Library Management System User Manual

(For Admins and Users)

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1.INTRODUCTION

The **Library Management System (LMS)** is a web-based application designed to facilitate the management of books and users in a library environment. It allows both administrators and users to interact with the system for various tasks such as adding, viewing, borrowing, and returning books.

The system aims to provide a user-friendly interface for managing the library’s collection and keeping track of borrowed items, improving the efficiency of the library operations.

The **Library Management System** includes the following key features:

* **Admin Dashboard:** Admins can manage books, track books, add and delete Users.
* **Book Management:** Allows admins to add, edit, and delete books from the system.
* **User Management:** Users can view available books, borrow books, and return them.
* **Search Functionality:** Users can search for books by title, author, or genre.
* **Borrow/Return System:** Users can borrow available books and return them once finished.
* **Status Tracking:** The system tracks whether books are available or borrowed.
* **User Authentication:** Ensures that only authorized users can access certain features.

This manual is intended for:

* **Administrators:** Users who manage the library, including adding and deleting books, viewing statistics, and maintaining the system.
* **Library Users:** Individuals who can borrow and return books, view book details, and manage their borrowing records.

2. Getting Started

To ensure optimal performance of the Library Management System, the following system requirements are recommended:

* **Operating System:** Windows 10, macOS, or Linux
* **Web Browser:** Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge (latest versions)
* **Server Requirements:**
  + PHP 7.0 or higher
  + MySQL Database
  + Apache server
* **Internet Connection:** A stable internet connection for accessing the system through the web.

To install the Library Management System, follow these steps:

1. **Download the System Files:**
   * Download the system files (attached to this Folder) or receive the system files from your administrator.
2. **Setup XAMPP (for local installation):**
   * Download and install **XAMPP** (a local server package that includes Apache, MySQL, and PHP).
   * After installation, launch XAMPP and start the Apache and MySQL services.
3. **Import the Database:**
   * Open your browser and go to **localhost/phpmyadmin**.
   * Create a new database (e.g., librarySystem\_db).
   * Import the provided database SQL file (is in the folder with the system files) into the newly created database.
4. **Upload the System Files:**
   * Place the system files in the **htdocs** directory of XAMPP (e.g., C:\xampp\htdocs\library\_management\_system).
   * Navigate to **localhost/library\_management\_system** in your web browser.
5. **Configure Database Connection:**
   * Open the **config.php** file located in the system folder.
   * Update the database credentials (username, password, database name) based on your setup.
6. **Access the System:**
   * Open a web browser and go to **localhost/library\_management\_system** to begin using the Library Management System.

To access the Library Management System, follow these steps:

1. **Open the System:**
   * Open a web browser and navigate to **localhost/library\_management\_system**
2. **Login Page:**
   * On the login page, you will be prompted to enter your username and password.
3. **Administrator Login:**
   * Use the administrator credentials provided by the system administrator.
   * For example:
     + **Username:** admin
     + **Password:** admin123
4. **User Login:**
   * Users can log in using their personal credentials. These will be provided by the library staff or system administrator.
   * For example:
     + **Username:** user1
     + **Password:** userpassword
5. Register New Admin or User:

* Go to the Register Page to create a new account for either Admin or User.
* Create a Username, Password, and put your email then chose whether account is for Admin or User.

3. Using the System

Upon logging into the Library Management System, users will be directed to the **Dashboard**. The Dashboard is the central hub where users can access all the features available to them.

**Main Sections on the Dashboard:**

* **Books:** Here, users can browse the collection of books in the library, view detailed information about each book, and check the availability status.
* **Borrow/Return Books:** This section allows users to borrow available books and return previously borrowed books.
* **Profile:** Users can view and update their personal details (such as name, email, and password).
* **Search Bar:** Quickly search for books by title, author, or genre.

Admins have access to additional features compared to regular users. Upon logging into the system, admins will be directed to the **Admin Dashboard**, which includes the following features:

**Main Sections on the Admin Dashboard:**

* **Books:** Similar to the user view, but admins can see more detailed information, such as the number of times a book has been borrowed.
* **Add New Book:** Admins can add new books to the library’s database. This includes entering details such as title, author, genre, ISBN, and status.
* **Edit/Delete Books:** Admins can edit the details of existing books or delete books from the database.
* **Manage Users:** Admins can view, add, or remove users from the system.

