

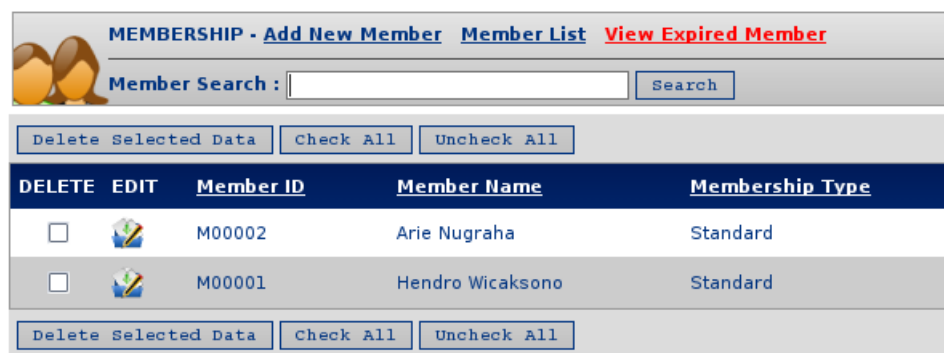
1 Membership

Your library is your portrait. - Holbrook Jackson

The Membership module is used to manage the members' data . The menu sections are as follows:

1.1 “View Member List” Menu

This is used to view the members who have registered in the system. Information shown is the Member ID, Member Name, Membership Type, Email and Last update. This section is provided with facilities to DELETE and EDIT.



The screenshot shows a web interface for the Membership module. At the top, there are navigation links: "MEMBERSHIP - Add New Member", "Member List", and "View Expired Member". Below these is a "Member Search" field with a "Search" button. Underneath the search bar are three buttons: "Delete Selected Data", "Check All", and "Uncheck All". The main part of the interface is a table with the following columns: "DELETE", "EDIT", "Member ID", "Member Name", and "Membership Type". There are two rows of member data. Each row has a checkbox in the "DELETE" column and an edit icon in the "EDIT" column. At the bottom of the table, there are again three buttons: "Delete Selected Data", "Check All", and "Uncheck All".



DELETE	EDIT	Member ID	Member Name	Membership Type
<input type="checkbox"/>		M00002	Arie Nugraha	Standard
<input type="checkbox"/>		M00001	Hendro Wicaksono	Standard

Figure 1.1: List members data

If any user's membership has expired, we can extend it by clicking the EDIT menu. Membership renewal can be done automatically or manually. Automatically, we can do it with the checkbox EXTEND : the membership will be extended for a specified period from the date of renewal. Manually, it can also be done by editing Expiry Date.

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The screenshot shows a web form titled "Extend Membership" with a grey header bar containing three buttons: "Update", "Cancel", and "Delete Record". The form fields are as follows:

- Extend Membership**: A checkbox labeled "Extend".
- Member ID***: A text input field containing "M00002".
- Member Name***: A text input field containing "Arie Nugraha".
- Birth Date**: A date input field containing "1982-12-06" with a calendar icon.
- Member Since**: A text input field containing "2009-04-15".
- Register Date**: A date input field containing "2009-04-15" with a calendar icon.
- Expiry Date**: A date input field containing "2009-04-15" with a calendar icon.
- Institution**: A text input field containing "Perpustakaan Depdiknas".
- Membership Type**: A dropdown menu showing "Standard".
- Gender**: Two radio buttons, "Male" (selected) and "Female".

Figure 1.2: Renew membership

As well, extensions can also be done in bulk. The trick is to click “View Expired Member”, Checkbox the member(s) who will be extended, and then click “Extend Selected Member (s)”.

