

Library Management System

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1 Introduction

Library Management System (LMS) is an application that enables the employees of SPAN to access, maintain, and manage the materials available in SPAN's library, depending on the role of the employee.

Employees can view the status of the material (Available / Not Available), request, borrow and return library material using this application. Employees can also view the material details (author, publisher, price, etc.).

The Librarian (Admin) can view the materials available in the library, approve or reject request for materials, issue materials, and add or delete materials.

1.1 Users

Two kinds of users can use the Library Management System:

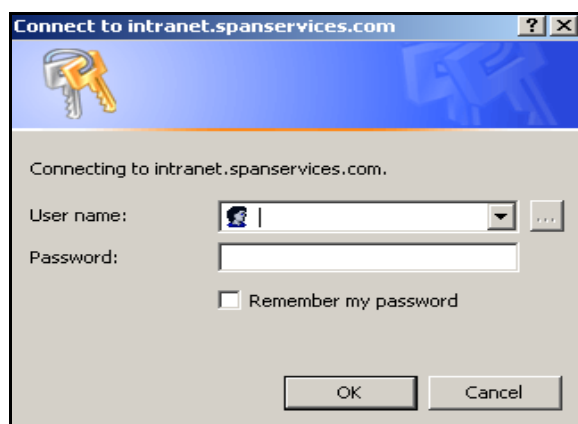
- Employees – All employees of SPAN
- Admin – The Librarian

1.2 Login

All users must log in to the SPAN intranet to access the Library Management System.

To login, follow these steps.

1. From the SPAN intranet page, log in to the intranet application using your **User name** and **Password**.






2. In the top-right corner of the intranet home page, select **LMS** from the drop-down list.








3. Click **GO**.

1.3 Icons

The following icons are used in the application:

	This icon indicates that the material is Available to any user.
	This icon indicates that the material is in queue and is Available to only one more user.
	This Cancel icon indicates that the material is already Requested by the person viewing this icon. The user can click this icon and Cancel the request.

Example: Employee **A** clicks the  icon to request for a material. The icon for employee **A** now changes to  that allows employee **A** to cancel the request. Employee **B** can view  icon (indicating that another employee has already requested the material) and click the  icon to request for the same material requested by employee **A**. Employee **B** can now see  icon that allows employee **B** to cancel the request. Employee **C** does not see any icon and can see the status as **Not Available**.

Note: A maximum of two employees can request a material at any given time. The Admin issues the material to the second user after the first user returns the material.

2 Admin User

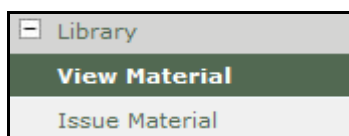
The Admin is the Librarian who maintains and tracks the materials in the library. Admin can perform various tasks such as view and edit details of the materials, approve requests from employees, issue the materials and track the return of the materials. The Admin can also search for materials, add or delete materials, and view the names of the materials, names of the authors, names of the publishers, types of materials and the status of the materials.

The following sections explain the tasks that an Admin can perform in the application.

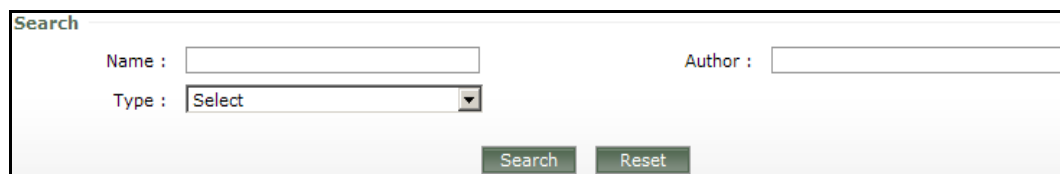
2.1 Search for Materials

Admin can search for a specific material by specifying the name of the author, name of the material or the type of material. To search for a specific material, follow these steps.

1. From the left menu, click **View Material**.



2. In the **Search** section, enter values in the following fields.

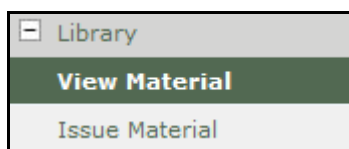
A screenshot of a search form titled 'Search'. It contains three input fields: 'Name :', 'Author :', and 'Type :'. The 'Type :' field is a dropdown menu with 'Select' as the current option. Below the input fields are two buttons: 'Search' and 'Reset'.

- **Name** – Enter the name of the material
 - **Author** – Enter the name of the author
 - **Type** – Choose an option
3. Click **Search**.
 4. The grid below the **Search** section shows the list and details of the materials.
 5. To reset the values of the fields in the **Search** section, click **Reset**.

