

Library Management System User Manual

This manual will guide you through the features, functionality, and how to use the system.

Table of Contents

1. Introduction.....	3
2. System Requirements.....	3
3. Signing up.....	4
4. Log In.....	5
5. Password recovery.....	6
6. Accessing the system.....	8
7. Part 1: Staff features.....	9
8. Part 2: Members features.....	32
9. System behaviour and Error handling.....	35
10. Troubleshooting and FAQs.....	36
11. Support and contact information.....	36

Introduction

Welcome to the Library Management Software user manual. This software is designed to simplify and streamline library operations, making it easier for staff to manage books and memberships while providing a seamless experience for members.

Purpose

The system provides features like member registration, book management, membership validation, and location-specific library details. It is ideal for libraries in Mogalakwena Municipality, including Mahwelereng and Mokopane libraries.

System requirements

To use the Library Management System, you need:

- A Web Browser: Google Chrome, Mozilla Firefox, or Safari (latest versions).
- Internet Connection: Required for accessing the system.
- Access to the Library System: Ensure you have a registered user account to log in.

Signing up

- For Library Members: You can sign up into the system using your unique membership number as your user-name and a password of your choice.
- For Library Staff: You can sign up into the system with your staff credentials as your user-name and a password of your choice.
- Enter a valid email address to receive a confirmation link.
- Confirm your password by entering it again.

Sign up

Create your account

Username: Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Email: Enter your email A valid email address is required.

Password:

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation: Enter the same password as before, for verification.

- Under “Sign up as:”, click on “Library member” if you are a member or click on “Library staff” if you are a staff. Followed by the “Register” button to proceed.
- An email will be sent to you with a verification link.
- Click on that link to complete the registration process and you will be redirected to the Log in page.

Sign up as:

☐ Library Member

☐ Library Staff

Register

Log In

- For Library Members: You can log into the system using your unique membership number and password.
- For Library Staff: You can log in with your staff user-name and unique password.

Log In

Please log in to your account

Username

Password

Log in

Forgot your password? [Reset it here](#)

Don't have an account? [Sign up](#)

- Should you forget your password. You can recover it by following the steps on the next page:

Password recovery

- On the log in page, look for the words “Forgot your password?”. Next to it there is a link “Rest it here”
- Click on the link and you will be directed to a password recovery page.

Forgot your password?

Email

Submit

- Enter the same email address you used to sign up and a link to reset the password will be sent to that email.
- Click on the link and you will be directed to a password recovery page where you will need to enter a new password and confirm it by entering it again.

Enter a new password

New password

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation

Enter the same password as before, for verification.

Reset Password

- Fill the form with your new password and click on the “Reset Password” button to proceed.
- Your new password has been set and you can now log in again.

Password Reset Complete

Your password has been reset successfully. You can now log in with your new password.

[Log In](#)

Accessing the system

User roles and permissions:

- **Library Staff features:**

- Manage library books(add, delete, update, search for books in library or other libraries, etc...).
- Manage library member accounts(add, delete, update, reactivate or deactivate memberships, etc...).
- Generate excel spreadsheet of library records(spreadsheet records of all the books and members in the library).
- Authorize transactions(borrow and return books).
- Access transaction history(see previous transactions of books or members)
- View and generate transaction reports(reports of all the borrowed and overdue books grouped by category that can be downloaded as excel or pdf document).
- Create membership(register library members and generate their unique membership numbers).
- Manage library branch specific settings

- **Library members features:**

- Access to Learning Log (more about Learning Log on page).
- Search for books(search for books in all the libraries to see the availability of the desired books).
- View transactional history(see the books they have borrowed and their due dates).
- See membership status(whether active or inactive and if they should renew or not by reporting to the library).

Part 1: Staff features


I. Dashboard (Menu page).


- After logging in using your staff credentials, you will be redirected to the Menu page. Use the sidebar to navigate the system.


