

# 1 Circulation

*What in the world would we do without our libraries? –Katherine Hepburn*

This module is used for circulation. Some of the menus in it are:

## 1.1 “Start Transaction” Menu

To make transactions via the Member ID (ID of member). Once Member ID is inserted, it will display the member’s information , namely: Member Name (name of member), Member E-Mail (member’s email address), Register Date (date the member registered), Member ID (member ID ), Member Type (type of membership) Expiry date (membership end date) and member photo. Underneath there are tabs: Loans (to make borrowing transactions), Current Loans (list the current loans the member has), Reserve (for ordering literature needs), Fines (fines), Loan History (history of borrowing undertaken by the member). In Current Loans there are also facilities for returns (Return) and to extend lending (Extend).

The screenshot displays a web interface for a library system. At the top, there is a red button labeled "Finish Transaction". Below this, a form shows member details: Member Name (Hendro W), Member ID (123), Member Email (hendrowicaksono@yahoo.com), Member Type (Standard), Register Date (2012-03-23), and Expiry Date (2013-03-23). A small profile picture of a man is visible on the right. Below the member information, there are five tabs: Loans, Current Loans (highlighted in red), Reserve, Fines, and Loan History. Under the "Current Loans" tab, there is a link "Send overdue notice e-mail" with an envelope icon. Below this is a table of current loans.

Return	Extend	Item Code	Title	Col. Type	Loan Date	Due Date
		B00008	Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary <b>OVERDUE for 53 day(s) with fines value 477000</b>	Reference	2012-03-24	2012-01-31

Figure 1.1: Circulation process

Note:

After completing the process of borrowing (Loans) and reservations (Reserve) do not forget to click Finish Transaction. Without pressing the Finish Transaction, all of the transactions will not be recorded into the system.

Starting with Senayan3-stable13 a feature is available to print a transaction note . To enable this feature, one must first enable the module in System

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Setup. See the documentation of the System. The Print command will appear after clicking Finish Transaction.

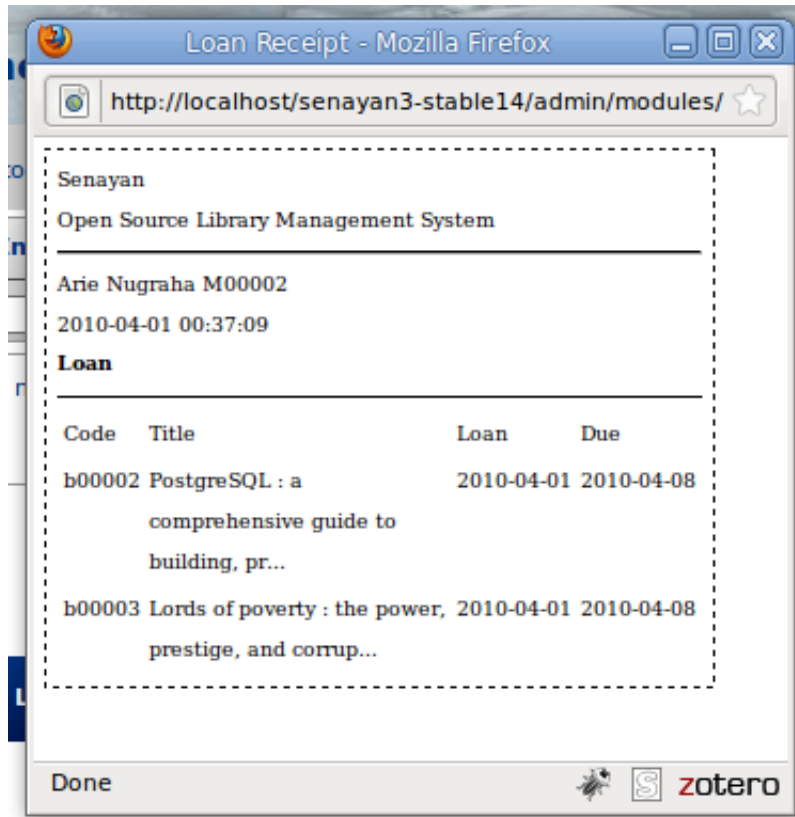


Figure 1.2: Printing Transaction Notes

Commencing with Senayan3-stable11, it is possible to determine the date of loan and return manually. That is, the date of loan and return can be determined without being based on the configuration in Loan Rules. For activation please see the Module System Configurations.