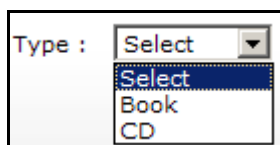
OR

To search for all the materials available in the library, follow these steps.

1. From the left menu, click **View Material**.



2. In the **Search** section, do not enter values in the **Author** and **Name** fields.
3. For the **Type** field, choose the option **Select**.



4. Click **Search**.
5. The grid below the **Search** section shows the following details about the material.
 - **Name** – Name of the material
 - **Author** – Name of the author
 - **Publisher** – Name of the publisher
 - **Type** – Type of material
 - **Status** – Status of the material
 - **Request/Cancel** – Status of the request from the employees

Note: The grid below the **Search** section has the sort option. You can sort the grid in ascending or descending order.

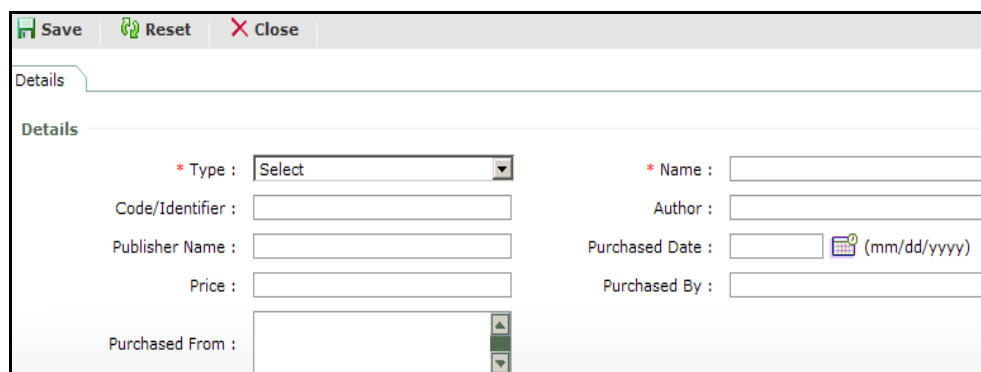
2.2 Add Materials

As the size of the library grows, the Admin updates the system and can add new materials to the existing library. To add a new material, follow these steps.

1. From the left menu, click **View Material**.
2. Click **Add New Material**.



3. In the **Details** screen, enter values in the following fields.

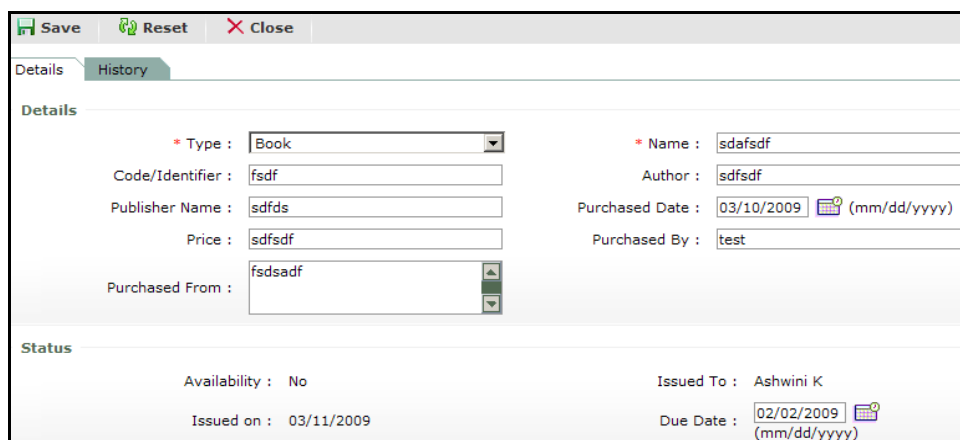


- **Type** – Choose an option
 - **Code/Identifier** – Enter the code by which the material is identified
 - **Publisher Name** – Name of the publisher
 - **Price** – Price of the material
 - **Purchased From** – Address of the shop where the material was purchased
 - **Name** – Name of the material
 - **Author** – Name of the author
 - **Purchased Date** – Date when the material was purchased (use the calendar control to select a date)
 - **Purchased By** – Name of the person who purchased the material
4. In the **Status** section, by default, the **Availability** shows as **Yes**.
 5. To save the details, click **Save**.
 6. To reset the values, click **Reset**.
 7. To close the **Details** screen, click **Close**.

2.3 View Material Information

The Admin can view complete details of the materials in the library. To view the details of the materials, follow these steps.

1. From the left menu, click **View Material**.
2. From the grid below the **Search** section, click and select a specific material.
3. In the **Details** tab, you can view the following details.