Library Management System


Menu


Welcome, koketsomoeti0. [Log out](#)


 Add New Member


 Delete members


 Add New Book


 Delete books


 Search Books in libraries

 Transactions

 Transaction History

 Generate Spreadsheet

 Generate Library Report

 Activate or Inactivate membership

Menu

Welcome to the Library Management System. Use the sidebar to navigate the system.

II. Add New Member.

- To add and generate the membership number of a new member to the library database, navigate to the “Add New Member” on the sidebar and click on it.

Library Management System

Menu

Welcome, koketsomoeti0. Log out

+ Add New Member

- Delete members

Add New Book

Delete books

Search Books in libraries

Transactions

Transaction History

Generate Spreadsheet

Generate Library Report

Activate or Inactivate membership

Enter Member Details

Member:

Id number:

Full name:

Title:

Age:

Contact number:

Email:

Physical address:

Date added:

2024-12-07 08:45:18

End of trail:

2025-11-28 02:58:33

Library location:

Add Member

10

- You will be directed to a new page where you should enter the member's details such as their identity number, full names, title, age, contact number, email address, physical address and the library location where they are registering in.
- After filling the form with the member's details click on "Add Member" button.
- The system should add and save the member's details to the library database. A membership number will be generated once the system is done:

A blue rectangular button with rounded corners and a white border. The text "Add Member" is centered on the button in a white, sans-serif font.

Membership Number Generated: MHL-2024-05

- After adding a new member click on the "menu" at the top navigation bar to return to the Menu page or click on "Add New Member" again to add another member.

III. Delete Member.

- To delete a member from the library database, navigate to “Delete Members” on the sidebar and click on it.

Library Management System

Menu

Welcome, koketsomoeti0. Log out

Add New Member

Delete Members

Add New Book

Delete Books

Search Books in Libraries

Transactions

Transaction History

Generate Spreadsheet

Generate Library Report

Activate/Deactivate

Delete members

Search for a Member:

Search by name

Search

Member List:

Koketso Gerald Moeti (Membership number: MHL-2024-01)	Delete
Karabo Mohohoma (Membership number: MHL-2024-03)	Delete
Karabo Mohohoma (Membership number: MKP-2024-04)	Delete
Koketso Gerald Moeti (Membership number: MHL-2024-05)	Delete

- You can search the member you want to delete by name or scroll down a Member List(list of all the members in the database), find the member and click on the delete button next to the member you want to delete.
- On the next page, we will delete “Karabo Mohohoma (Membership number: MHL-2024-03).

12

+ Add New Member

- Delete Members

+ Add New Book

+ Delete Books

Search Books in
Libraries

Delete m

Search for a Member:

Search

Member List:

localhost:8000 says
Are you sure you want to delete this member?

OK Cancel

- The system will ask “Are you sure you want to delete this member?”, click the “OK” button and the member will be deleted from the database.


IV. Add New Book.

- To add a new book to the library database, navigate to “Add New Book” on the sidebar and click on it.


Library Management System

Menu


Welcome, koketsomoeti0. Log out




Add New Member




Delete members




Add New Book




Delete books




Search Books in libraries




Transactions




Transaction History



Generate Spreadsheet



Generate Library Report



Activate or Inactivate membership

Enter Book Details

Title:

Author:

Isbn number:

Call number:

Item bar code:

Book category:

Price:

Quantity:

Book:

Library location:

Add Book

- You will be redirected to a new page where you should enter the book's details such as title, author, ISBN, call number, bar-code, category, price ,quantity and the library location of the book.
- After filling the form with the required book's details click on the "Add Book" button.
- The system should add and save the book's details to the library database. You'll then be redirected to the Menu page.

V. Delete Book.

- To delete a book from the library database, navigate to “Delete Books” on the sidebar and click on it.