3.1 Borrowing Books:

To borrow a book, follow these steps:

1. **View Available Books:**
   * Navigate to the **Books** section of the Dashboard, where you will see a list of all available books in the library.
2. **Select a Book:**
   * Click on the title of the book you wish to borrow. If the book is available, you will see an option to **Borrow**.
3. **Click 'Borrow':**
   * Click the **Borrow** button to request the book. The system will automatically update the book’s status to **Borrowed** and assign it to your user account.
4. **Confirmation:**
   * After borrowing the book, you will receive a confirmation message, and the book will no longer be available for others to borrow until returned.

3.2 Returning Books:

To return a book, follow these steps:

1. **View Borrowed Books:**
   * Navigate to the **Borrow/Return Books** section, where you will see a list of books you have borrowed.
2. **Select the Book to Return:**
   * Choose the book you want to return and click on the **Return** button.
3. **Click 'Return':**
   * The system will automatically update the book’s status to **Available** and remove it from your borrowed list.
4. **Confirmation:**
   * After returning the book, you will receive a confirmation message indicating the book has been successfully returned to the library.

3.3 Searching for Books:

To search for a specific book, follow these steps:

1. **Go to the Search Bar:**
   * At the top section, you will find the **Search Bar**.
2. **Enter Search Criteria:**
   * Type the title, author, genre, or ISBN of the book you're looking for in the search bar.
3. **Filter Results:**
   * The system will automatically filter and display books that match your search criteria.
4. **Select a Book:**
   * Click on the book title from the search results to view more details or to borrow it.

3.4 Managing Your Profile:

To manage your profile, follow these steps:

1. **Access Profile:**
   * From the Dashboard, click on the **Profile** option.
2. **Update Details:**
   * You can update your personal information, such as your name, email address, and password. Make any necessary changes.
3. **Save Changes:**
   * After making changes, click the **Save** button to update your profile.

4. Admin Functions

4.1 Adding a New Book:

To add a new book to the library system, follow these steps:

1. **Go to the Admin Dashboard:**
   * From the Admin Dashboard, navigate to the **Manage Books** > **Add New Book** section.
2. **Fill in the Book Details:**
   * Complete the form with the following details:
     + **Title**: The name of the book.
     + **Author**: The author of the book.
     + **Year**: The year the book was published.
     + **ISBN**: The International Standard Book Number.
     + **Genre**: The genre of the book (e.g., Fiction, Non-fiction, Mystery, etc.).
     + **Description**: A brief description of the book.
3. **Submit the Form:**
   * After filling in the necessary information, click the **Add Book** button to submit the new book into the library system.
4. **Confirmation:**
   * Once the book is added, the system will display a confirmation message. The new book will appear in the **Books** section of the library.

4.2 Editing a Book:

To edit an existing book’s details, follow these steps:

1. **Go to the Admin Dashboard:**
   * Navigate to the **Mange Books** section from the Admin Dashboard.
2. **Select the Book to Edit:**
   * Click on the **Edit** button next to the book you wish to modify. This will bring you to the edit page for that book.
3. **Modify Book Information:**
   * Update any of the book details, such as title, author, year, ISBN, genre, or description.
4. **Submit Changes:**
   * After making the necessary changes, click the **Update Book** button to save the changes.
5. **Confirmation:**
   * The system will display a confirmation message once the book’s details have been successfully updated.

4.3 Deleting a Book:

To delete a book from the library, follow these steps:

1. **Go to the Admin Dashboard:**
   * Navigate to the **Manage Books** section from the Admin Dashboard.
2. **Select the Book to Delete:**
   * Find the book you wish to delete and click the **Delete** button next to it.
3. **Confirm Deletion:**
   * A confirmation message will appear asking if you are sure you want to delete the book. Click **Yes** to proceed or **No** to cancel.
4. **Confirmation:**
   * Once the book is deleted, it will no longer appear in the library’s catalog, and a confirmation message will be displayed.