Save Reset Close

Details History

Details

* Type : Book

* Name : sdfsf

Code/Identifier : fsdf

Author : sdfsf

Publisher Name : sdfds

Price : sdfsf

Purchased Date : 03/10/2009 (mm/dd/yyyy)

Purchased By : test

Purchased From : fsdsadf

Status

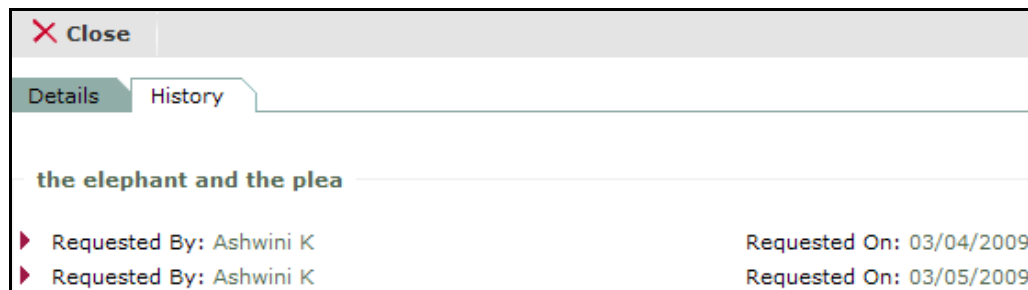
Availability : No

Issued To : Ashwini K

Issued on : 03/11/2009

Due Date : 02/02/2009 (mm/dd/yyyy)

- **Type** – Choose an option
 - **Code/Identifier** – Enter the code by which the material is identified
 - **Publisher Name** – Name of the publisher
 - **Price** – Price of the material
 - **Purchased From** – Address of the shop where the material is purchased
 - **Name** – Name of the material
 - **Author** – Name of the author
 - **Purchased Date** – Date when the material is purchased
 - **Purchased By** – Name of the person who purchased the material
4. The **Status** section shows the following details.
- **Availability** – This field indicates if the material is available or not
 - **Issued on** – Date when the material is issued
 - **Issued To** – Name of the person to whom the material is issued
 - **Due Date** – Date when the material must be returned
5. To reset the values, click **Reset**.
6. To save the changes, click **Save**.
7. To close the **Details** tab, click **Close**.
8. To view the history details of the material, click **History** tab.
9. The **History** tab shows the history of the material.




Close

Details History

the elephant and the plea

Requested By: Ashwini K Requested On: 03/04/2009

Requested By: Ashwini K Requested On: 03/05/2009

10. When you click the  icon, you can view the following history details.

Close

Details

History

the elephant and the plea

Requested By: Ashwini K

Requested On: 03/04/2009

Canceled On:

Approved By: Ashwini K

Approved On: 03/04/2009

Issued By:

Issued On:

Returned To:

Returned On:

Rejected By: Yogesh

Rejected On:

Rejected Reason:

Requested By: Ashwini K

Requested On: 03/05/2009

- Requested By
- Canceled On
- Approved By
- Issued By
- Returned To
- Rejected By
- Rejected Reason
- Requested On
- Approved On
- Issued On
- Returned On
- Rejected On

11. To close the **History** tab, click **Close**.

Note: When you view the **Request Material** of a material that is available for issue, you cannot view the **Issued on**, **Issued To**, and **Due Date** fields.

2.4 Delete Material

The Admin has the option to delete any material that no longer exists in the library.

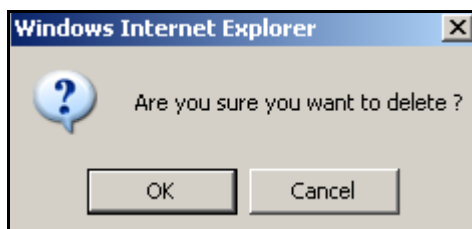
To delete the materials, follow these steps.

1. From the left menu, click **View Material**.

- From the grid below the **Search** section, click the checkbox for the material that you want to delete.

Add New Material		Delete				
<input type="checkbox"/>	Material Name ^	Author	Publisher	Type	Status	Request/Cancel
<input type="checkbox"/>	Java Complete Reference.ch	Herbert Schildt	Rk Publisher	Book	Available	
<input type="checkbox"/>	Apache Tomcat	Herbert Schildt	Rk Publisher	Book	Available	
<input type="checkbox"/>	NetBeans	Herbert Schildt	Rk Publisher	CD	Available	

- Click **Delete**.
- In the confirmation dialog box, click **OK**.



- If you do not want to delete the material, click **Cancel**.