Library Management SystemMenu

Welcome, koketsomoeti0. Log out

Add New Member

Delete Members

Add New Book

Delete Books

Search Books in Libraries

Transactions

Transaction History

Generate Spreadsheet

Generate Library Report

Activate/Deactivate

Delete books

Search for a Book:

Search by title

Search

Book List:

Into the Blue by Robert Goddard (ISBN: 978-1-4448-4462-7 and barcode: A000000001348512)

Delete

The Virgin's Secret by Abby Green (ISBN: 978-0-263-87779-3 and barcode: M15017)

Delete

How do fish breathe underwater? by Melissa Stewart (ISBN: 978-0-7614-2109-2 and barcode: M10532)

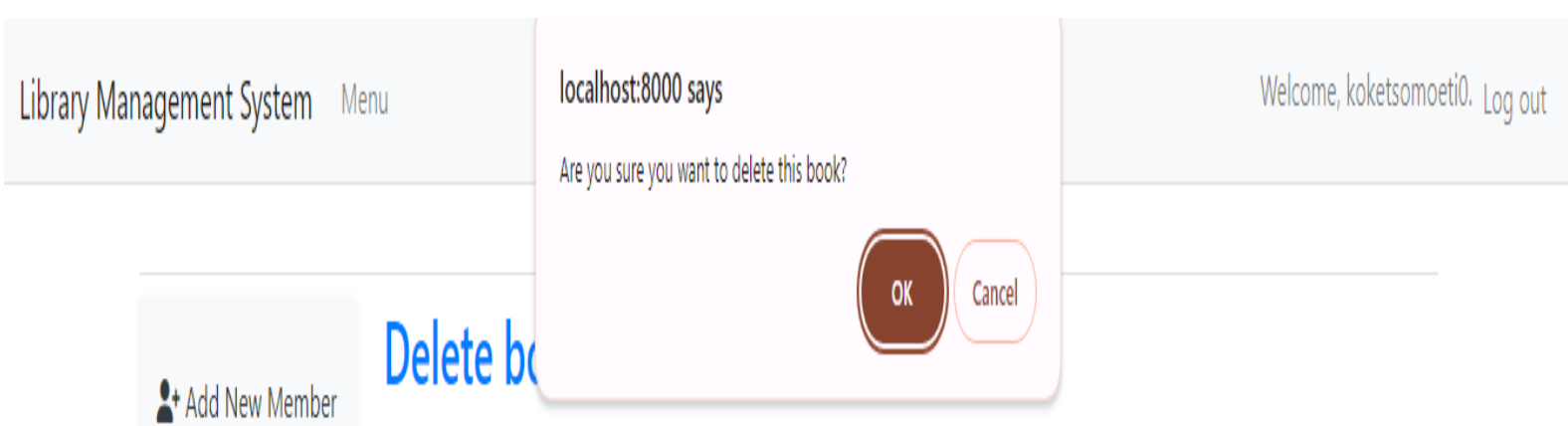
Delete

Analytical Biochemistry third edition by David J Holme & Hazel Peck (ISBN: 0-582-29438-X and barcode: M16089)

Delete

- You can search the book you want to delete by title or scroll down a Book List(list of all the books in the database), find the book and click on the delete button next to the book you want to delete.
- On the next page, we will delete “Into the Blue” by Robert Goddard (ISBN number: 978-1-4448-4462-7 and bar-code: A000000001348512).

16



- The system will ask “Are you sure you want to delete this book?”, click the “OK” button and the book will be deleted from the database.

VI. Search for Books in other libraries.

- To search for books in your library or other libraries, navigate to “Search Books in Libraries” on the sidebar and click on it.

Library Management SystemMenu

Welcome, koketsomoeti0. Log out

Add New Member

Delete members

Add New Book

Delete books

Search Books in libraries

Transactions

Transaction History

Generate Spreadsheet

Generate Library Report

Select Library:

-- Choose a Library --

Search:

Search by title, author, ISE

Search

Search Results: No results found

No results found for "".

- Select the library you want to search the book and search the book by title, author, call number or bar-code and click the “Search” button.
- In the next page, we will search for the book Analytical Biochemistry third edition by David J Holme & Hazel Peck in Mahwelereng library.