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Finish Transaction

Member Name	Hendro W	Member ID	123
Member Email	hendrowicaksono@yahoo.com	Member Type	Standard
Register Date	2012-03-23	Expiry Date	2013-03-23

Loans Current Loans Reserve Fines Loan History

Insert Item Code/Barcode:

Remove	Item Code	Title	Loan Date	Due Date
<input type="checkbox"/>	B00005	Corruption and development : the anti-corruption campaigns	2012-03-24	2012-03-31

Figure 1.3: Determining Loan and Due date manually

Loan and Due Date: determination of this can be done by clicking on the date that we want to change.

## 1.2 “Quick Return” Menu

To make a return, using the Item ID code.

Quick Return

Item ID :   Insert

Title	Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary <b>OVERDUE for 53 days(s) with fines value of 477000</b> Item b00008 is being reserved by member (345)		
Member Name	Hendro W	Member ID	123
Loan Date	2012-03-24	Due Date	2012-01-31

Figure 1.4: Quick Return

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QUICK RETURN - Insert an item ID to return collection with keyboard or barcode reader	
Item ID :	<input type="text" value="B00004"/> <input type="button" value="Return"/>
Title	<p>Pigs at the trough : how corporate greed and political corruption are undermining America</p> <p><b>OVERDUE for 60 days(s) with fines value of60000</b></p> <p>Total items until current item.</p> <p><b>B00010 - Linux In a Nutshell</b></p> <p><b>b00004 - Pigs at the trough : how corporate greed and political corruption are undermining America</b></p> <p>Remain item(s) should be returned:</p> <p><b>B00004 - Pigs at the trough : how corporate greed and political corruption are undermining America</b></p> <p><b>Total fines until current item 120000</b></p> <p><b>Total fines of all items 120000</b></p>

Figure 1.5: QuickReturn

### 1.3 “Loan Rules” Menu

This is a facility to define lending rules based on the Member Type, Collection Type and GMD. The rules set out in this facility are: Limit number of loan items (Loan Limit), the period of the loan (Loan Period), Limit loan extensions (Reborrow Limit), the penalty per day overdue (Fine Each Day), and overdue tolerance (Overdue Grace Period)

Loan Rules	
Search : <input type="text"/> <input type="button" value="Search"/>	
<input type="button" value="Save"/>	
Member Type	: <input type="text" value="Standard"/>
Collection Type	: <input type="text" value="Reference"/>
GMD	: <input type="text" value="ALL"/>
Loan Limit	: <input type="text"/>
Loan Period	: <input type="text"/>
Reborrow Limit	: <input type="text" value="0"/>
Fines Each Day	: <input type="text" value="0"/>
Overdue Grace Period	: <input type="text" value="0"/>
<input type="button" value="Save"/>	

Figure 1.6: Loan Rules

An example of defining Loan Rules:

1. In the library you have 3 types of collections: books, audiovisual (AV) and theses.

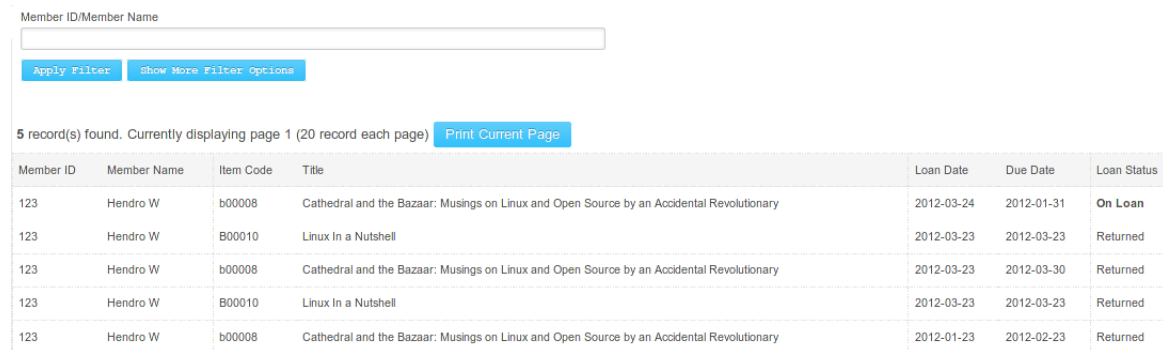
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2. One type of membership your library has is : Student loans, with a total allowance of 2 items, namely: one item from the book collection and one more from the AV collection.
3. For that you would need to create the membership type: "Students" , with total borrowing from two collections.
4. So, in Loan Rules this must be defined:
  - Member type "Student", borrowing allowance for collection="Book" is 1.
  - Member type "Student", borrowing allowance for collection="AV" is 1.
  - Member type "Student", borrowing allowance for collection="Thesis" is 0.

Everything must be defined, otherwise it can be exceeded.

### 1.4 “Loan History” Menu

Contains data of every transaction ever undertaken. Resulting data comprises: Member ID, Member Name, Item Code, Title, Loan date, Due date. In this menu the facility is also provided to print a list of borrowing history. In addition it is also possible to perform a search of history data. History data search can be done by Member ID/Member Name, Document Title, Item Code, Date From and Loan Until Date. This facility can be displayed by clicking the Show More Filter Options.



Member ID	Member Name	Item Code	Title	Loan Date	Due Date	Loan Status
123	Hendro W	b00008	Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary	2012-03-24	2012-01-31	On Loan
123	Hendro W	B00010	Linux In a Nutshell	2012-03-23	2012-03-23	Returned
123	Hendro W	b00008	Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary	2012-03-23	2012-03-30	Returned
123	Hendro W	B00010	Linux In a Nutshell	2012-03-23	2012-03-23	Returned
123	Hendro W	b00008	Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary	2012-01-23	2012-02-23	Returned

Figure 1.7: Loan History

## 1.5 “Overdued List” Menu

A facility to find members with overdue status. Information displayed in this facility is Member ID, Member Name, Title, Days overdue, Loan Date, Due Date. With this menu we can also do printing and search overdue. Overdues seraches are done by Member ID/Member Name, Loan Date From, Loan Date Until.

**Report Filter**

Member ID/Member Name

[Apply Filter](#) [Show More Filter Options](#)

1 record(s) found. Currently displaying page 1 (20 record each page) [Print Current Page](#)

Member ID			
<b>Hendro W (123)</b>			
E-mail: hendrowicaksono@yahoo.com - Send Notification e-mail - Phone Number:			
b00008	Cathedral and the Bazaar: Musings on Linux and Open Source by an Accidental Revolutionary Price: 0	Overdue: 53 day(s)	Loan Date: 2012-03-24 Due Date: 2012-01-31

Figure 1.8: Overdue Loans

## 1.6 “Reservation” Menu

This menu is used to view a list of reservations by the members. Item information contained in this menu is : Item Code, Title, Member, Reserve Date

**Reservation List - Report Filter**

Member ID/Name

Title/ISBN

Item Code

Reserve Date From

Reserve Date Until

[Apply Filter](#) [Hide Filter Options](#)

[Print Current Page](#)

3 record(s) found. Currently displaying page 1

Item Code	Title	Member	Reserve Date
B00003	The Definitive Guide to MySQL 5	Arie Nugraha	2008-12-27 09:33:13
B00002	Linux In a Nutshell	Arie Nugraha	2008-12-27 09:33:07
B00001	PHP 5 for dummies	Arie Nugraha	2008-12-27 09:32:07

Figure 1.9: List of reservations by members