2.5 Search Issued Material

The Admin can search for the materials that are issued to the employees, approve the request or reject the request.

To issue the materials or search for the materials issued, follow these steps.

- From the left menu, click **Issue Material**.





- In the **Search** section, enter values in the following fields:

Search			
Name :	<input type="text"/>	Requested By :	<input type="text"/>
Type :	<input type="text" value="Select"/>	State :	<input type="text" value="Requested"/>
Search		Reset	

- **Name** – Name of the material
 - **Requested By** – Name of the person who has requested the material
 - **Type** – Type of material
 - **State** – State of the material
- Click **Search**.

4. The grid below the **Search** section shows the following details about the issued material.

 Approve		 Reject			
<input type="checkbox"/>	Name	Author	Type	Requested By	Requested On
<input type="checkbox"/>	Study of Animals	Manjunath	CD	Santosh Kumar M	03/12/2009

- **Name** – Name of the material
- **Author** – Name of the author
- **Type** – Type of material
- **Requested By** – Name of the person who has requested the material
- **Requested On** – Date when the material was requested

2.6 Approve or Reject Requested Material

When a user requests for a material that is available for issue, the Admin has the authority to either approve or reject the request. The Admin can perform the following actions.

- **Approve** or **Reject** only the materials that are **Requested**
- **Issue** or **Reject** only the materials that are **Approved**
- **Return** only the materials that are **Issued**

To approve or reject a request, follow these steps.

1. From the left menu, click **Issue Material**.

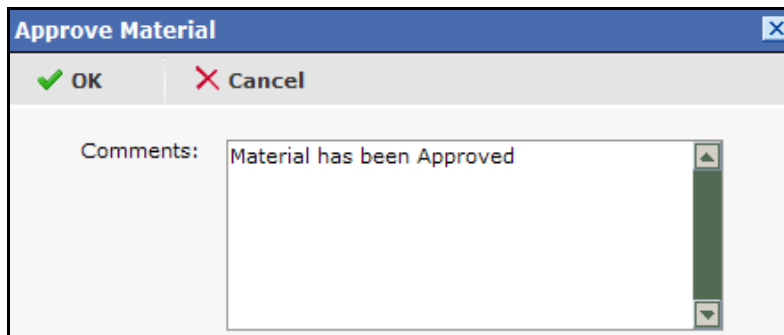


2. In the **Search** section, enter values in the following fields.

Search			
Name :	<input type="text"/>	Requested By :	<input type="text"/>
Type :	<input type="text" value="Select"/>	State :	<input type="text" value="Requested"/>
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

- **Name** – Name of the material
 - **Requested By** – Name of the person who has requested the material
 - **Type** – Type of material
 - **State** – Select the option **Requested**
3. Click **Search**.

4. The grid below the **Search** section shows the materials that are in **Requested** state.
5. To approve the request, click the corresponding checkbox for the material, and click **Approve**.
6. In the **Approve Material** window, enter **Comments** in the text area.



The image shows a dialog box titled "Approve Material". It has a blue header bar with a close button (X). Below the header, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon. The main area of the dialog contains a text area labeled "Comments:" with the text "Material has been Approved" entered. The text area has a vertical scrollbar on the right side.

7. To approve, click **OK**.
8. To cancel the task, click **Cancel**.
9. To reject the request, click the corresponding checkbox for the material, and click **Reject**.
10. In the **Reject Materials** window, enter **Comments** in the text area.
11. To reject, click **OK**.
12. To cancel the task, click **Cancel**.

2.7 Issue or Reject Requested Material

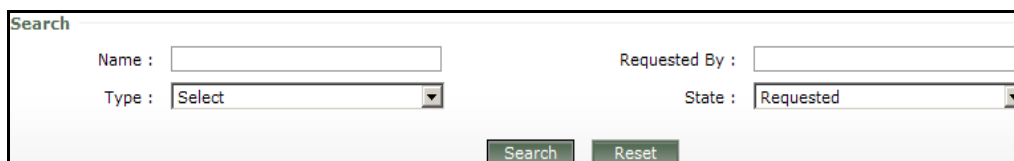
The Admin can issue or reject a requested material to the employees. To issue or reject any requested material, follow these steps.

1. From the left menu, click **Issue Material**.



The image shows a vertical menu with three items: "Library" (with a folder icon), "View Material", and "Issue Material" (highlighted in a dark green background).