Delete members

Add New Book

Delete books

Search Books in libraries

Transactions

Transaction History

Generate Spreadsheet

Generate Library Report

Activate or Inactivate membership

Select Library:

Mahwelereng books

Search:

Analytical Biochemistry

Search

Search Results: 1 book(s) found

Analytical Biochemistry third edition

Author: David J Holme & Hazel Peck

ISBN number: 0-582-29438-X

Call Number: 574.19 HOL

Item Bar-Code: M16089

Category: Non-Fiction

Price: R574.19

Quantity: 3

Status: Available

#1

- The search results returned the book we are looking for.
- Now we are certain that the book is indeed found in Mahwelereng library and how many copies it has and it's availability status.
- In order to get accurate search results, try searching the book you are looking for by it's call number or item bar-code.

VII. Transactions (borrow or return books).

- The transaction feature has two options Borrow or Return books. We'll start by borrowing a book and then return the book we have just borrowed.
- For a member to borrow a book they must be a registered library members and have a valid library membership number, navigate to “Transactions” on the sidebar and click on it.

Library Management System

Menu

Welcome, koketsomoeti0. Log out

+ Add New Member

Delete members

Add New Book

Delete books

Search Books in libraries

Transactions

Transaction History

Generate Spreadsheet

Borrow or Return Book

Choose Action:

Borrow

Choose Library:

Mahwelereng

Enter Membership number:

MHL-2024-01

Enter Book's Item bar-code:

M16089

Submit

- Select “Borrow” as the action and your library name and complete the form by entering the member’s membership number and the book’s item bar-code and click on the “Submit” button

+ Add New
Member

- Delete
members

📖 Add New Book

🗑 Delete books

🔍 Search Books
in libraries

↔ Transactions

🕒 Transaction
History

Borrow or Return Book

Success: Book Analytical Biochemistry third edition has been borrowed to Koketso Gerald Moeti until Due date: 2024-12-24.

Transaction Details:

Action: Borrow

Book: Analytical Biochemistry third edition by David J Holme & Hazel Peck

Member: Koketso Gerald Moeti

Membership number: MHL-2024-01

Library: Mahwelereng

Date: Dec. 10, 2024, 10:20 a.m.

Due date: Dec. 24, 2024, 10:20 a.m.

- The transaction is complete and the book has been borrowed to the member.
- The member will also receive confirmation sms and email notifications of the transaction.



- To return a book, navigate to “Transactions” on the sidebar and click on it.

Library Management SystemMenu

Welcome, koketsomoeti0. Log out

Add New Member

Delete members

Add New Book

Delete books

Search Books in libraries

Transactions

Transaction History

Generate Spreadsheet

Generate Library Report

Borrow or Return Book

Choose Action:

Return

Choose Library:

Mahwelereng

Enter Membership number:

MHL-2024-01

Enter Book's Item bar-code:

M16089

Submit

- Select “Return” as the action and your library name and complete the form by entering the member’s membership number and the book’s item bar-code and click on the “Submit” button
- The transaction is complete and the book has been returned to the library.

VIII. Transactions history.

- To view the transaction history of a book or specific member, navigate to “Transactional History” on the sidebar and click on it.

Library Management System Menu Welcome, koketsomoeti0. Log out

+ Add New Member

- Delete members

📖 Add New Book

🗑 Delete books

🔍 Search Books in libraries

↔ Transactions

🕒 Transaction History

Transaction History

Library:

Mahwelereng ▼

Filter by:

Book ▼

Enter Membership number or Book's Item bar-code:

M16089

Search

- Select your library name and choose filtering method, either “Book” to see the transactional history of the book or “Member” to see the transactional history of a member.
- Complete the form by entering the member’s membership number or the book’s item bar-code and click on the “Search” button
- In the next page we will access the transactional history of the book Analytical Biochemistry third edition by David J Holme & Hazel Peck found in Mahwelereng library.

