LIBRARY MANAGEMENT SYSTEM

User manual for Librarians

The library management system is an application that provides various functionalities for the librarian.

* Home Page

The home page has five buttons that help you to navigate to the desired functionalities window.

* Search books:

1. To search for books, you need to click on the ‘Search books’ button in the home page. This takes you to the ‘Search Books Window’.
2. Filling the fields and clicking on the search button, displays all the matches in the table in the search books window.

Features:

* You can search for books by giving any combination of ISBN, Author and/or Book title, but at least one of these fields must be filled.
* The application does not require you to enter the full name of the book or the author necessarily, even partial names are accepted. The list of books matching your request in any way is returned.
* You can also perform check out from the search books window. To check out from search window, select the row containing the desired book from the table in the window and click on check out button. It prompts you to enter the card\_ number of the borrower. Entering the card number and clicking on OK check’s out that book for the borrower if the borrower does not have any outstanding loan and has not borrowed more than two books.
* Check-Out Books:

1. To Check-Out for books, you need to click on the ‘Check-Out’ button in the home page. This takes you to the ‘Check-Out books Window’.
2. Enter the book ISBN and Branch\_id of the branch from where the book is to be checked out and card number of the borrower and click on check out.

Features:

* The books are checked out only if they are available at the specified branch which is done automatically (you need not know if the book is available at the particular branch).
* If the borrower has any outstanding loans, the system rejects the checkout until the borrowed book is checked in and the fine is paid.
* Check-In Books:

1. To Check-Out for books, you need to click on the ‘Check-In’ button in the home page. This takes you to the ‘Check-In books Window’.
2. Enter the card number of the borrower and the ISBN and/or the borrower’s name and click on check-in.

Features:

* The fine amount, if any, associated with the particular loan is calculated and the books are checked-in only after the fine amount is paid.
* Manage Borrowers:

1. To add new borrowers, you need to click on the ‘Manage borrowers’ button in the home page which takes you to the ‘Manage borrowers Window’.
2. Enter the details of the borrower (First name, Last name, ssn, address (mandatory) and/or phone number) and click on add borrower.

Features:

* The system shows an error message if the borrower already exists.
* View Fines:

1. To view fines associated with each loan / each borrower, you need to click on the ‘View fines’ button in the home page which takes you to the ‘Fines Window’.
2. Clicking on ‘View Outstanding fines’ displays the outstanding fines associated with each loan and with each borrower in separate tables.
3. Clicking on ‘View Paid fines’ displays the fines associated with each loan and with each borrower in separate tables that have already been paid.

Features:

* You can also return the books and pay the fine associated with the loan from the ‘Fines Window’. To do so, select the particular loan, and click Check-In.

Each page has rest button that helps you to clear all the fields in the form when required.

Each page has the ‘home button’ that helps you navigate to the home page and thereby to other windows.