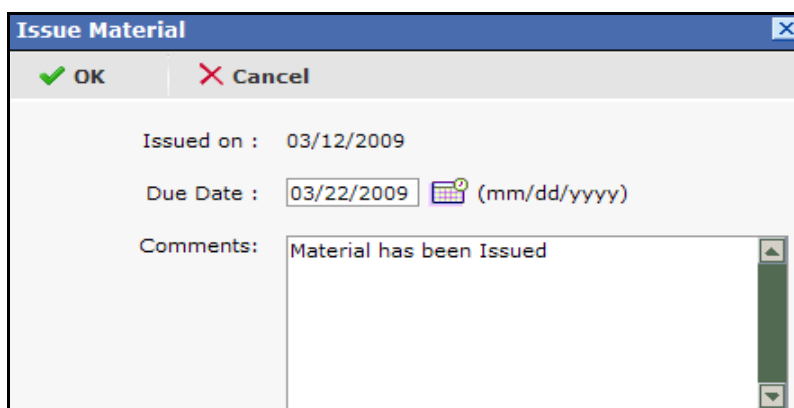
2. In the **Search** section, enter values in the following fields.



The image shows a search form with the title "Search". It contains four input fields: "Name" (text box), "Requested By" (text box), "Type" (dropdown menu with "Select" selected), and "State" (dropdown menu with "Requested" selected). Below the input fields are two buttons: "Search" and "Reset".

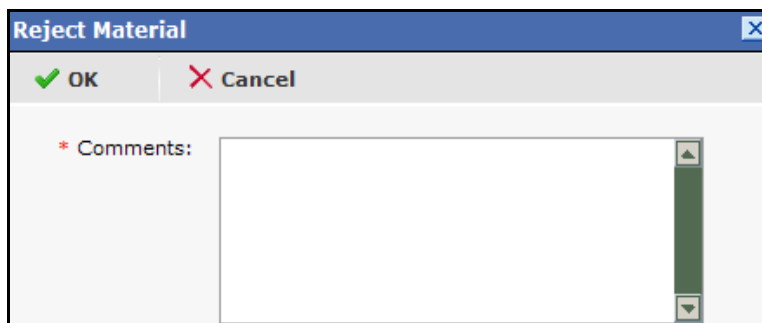
- **Name** – Name of the material

- **Requested By** – Name of the person who has requested the material
 - **Type** – Type of material
 - **State** – Select the option **Approved**
3. Click **Search**.
 4. The grid below the **Search** section shows the materials that are in **Approved** state.
 5. To issue the requested material, click the corresponding checkbox for the material, and click **Issue**.
 6. In the **Issue Material** window, the **Issued on** field shows the date when the material is issued.



The **Issue Material** dialog box has a title bar with a close button. Below the title bar are two buttons: **OK** (with a green checkmark) and **Cancel** (with a red X). The main area contains three fields: **Issued on :** with the value 03/12/2009; **Due Date :** with a text box containing 03/22/2009 and a calendar icon, followed by the format (mm/dd/yyyy); and **Comments :** with a text area containing the text "Material has been Issued".

7. By default, the **Due Date** field shows the date ten days from the date of issue (however, the Admin can use the calendar control to extend or advance the due date, if required).
8. Enter **Comments** in the text area.
9. To issue, click **OK**.
10. To cancel the task, click **Cancel**.
11. To reject the request, in the **Issue Material** screen, click the corresponding checkbox for the material, and click **Reject**.
12. In the **Reject Material** window, enter **Comments** in the text area.



The **Reject Material** dialog box has a title bar with a close button. Below the title bar are two buttons: **OK** (with a green checkmark) and **Cancel** (with a red X). The main area contains a single field: *** Comments :** with an empty text area.

13. To reject, click **OK**.
14. To cancel the task, click **Cancel**.

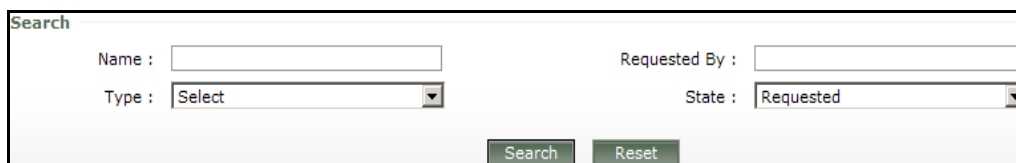
2.8 Return Issued Material

Once the Admin issues the requested material, the employee can keep the material for a maximum of ten days. On the ninth day a reminder email is sent to the employee reminding the employee to return the material. To update the information of the returned material in the application, follow these steps.