Transaction History

Generate Spreadsheet

Generate Library Report

Activate or Inactivate membership

Search

Transaction History

Action	Book	Member	Timestamp	Duration	Penalty
borrow	Analytical Biochemistry third edition	Koketso Gerald Moeti	Dec. 10, 2024, 10:20 a.m.	0	False

- The search results returns the transactional history of this book, shows us who borrowed the book and the date they have borrowed the book.

return	Analytical Biochemistry third edition	Koketso Gerald Moeti	Dec. 11, 2024, 9:32 a.m.	1	False
--------	---------------------------------------	----------------------	--------------------------	---	-------

- The transaction history also shows the date the member returned the book and if there is penalty for returning the book late.
- The system will automatically send the member sms and email notifications after 10 days if the book is still not returned to the library yet, notifying them them that the book will soon be due.
- The duration for borrowing a book is assumed to be 14 days with an additional 1 day grace period.
- Should the member return the book after 15 days, the system will penalize the member. Penalty column will be “True”.
- If they return the book before 15 days, the Penalty column will be “False”.
- Duration column shows the number of days the book was in member’s posession.

IX. Generate spreadsheet record (record of total books and members found in one library).

- To download a spreadsheet record of all the books and members found in one library, navigate to “Generate Spreadsheet” on the sidebar and click on it.

Library Management System

Menu

Welcome, koketsomoeti0. Log out

+ Add New Member

- Delete members

+ Add New Book

+ Delete books

Q Search Books in libraries

↔ Transactions

🕒 Transaction History

x

Generate Spreadsheet

Select a Library to Generate Spreadsheet

Select a Library:

