Marinduque State University

USER'S MANUAL

Library Management System (LiMS)

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Introduction

The **Library Management System (LiMS)** covers the full range of library operations and services, ensuring that all functions are integrated into a single, user-friendly platform. It is designed to support both administrative and operational activities of the library, from material acquisition to end-user access and reporting.

This system is intended for use by **library personnel**, including the **Head of the Library Department, Librarian-in-Charge, Library Staff, Library Assistants, and the Procurement Department**, as well as by **students and faculty members** who utilize library resources.

PURPOSE

The LiMS aims to improve the management and accessibility of the university's learning resources through automation and integration. It enables librarians and users to efficiently manage, search, borrow, and monitor library assets, both physical and digital.

The system's primary goals are to:
- Simplify library transactions and reduce manual errors.
- Enhance accountability and reporting accuracy.
- Provide real-time data for decision-making and resource optimization.

In essence, the LiMS modernizes MarSU's library services, ensuring a seamless, user-friendly, and data-driven academic resource environment.

SCOPE

The Library Staff Module was divided into different sections**:**

1. Acquisition Management
Handles the request, selection, and approval of library materials. Tracks suppliers, validates orders, and monitors budget utilization for acquisitions.

2. Cataloging and Metadata
Supports standardized MARC21 cataloging, barcode and classification assignment (DDC), and metadata tagging for physical and digital materials.

3. Circulation and Borrowing
Manages book borrowing, renewal, return, and reservation. Includes overdue fine computation and future self-check-in/out integration.

4. Member Management
Registers and verifies patrons (students, faculty, staff), assigns role-based permissions, and supports integration with campus SSO accounts.

5. Reporting and Analytics

Generates real-time dashboards and reports on borrowing, inventory, and patron activity for data-driven decision-making.

6. Digital Resource Management

Provides secure access to e-books, journals, and databases, with analytics for tracking usage and access trends.

7. System Administration

Controls user access, ensures data backup and security, and supports multi-campus integration with cloud-based deployment.

Here are the steps on how to Login in Admission and Library Staff Portal:

Step 1: Go to this link: http://lms.marsu.obanana.com.ph

Step 2: Input your Username and Password

Step 3: Click the Login button to proceed

If login fails:

Step 1: Check for typing errors.

Step 2: If you forgot your password, click Forgot Password

Acquisition Management

The **Acquisition Management Module** of the MARSU Library Management System (LiMS) manages the end-to-end process of requesting, selecting, ordering, and validating library materials. It allows librarians and staff to monitor supplier performance, manage budgets, and ensure timely procurement of materials needed by the library.

Key Features Include:

- **Material Request Management:** Create, view, and update requests for new books or materials.

- **Supplier Directory:** Maintain an updated list of registered suppliers with contact details and order counts.

- **Order and Receipt Validation:** Record orders, monitor their delivery status, and validate received materials.

- **Budget Tracking:** Track total, spent, and remaining funds for acquisitions with visual progress indicators.

- **Dashboard Overview:** View pending requests, active orders, and remaining budget at a glance.

- **Search and Filter Tools:** Quickly locate specific materials, suppliers, or orders.

How to Use the Acquisition Management Module

Step 1. Access the Module

1. From the main dashboard, select "Acquisition Management."

2. The overview page displays:

   - Pending Requests

   - Active Orders

   - Budget Remaining

Step 2. Create a Material Request

1. Click **"New Request."**

2. Enter the required information such as:

- o Book title and author

- o Requester's name

- o Date of request

3. Submit the form to save. The request will appear in the **Material Requests** table with a **Pending** status.

4. Once approved by the Librarian or Head, it becomes available for ordering.

Step 3. Manage Suppliers

1. Go to the **Suppliers** section.

2. Click **"Add Supplier"** to register new vendors.

3. Enter supplier name, contact number, and email address.

4. Use the search bar to filter suppliers or check their total orders.

Step 4. Create and Validate Orders

1. Click **"Create Order."**

2. Select the supplier, input items, quantities, and total cost.

3. The system assigns an **Order ID** and updates its status (e.g., *Processing*, *Ordered*, *Received*).

4. Once the delivery arrives, confirm receipt by validating the order and changing the status to **"Received."**

Step 5. Track Budget and Expenses

- The **Budget Tracking** section shows:

  - o **Total Budget**, **Spent**, and **Remaining Balance**

  - o A visual bar representing **budget utilization**

- Recent transactions and expenses are displayed for quick reference.

Cataloging & Metadata Management

The **Cataloging & Metadata Management** module is the central database for all library resources, ensuring both intellectual control (finding the right subject) and physical control (finding the right copy)

Key Features Include:

- **Standardization:** Uses global standards like MARC21 for consistent records and DDC for assigning Call Numbers and classifying subjects.

- **Inventory & Tracking**: Ensures every copy has a Barcode for unique identification and circulation. Status tracks the processing stage (e.g., Cataloged, Pending).

- **Workflow Management:** Provides Quantifiable Metrics (1,247 Total Items, 18 Pending) to monitor workload. Includes Search and Filter and Actions (Edit/View/Delete) for record maintenance.

- **New Catalog Entry:** Used to create the master record (metadata, classification) for a title.

- **Assign Barcode:** Links a unique physical copy (the barcode) to the master catalog record, preparing it for circulation.

How to Use the Cataloging & Metadata Management Module

To Add a New Resource

Step 1. Create the Master Record

1. From the main dashboard, select "Cataloging"

2. Click + NEW CATALOG ENTRY (blue button).

Step 2. Input Descriptive Data

1. Enter details like **Title, Author, ISBN/DOI**, and **Publisher** into the form.

Step 3. Classify the Content

1. Determine the resource's subject and assign the official **DDC/Call Number** (e.g., 100.00 for a computer science book).

Step 4. Save the Record

1. Save the new entry. It will appear in the table with a **Pending** status (e.g., *Database Systems Concepts*).

Step 5. Assign Unique ID

1. Click **ASSIGN BARCODE** (green button).

Step 6. Link and Finalize

1. Scan or input the **Barcode** (e.g., BC-2025-001247) and set the **Type** (Physical or Digital). Update the **Status** from *Pending* to **Cataloged**.

To Manage Existing Cataloging Records

Step 1. Search for a Record

1. Use the Search box **by title, ISBN, author**.

Step 2. Edit or View Details

a) **Edit:** Correct metadata, update the DDC/Call Number, or change the location.
b) **View:** Review the full cataloging record (e.g., the MARC details).

Step 3. Delete Records

1. Use the **Trash Can icon** in the **Actions** column to permanently remove a cataloging record, typically used only for resources that are withdrawn or never acquired.

Step 4. Monitor Workflow

1. Check the top metrics: **Pending Cataloging** (18) and **Today's Barcodes** (32).

Circulation and Borrowing

Circulation and Borrowing refer to the system and activities surrounding the lending of library materials (like books, DVDs, equipment) to registered patrons (users) and managing their return. In essence, it is the process that controls the **flow of materials** in and out of the library.

Key Features Include:

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