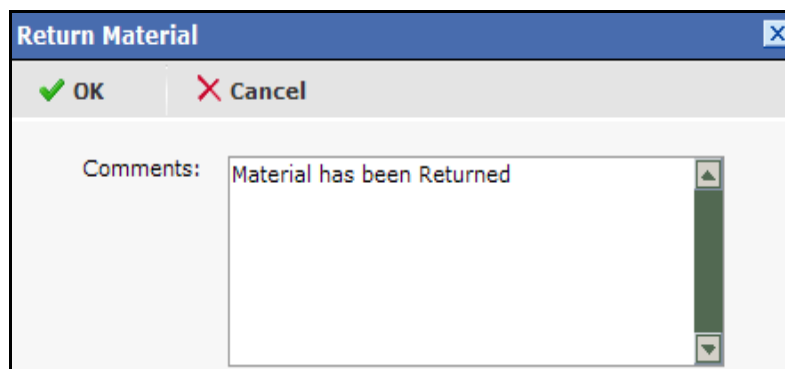
1. From the left menu, click **Issue Material**.



2. In the **Search** section, enter values in the following fields.



- **Name** – Name of the material
 - **Requested By** – Name of the person who has requested the material
 - **Type** – Type of material
 - **State** – Select the option **Issued**
3. Click **Search**.
 4. The grid below the **Search** section shows the materials that are in **Issued** state.
 5. To update the information of the material that is returned, click the corresponding checkbox for the material, and click **Return**.
 6. In the **Return Material** window, enter **Comments** in the text area.



7. To accept the return of the material, click **OK**.
8. To cancel the task, click **Cancel**.

Note: If the material is not returned after the due date, a reminder email will be sent to the employee, everyday until the material is returned.

3 Employee User

Employees can use this application to avail the library materials from the Librarian (Admin). The employees can view the status of the material (**Available / Not Available**), request, borrow, and return library material. Employees can also view the name of the material, the name of the author of the material, and other details about the material.

At any given point, only two employees can request an available material. The first employee's request is given priority and the second employee's request is placed in queue. If the material is in queue (waiting list), no other employees can request for the material, as it is not available for issue.

The following sections explain the tasks that employees can perform using the application.

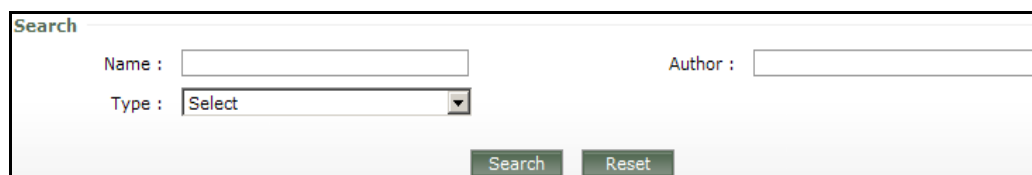
3.1 Search for Materials

Employees can search for the available materials by specifying the author, material name and type of material in the search criteria. To search for a specific material, follow these steps.

1. From the left menu, click **View Material**.



2. In the **Search** section, enter values in the following fields.

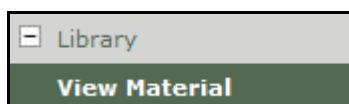
A screenshot of the 'Search' section in the application. It features three input fields: 'Name' (text), 'Author' (text), and 'Type' (a dropdown menu currently showing 'Select'). Below these fields are two buttons: 'Search' and 'Reset'.

- **Name** – Enter the name of the material
 - **Author** – Enter the name of the author
 - **Type** – Choose an option
3. Click **Search**.
 4. The grid below the **Search** section shows the list and details of the materials.
 5. To reset the values of the fields in the **Search** section, click **Reset**.

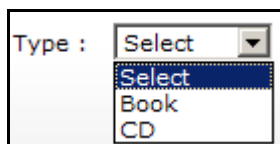
OR

To search for all types of materials available in the library, follow these steps.

1. From the left menu, click **View Material**.



2. In the **Search** section, in the **Type** field, choose the **Select** option.



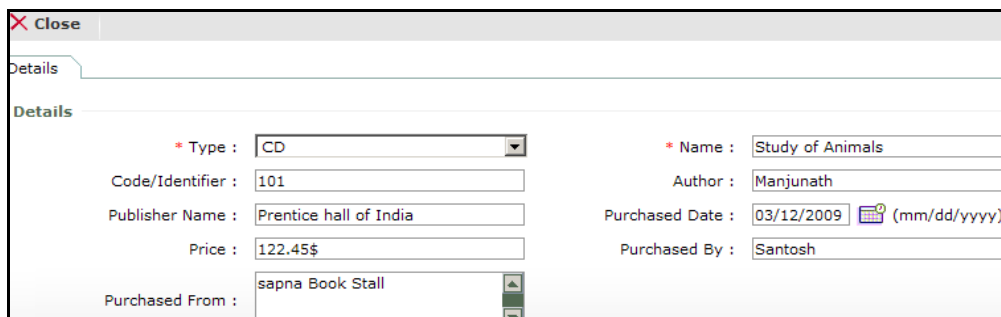
3. Click **Search**.
4. The grid below the **Search** section shows the following details:
 - o **Name** – Name of the material
 - o **Author** – Name of the author
 - o **Publisher** – Name of the publisher
 - o **Type** – Type of material
 - o **Status** – Status of the material
 - o **Request/Cancel** – Status of request from the user