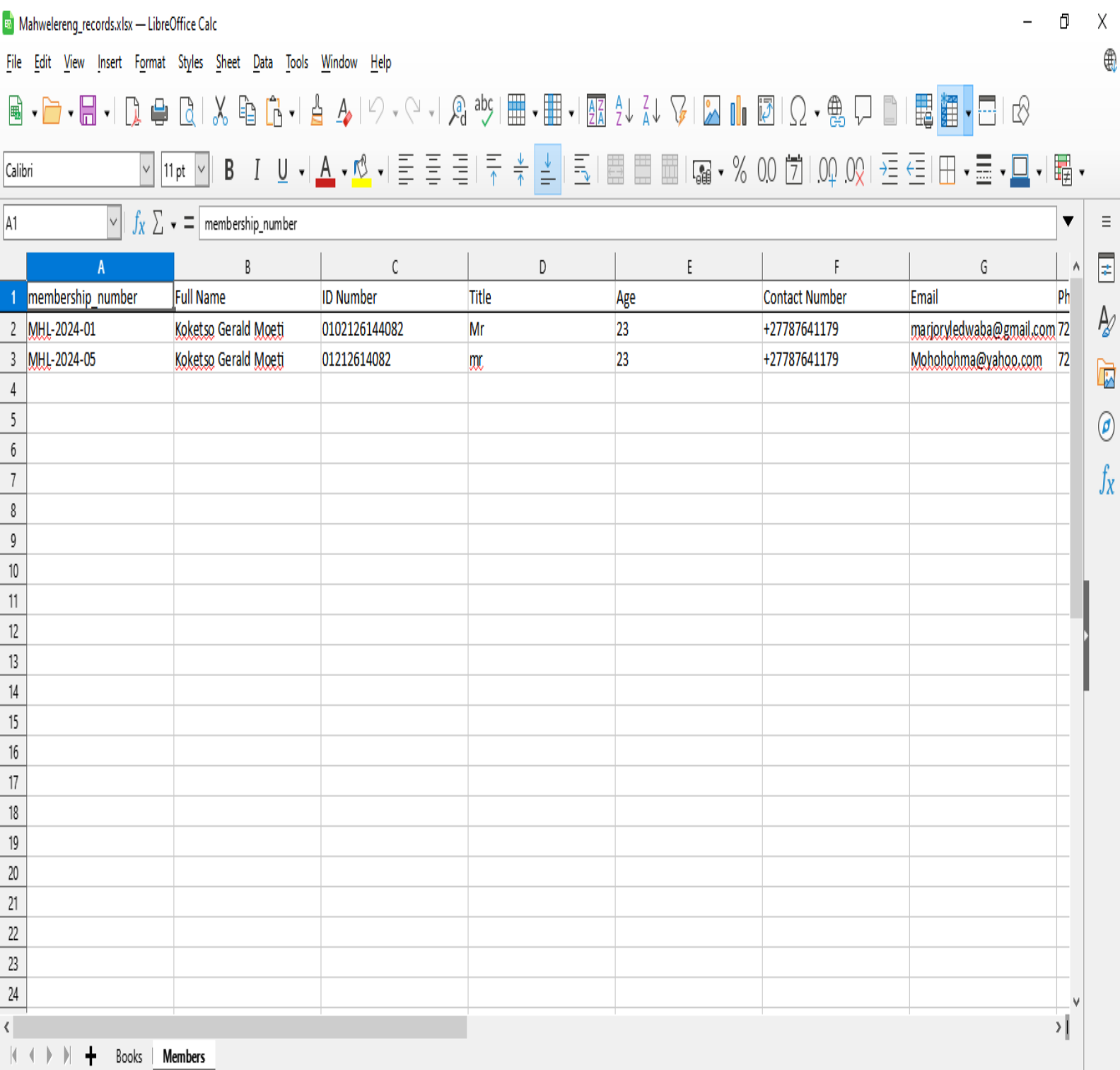
Mahwelereng Library

▼

Download Spreadsheet

- Select your library location and click on the “Download Spreadsheet” button.
- The spreadsheet will download and be saved in your device.
- The next page shows the format of downloaded spreadsheet. You can use Microsoft excel or LibreOffice to open it.

- 26



X. Generate library report.

- To generate a library report which combines books in categories and shows how many times those book have been borrowed, navigate to “Generate Library Report” on the sidebar and click on it.

The screenshot shows a web application interface for generating a library report. On the left is a sidebar with various management options. The main content area is titled "Generate Library Report". It includes a dropdown menu to select a library, currently showing "Mahwelereng Library", and a prominent blue button labeled "Generate Report".

- Select your library and click on the “Generate Report” button.
- You can view the report on the site or download it as pdf document or spreadsheet document.

in libraries

↺ Transactions

🕒 Transaction
History

📄 Generate
Spreadsheet

📄 Generate
Library Report

🔑 Activate or
Inactivate
membership

Library Report: Mahwelereng

Download PDF document

Download Excel document

1. Books by Category:

Category: English Fiction

Total books in English Fiction: 2

Title	Author	ISBN Number	Call Number	Item Bar-code	Category	Price	Quantity	Status	Location	Borrowed Count
Into the Blue	Robert Goddard	978-1-4448-4462-7	EF GOD	A000000001348512	English Fiction	R382.00	1	Available	Mahwelereng	0
The Virgin's Secret	Abby Green	978-0-263-87779-3	EFGRE	M15017	English Fiction	R51	2	Available	Mahwelereng	0

Category: Non-Fiction

Total books in Non-Fiction: 2

--	--	--	--	--	--	--	--	--	--	--

- This is the format of the report as a spreadsheet document:

—

A

 f_Y JA


XI. Membership management.

- To manage membership status of library members, navigate to “Activate or Inactivate membership” on the sidebar and click on it.


Library Management System

Menu


Welcome, koketsomoeti0. Log out




Add New Member




Delete members




Add New Book




Delete books



Search Books in libraries



Transactions



Transaction History

Activate or Inactivate membership

Choose Action:

Activate membership

Choose Library:

Mahwelereng

Enter Membership number:

MHL-2024-01

Submit

- To activate or renew an expired or suspended membership, select “Activate membership” followed by your library name and enter the membership number then click on the “Submit” button.
- To inactivate or suspend an active membership, select “Inactivate membership” followed by your library name and enter the membership number then click on the “Submit” button.

