

Quick Start User Guide for Librarian System Users

Upon successful start, you will be directed to the Librarian Dashboard. Here's a quick overview:

- **Search Books:** Use the “Search” feature to find books by author, ISBN, or title.
- **Check-out Books:** Access the “Check-out” section to facilitate book loans for borrowers.
- **Check-in Books:** Use the “Check-in” section to process returned books and calculate fines.
- **Manage Borrowers:** Navigate to the “Add borrowers” section to add borrower information and generate a new borrower ID.
- **Manage Fines:** Handle fines by going to the “Pay Fines” and “Update Fines” section, allowing fines calculation and payment.

Search Books

1. Click the “Search” option from the menu.
2. Enter the book details (author or ISBN or title) into the search bar.
3. Click the “Search” button to view results.
4. Browse the search results and view their availability.

Check-out Books

1. From the menu, click on “Check-out.”
2. Select the borrower by entering their ID.
3. Choose the books to be checked out.
4. Click “Check-out” to complete the process.
5. Ensure borrowers are within the borrowing limit (no more than 3 and at least 1).

Check-in Books

1. Navigate to the “Check-in” section from the menu.
2. Enter the ISBN, or borrower Name, or borrower ID (You can search using substring of the name, e.g.: John for John H. Smith).
3. Click “Check-in” to process the return.
4. Fines will be calculated based on due dates.

Manage Borrowers

1. Access “Add borrowers” from the Menu.
2. Add the appropriate information of the borrower. Borrowers with duplicate SSNs are not allowed.
3. Click “Add Borrower” to create a new borrower.

Pay Fines

1. Head to “Pay Fines” on the Menu.
2. Search for borrowers to view their fines.
3. Pay fines for borrowers with outstanding amounts.
4. View total paid and unpaid fines.
5. Fines are calculated automatically for overdue books.

Update Fines

1. Head to “Update Fines” on the Menu.
2. Click on the Update button to calculate updated fines.