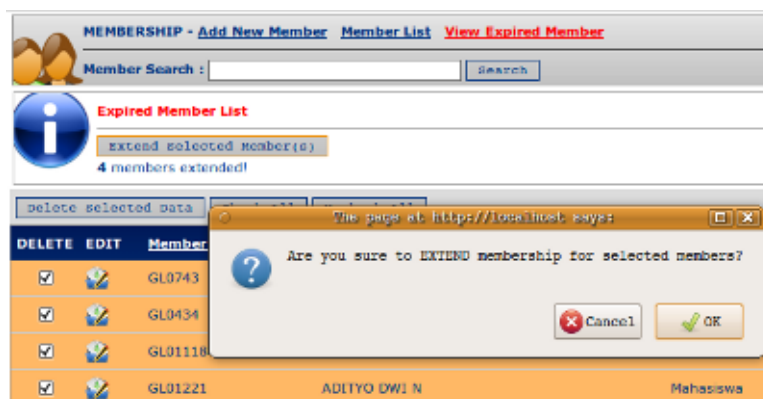


Figure 1.3: Perpanjang Keanggotaan Massal

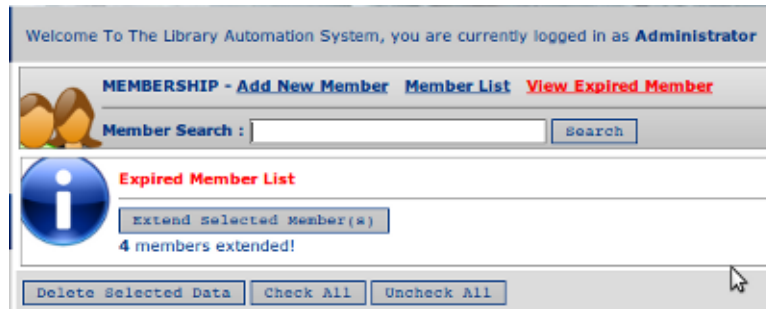


Figure 1.4: Bulk Membership Renewal

1.2 “Add New Member” Menu

This provides the facility to add new members to the data in the Senayan system. Members' information included are: Member ID (ID -barcode/RFID for the member), Member Name (Full Name of the member), Register Date (date horizontal), Expiry Date (the expiration date), Institution (name of institution, agency or organization name), Membership type (type of membership), Gender (gender), E-mail, address (home or work address), Postal Code (zip code), Phone Number (phone number), Fax Number (fax number), Personal ID Number (Personal ID number such as identity card number), Notes (short note), and upload a photo (photo file of member). Expiry date contained in the Auto Set, The intent of this facility, is that if the Auto Sett is checked, the member's expiry date will then be calculated based on Membership Type. However, if unchecked, then the Expiry date can be determined manually, by selecting the date of expiry.

This form also provides the feature Pending Membership. If Pending Membership is checked, then that member will not be able to borrow, although their membership is still active. It can be applied as a sanction against members who break the library rules .

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MEMBERSHIP - [Add New Member](#) [Member List](#) [View Expired Member](#)

Member Search :

Member ID* :

Member Name* :

Birth Date :

Register Date :

Expiry Date* : ☒ Auto Set

Institution :

Membership Type :

Gender :

E-mail :

Address :

Postal Code :

Phone Number :

Calendar

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Figure 1.5: Add New Member Form

Commencing with SLiMS-5, SLiMS has a new feature associated with membership. The new feature is the capacity to take photos of members and directly store them in the SLiMS application . This feature can be found when editing membership or data entry for new members. The appearance of the feature is as below:

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Figure 1.6: Membership Photos feature

Based on the picture above, SLiMS provides two choices: take the direct image (pictured above) that facilitate members who forget to bring a digital photo, or upload an existing file photo.

1.3 “Member Type” Menu

This defines the types of membership. The type of membership controls Loan Limit (limit number of borrowed copies), Loan Period (the length of a loan), Reserve (whether reservations can be made), Reserve Limit (limit number of copies reserved), Membership Period (length of membership), Reborrow Limit (limits extensions), Fine each day (fine per day for overdues), and Overdue Grace Period (tolerance in days for late returns).

Tipe Keanggotaan

Pencarian :

HAPUS	SUNTING	Tipe Keanggotaan	Jumlah Pinjaman
<input type="checkbox"/>		Dosen	3
<input type="checkbox"/>		Mahasiswa	2

Figure 1.7: Member Type

1.4 “Import Data” Menu

This menu is used to retrieve member data from outside applications to put into Senayan applications. The data format of the import is .csv .

1.5 “Export Data” Menu

This menu is used to retrieve the membership data within the Senayan application , and the result is data output as a .csv file

An example csv data record of a member is:

```
"M001","Hendro Wicaksono","0","Mahasiswa","hendrowicaksono@yahoo.com",
"Jakarta","99999","Perpustakaan DIKNAS","", "member_M001.jpeg","KTP No.
123","99999","99999","2008-12-25","2008-12-25","2009-12-25",
"Anggota Teladan tahun 2006"
```

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EXPORT DATA
Export member(s) data to CSV file

Export Now

Field Separator* : .