Part 2: Members features


Library members are restricted from accessing all the features on the sidebar menu except for searching to see the availability of a book and to see their own transactional history.


A. Dashboard (Menu page).


Library Management System


Menu


Welcome, MHL-2024-01. [Log out](#)


 Add New Member


 Delete members


 Add New Book


 Delete books

 Search Books in libraries

 Transactions

 Transaction History

 Generate Spreadsheet

 Generate Library Report

Menu

Welcome to the Library Management System. Use the sidebar to navigate the system.

Learning Log:

Make your own Learning Log, and keep a list of the topics you're learning about. Whenever you learn something new about a topic, make an entry summarizing what you've learned. [Go to Learning Log](#)

Personal Information:

Mahwelereng Library:

- There are two drop-down buttons next to “Personal Information” and “Mahwelereng Library” respectively. Click on either one of the buttons to see your personal information or your library information.

▼ Personal Information:

- **Membership Number:** MHL-2024-01
- **ID Number:** 01021111111111
- **Full Name:** Koketso Gerald Moeti
- **Title:** Mr
- **Age:** 23
- **Contact Number:** +27787641179
- **Email:** moetigerald@gmail.com
- **Physical Address:** 722 Rufus Seakamela street
- **Library Location:** Mahwelereng
- **Membership status:** Active

▼ Mahwelereng Library:

- **Location:** 456 Mahwelereng Rd, Mahwelereng, South Africa
- **Telephone:** +27 15 765 4321
- **Email:** mahwelereng.library@example.com
- **Operating Hours:** Mon-Fri: 08:30 AM - 04:30 PM

B. Learning Log

- A learning log is a personal journal used to track, reflect on, and improve your learning process. It helps you document what you’ve learned, identify challenges, and plan strategies for improvement. Using a learning log encourages active engagement with the material and fosters critical thinking.
- Click on the “Go to learning Log” on the Menu page to access Learning Log.

Subject

- **Mathematics**

[Add a new topic](#)

[Back](#)

- Create a new topics under “Subject” that you are learning about.
- Click on it to start making entries on that topic.

Mathematics

[Add new entry](#)

05 Dec 2024 at 13:03 [edit entry](#)

Understand the Concepts: Focus on truly understanding the underlying principles behind mathematical problems, rather than just memorizing formulas.

05 Dec 2024 at 13:03 [edit entry](#)

Practice Regularly: Solve a variety of problems consistently to build confidence and improve your problem-solving skills.

06 Dec 2024 at 18:21 [edit entry](#)

Review Mistakes: Analyze errors in your solutions to identify gaps in understanding and avoid repeating them.

System behaviour and Error handling

1. Error Handling and Notifications

- **Form Submission Errors:**
 - If a form is not correctly filled out (e.g., missing required fields), an error message will be displayed prompting the user to correct the mistakes.
- **Success Notifications:**
 - After successfully adding a book or member, the user will receive a confirmation message.
- **Deletion Confirmation:**
 - Staff will be prompted to confirm the deletion of books or members to avoid accidental removal.
- **Invalid Login:**
 - Check your credentials and try again.
- **Page Not Found (404):**
 - Ensure the URL is correct.
- **Access Denied (403):**
 - Unauthorized action. Log in with proper credentials.

2. Membership Expiry

- If a member's membership is expired, the system restricts access and displays:
"Your membership has expired. Please renew."

Troubleshooting and FAQs

Q1: I cannot log in after registration.

- Ensure you verified your account via the email link.

Q2: I cannot add a book/member.

- Ensure you are logged in as a staff user.

Q3: How do I reset my password?

- Use the **Forgot Password** link on the login page.

Q4: Unable to add a book or member.

Ensure all required fields are filled in correctly.

Q5: Search results are not appearing.

Check the search query for typos or empty fields.

Support and Contact Information

For support and feedback, contact:

- **Email:** koketsomoeti0@gmail.com
- **Phone:** +27 78 764 1179