Note: The grid below the **Search** section has the sort option. You can sort the grid in ascending or descending order.

3.2 View Material Information

Employees can view the details of the materials available in the library. To view the complete details of the material, follow these steps.


1. From the left menu, click **View Material**.
2. In the **Search** section, enter the search criteria and click **Search**.
3. The grid below the **Search** section shows all the materials that match the search criteria.
4. From the **Name** column, click a specific material.
5. In the **Details** section of the **Details** screen, you can view the following details of the material.



Details

* Type :	CD	* Name :	Study of Animals
Code/Identifier :	101	Author :	Manjunath
Publisher Name :	Prentice hall of India	Purchased Date :	03/12/2009 (mm/dd/yyyy)
Price :	122.45\$	Purchased By :	Santosh
Purchased From :	sapna Book Stall		

- **Type** – Choose an option
 - **Code/Identifier** – Enter the code by which the material is identified
 - **Publisher Name** – Name of the publisher
 - **Price** – Price of the material
 - **Purchased From** – Address of the shop where the material was purchased
 - **Name** – Name of the material
 - **Author** – Name of the author
 - **Purchased Date** – Date when the material was purchased
 - **Purchased By** – Name of the person who purchased the material
6. The **Status** section of the **Details** screen shows the following details.

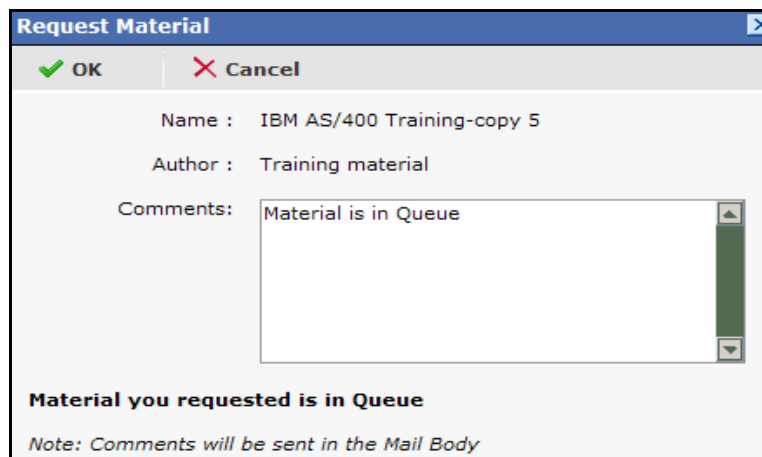
Status	
Availability : No	Issued To : Santosh Kumar M
Issued on : 03/12/2009	Due Date : 03/03/2009  (mm/dd/yyyy)

- **Availability**
 - **Issued on**
 - **Issued To**
 - **Due Date**
7. To close the **Details** screen, click **Close**.

3.3 Request Material

The employee users can request for materials from the Admin provided the material is available at that time. If the material is already issued to another employee, then the user cannot request for that material until it is returned to the library. The icons shown in the grid below the search section indicates if the material is available for issue or not (see section [1.3 – Icons](#)). To request for a specific material, follow these steps.

1. From the left menu, click **View Material**.
2. In the **Search** section, enter the search criteria and click **Search**.
3. The grid below the **Search** section shows all the materials that match the search criteria.
4. The **Status** column of the grid shows if the material is available or not.
5. From the **Request/Cancel** column, click the icon shown corresponding to the material you want to request.
6. In the **Request Material** window, enter **Comments** in the text area.