Field Enclosed With : "

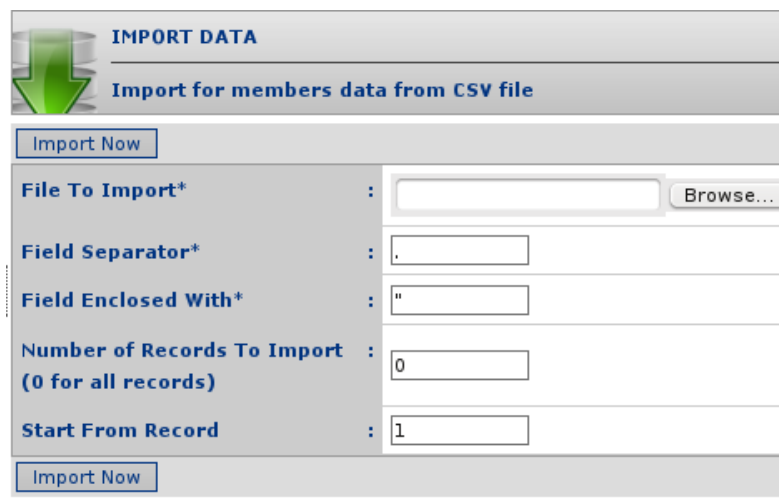
Record Separator : NEWLINE

Number of Records To Export (0 for all records) : 0

Start From Record : 1

Export Now

Figure 1.8: Member Export



IMPORT DATA
Import for members data from CSV file

Import Now

File To Import* : Browse...

Field Separator* : .

Field Enclosed With* : "

Number of Records To Import (0 for all records) : 0

Start From Record : 1

Import Now

Figure 1.9: Member Import

1.6 “Member Card” Menu

This menu is used to print the member card. Printing method is similar to barcode label printing. The information contained in this membership card is: ID, Name, Member Type, Barcode, Photo (if any) and the name of the Library .

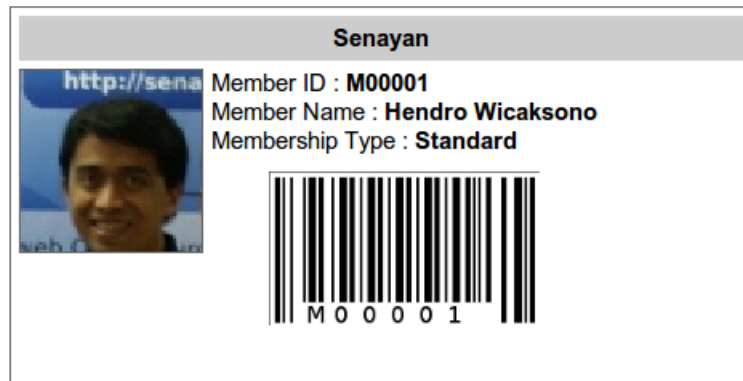


Figure 1.10: Member Card

1.7 Member Custom Field

Similar to the Biblio Custom field, using this feature Senayan users can add information (fields) that have to be filled in the membership information form. To add a new field, the steps are as follows:

- Open the `member_custom_fields.inc.php` file located in the folder `/admin/modules/membership`

In this file there are 5 custom fields that can be used. Custom fields can be removed or reduced. For example, one new field will be added to update the status of marriage, then custom 2-5 are uninstalled first.

- The Custom Field 1 is completed as follows:

```
'dbfield' => 'status', // name of field in 'biblio' table in database, make sure
'label' => __('Status Pernikahan'), // label of field in form
'type' => 'text', // type of field
'default' => '', // default value of field
'max' => '50', // maximum character to enter in 'text' field type
'data' => false, // an array of data for 'dropdown', 'checkboxlist' or 'choice'
'indexed' => true, // NOT APPLICABLE YET, FOR FUTURE RELEASE USE
'width' => 50), // width of field in form for 'text' field type, maximum is 100
```

- The next step is to add a field/column status in the member table .
- The result of this modification is as follows (can be seen in Add New Member):

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Status Pernikahan	:	<input type="text"/>
Pending Membership	:	<input type="checkbox"/> Yes
Photo	:	<input type="text"/> <input type="button" value="Browse..."/> Maximum 500 KB
E-mail	:	<input type="text"/>
New Password	:	<input type="text"/>
Confirm New Password	:	<input type="text"/>
<input type="button" value="Save"/>		

Figure 1.11: Member Custom Field