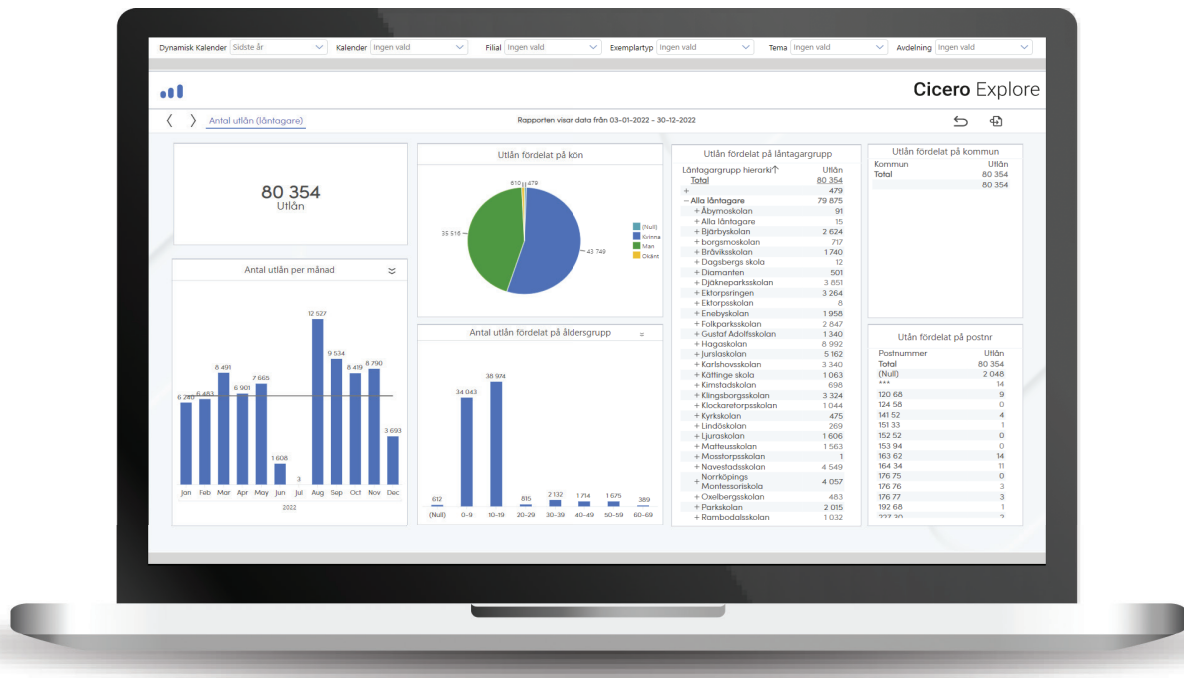
Cicero Surf is also ideal for school libraries with search filters for age and reading ability. Teachers can use the Cicero feature "booking" for reserving sets of teaching material.

The solution has been developed based on the latest technology and advanced design principles, which means that it is both very user-friendly and extremely stable. The modern visual and intuitive design makes the user want to explore different materials instead of just searching for specific resources.

If desired, it is possible to conduct more detailed searches and filter the large number of results in long lists of hits.

In Cicero Surf you can also find e-books, so that the needs of all students can be met, regardless of whether they prefer to read books in traditional hard-copy or digital format.

Cicero Explore



There is pressure on the information flow at modern libraries, but with Cicero Explore, which can be used both via Cicero LMS and on an independent web client, you get access to concise and manageable business intelligence reporting, so that optimisation can be implemented at the right time and place.

In Cicero Explore, it is possible to combine data of any kind, so you do not have to be limited to standard reports or statistics.

Predefined reports provide access to information on circulation patterns, interlibrary loans, purchases and cancellations, subscriptions and much more, as well as thorough statistics on patrons behaviour and balances.

All tables are interactive and can be filtered to provide accurate detailed information. Explore is web-based with the option to export data to e.g., Excel or PDF, save and share a specific report setup with colleagues.

In addition to the predefined reports, access to an individual report tool can be offered so that the library can define its own reports.

#5

Cicero Explore