Request Material

✓ OK ✗ Cancel





Name : IBM AS/400 Training-copy 5

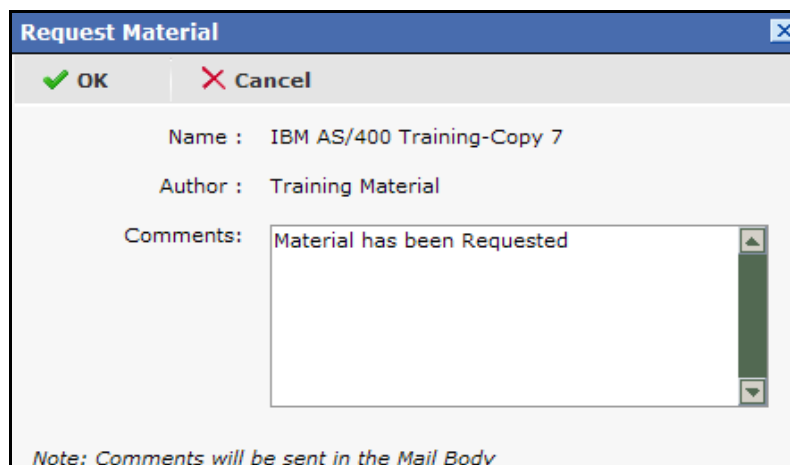
Author : Training material

Comments: Material is in Queue

Material you requested is in Queue

Note: Comments will be sent in the Mail Body

7. To request for the material, click **OK**.
8. To cancel the request, click **Cancel**.
9. If your request for the material is processed, the **Status** column in the grid changes from **Available** to **Requested**, and in the **Request/Cancel** column, the icon changes from  to .
10. If the  icon is shown corresponding to the material in **Available** status, it indicates that the material is already requested by another employee and your request will be placed in queue (waiting list).
11. To request materials in queue, click the  icon corresponding to the material you want to request.
12. In the **Request Material** window, enter **Comments** in the text area.



Request Material

✓ OK ✗ Cancel

Name : IBM AS/400 Training-Copy 7

Author : Training Material

Comments: Material has been Requested

Material you requested is in Queue

Note: Comments will be sent in the Mail Body

13. To request the material, click **OK**.
14. To cancel the request, click **Cancel**.


Note: The comments entered by the user are sent by email to the Librarian (Admin).



Note: Users can request for materials only if the status of the material is **Available**

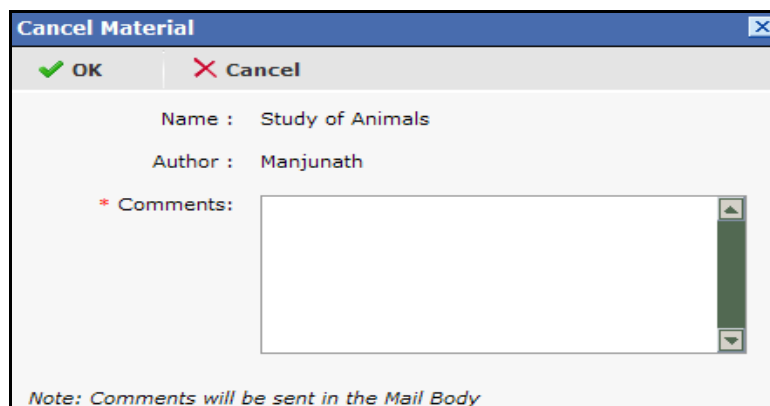
3.4 Cancel Requested Material

Users can cancel the request made by them, if they do not want the requested material. To cancel the request, follow these steps.

1. From the left menu, click **View Material**.
2. In the **Search** section, enter the search criteria, and click **Search**.
3. The grid below the **Search** section shows the material requested by you.

Name	Author	Publisher	Type	Status	Request Cancel
Study of Animals	Manjunath	Prentice hall of India	CD	QUEUED	

4. In the grid, corresponding to the material requested, the **Status** column shows the status as **Requested / Queued** with the  icon shown.
5. Click the corresponding  icon in the **Request/Cancel** column.
6. In the **Cancel Material** window, enter **Comments** in the text area.





The dialog box titled "Cancel Material" has a blue header bar with a close button. Below the header, there are two buttons: "OK" with a green checkmark and "Cancel" with a red X. The main area contains the following text:

Name : Study of Animals

Author : Manjunath

* Comments:

At the bottom, there is a note: "Note: Comments will be sent in the Mail Body"

7. To cancel the requested material, click **OK**.
8. If you do not want to cancel your request, click **Cancel**.
9. If your request for the material is cancelled, the **Status** column in the grid changes from **Requested** to **Available**, and in the **Request/Cancel** column, the icon changes from  to .

Note: When the Librarian approves the material requested by the employee, the information of approval is sent to the employee by email. The employee must manually collect the approved material from the Librarian. The Librarian, then changes the status of the material to **Issued** and the information of issue is sent to the employee by email. The employee must manually return the material to the Librarian. The Librarian, then changes the status of the material to **Returned** and the information of return is sent to the employee by email. The Librarian changes the status of the material to **Available**.