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USER GUIDE

LIBRARY MANAGEMENT SYSTEM
CS -6360
(Su17)

- **SEARCH**

  To search for books, enter any combination of title, ISBN and/or author(s) in the search box separated by a comma. The search box is located at the top of every page in the center of the navigation bar. Example search queries can be:
  - Title
  - Author
  - ISBN
  - Author,Title,ISBN
  - Or similar combinations

- **BORROWER**

  To see a borrower's profile or create a new borrower in the system, click the 'Borrower' tab in the navigation bar. To see an existing borrower's profile and the books that borrower have checked out, enter the borrower's card ID and click see profile. This will take you the account details page where you also click to see the checked out books.
  To create a new borrower in the system, go to the borrower page again and select 'Create New Borrower'. On the next page, fill out the required information of the borrower to generate a new borrower's card ID for that borrower. After the account is created successfully, the card number and other details can be seen by clicking the details link.

- **CHECK-OUT BOOKS**

  To check out a book, search for a book using the search box or by browsing the library. Click the book title to go to that book's page that has the details and the check-out option for that book. After selecting the check-out option, enter the respective borrower's card ID or (create a new borrower) to successfully check out the book.

- **CHECK-IN BOOKS**

  To check in a book that has been returned by the borrower, go to the check-in tab in the navigation bar. On the check-in page, enter the borrower's card ID in the search box and hit enter to see all the books that are currently checked out for that borrower. Locate the record for the book that has been returned and click on the corresponding 'check In' button to successfully check-in the book.

- **FINES**

To check the amount of fine per borrower for the books that have not been returned or had been returned after their respective due date, go to the fines tab in the navigation bar. A list of all the card ID's that have fines due is displayed on this page. If a borrower has paid the fine then the respective borrower's record can be updated by clicking the corresponding 'Fine Paid?' button. Remember, a fine cannot be paid for a book that has not been returned. An error message will appear if you click on this button in case a book is not checked in for that borrower.