4.4 Managing Users:

To manage user accounts, follow these steps:

1. **Go to the Admin Dashboard:**
   * Navigate to the **Manage Users** section from the Admin Dashboard.
2. **View Users:**
   * You will see a list of all users, including their roles (admin or user), and their status (active or inactive).
3. **Add a New User:**
   * Click on the **Add User** button to create a new user. Fill in their details, including name, email, and role (user or admin). After filling in the details, click **Create User** to add them to the system.
4. **Delete a User:**
   * To delete a user, click the **Delete** button next to their name. A confirmation prompt will appear; confirm the deletion to remove the user from the system.
5. **Confirmation:**
   * After adding, or deleting a user, the system will display a confirmation message.

5. Troubleshooting and FAQs

**Common Issues**

**Issue 1: Unable to Log In**

**Possible Cause**: Incorrect username or password.

**Solution**:

1. Double-check the username and password entered.
2. Ensure that Caps Lock is not enabled and that there are no extra spaces.
3. Contact the system administrator if the issue persists.

**Issue 2: Unable to Add a New Book**

**Possible Cause**: Missing required fields or improper data format.

**Solution**:

1. Ensure all required fields (Title, Author, Year, ISBN, Genre, and Description) are filled out.
2. Double-check that the year is entered in the correct format (e.g., YYYY) and the ISBN is valid.
3. If there are still issues, clear your browser cache and try again. If the issue persists, contact the system administrator.

**Issue 3: Book Not Showing After Adding**

**Possible Cause**: Data not successfully inserted into the database.

**Solution**:

1. Refresh the page to ensure the most recent data is displayed.
2. Ensure that the book was correctly added by checking the database manually.
3. If the issue persists, verify that there are no database connection issues. Contact the system administrator for assistance.

**Issue 4: Unable to Edit or Delete a Book**

**Possible Cause**: User permissions or missing book data.

**Solution**:

1. Ensure you are logged in as an **admin** user, as only admins can edit or delete books.
2. Double-check that the book exists in the system. If it does not, it cannot be edited or deleted.
3. If the issue persists, contact the system administrator for further assistance.

**Issue 5: Incorrect Information Displayed for Books**

**Possible Cause**: Book information not updated correctly.

**Solution**:

1. Ensure you’ve saved the changes after editing a book’s information.
2. Check for any validation errors that might have prevented the update from being saved.
3. If necessary, contact the system administrator to verify the database update process.

5.1 Frequently Asked Questions (FAQs)

**Q1: Can I update the genre and description of an existing book?**

**A1**: Yes, if you are an **admin**, you can edit the genre and description of any book in the library’s catalog. Go to the **Books** section, select **Edit** for the desired book, and update the genre and description fields.

**Q2: How can I view all borrowed books?**

**A2**: Admins/Users can view borrowed books by navigating to the **Borrow/Return** section, where a list of currently borrowed books will be displayed. This section also shows which user has borrowed each book (For Admins Only).

**Q3: Can regular users borrow books?**

**A3**: Yes, regular users can borrow books, but only if the book’s status is **Available**. Users can browse the catalog and request to borrow books. Admins will manage the borrowing process.

**Q4: What should I do if I encounter a technical error on the website?**

**A4**: If you experience any technical issues:

1. Try refreshing the page or clearing your browser’s cache.
2. If the issue persists, try using a different browser.
3. Contact the system administrator with a detailed description of the issue if you are still encountering problems.

#### ****5.2 Additional Support****

If the solutions provided in this section do not resolve your issue, you may need further assistance. In this case, please contact the system administrator at:

**Email**: [admin@librarysystem.com]  
**Phone**: [123-456-7890]

**Support Team Contact**

For technical assistance, system issues, or feature requests:

* **Email**: support@librarysystem.com
* **Phone**: +123-456-7890
* **Office Hours**: Monday - Friday, 9:00 AM to 5:00 PM (GMT)

**Technical Support**

If you encounter any bugs or system malfunctions, please report them to the technical support team. Include the following information in your support request:

* A detailed description of the issue
* Steps to reproduce the issue
* Any error messages or codes displayed
* Your user role and permissions (if applicable)

#### ****Feature Requests****

Send your suggestions or feedback to admin@librarysystem.com.

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