

LMS_HelpManual

This document covers help details of Library management system. The users such as library staff or customers can use this manual for using LMS efficiently.

Instructions of Library staff:

(1)How to add new book?

- Collect the necessary information: Gather all the required information about the book, including the title, author, genre, description, publication date, ISBN, and any other relevant details.
- Create a new record: In your database or data storage system, create a new record or entry to store the book's information. This can be in a structured format like a table or collection.
- Input the book details: Fill in the collected information into the appropriate fields of the new record. Ensure that each field is correctly populated with the relevant information.
- Save the record: Save the new record in your database or data storage system, ensuring that it is properly persisted and associated with a unique identifier.
- Update any related systems: If there are any related systems or processes that need to be updated, such as search indexes, recommendation algorithms, or user interfaces, make the necessary updates to reflect the addition of the new book.

(2)How to change details of book?

- Identify the book: Determine the unique identifier or key that can be used to locate the book record in your database. This could be an ISBN, book ID, or any other unique identifier associated with the book.
- Retrieve the book record: Use the unique identifier to retrieve the current book record from your database or data storage system.
- Update the details: Modify the relevant fields of the book record with the new information you want to change. This could include the title, author, genre, description, publication date, or any other details you want to update.

(3)How to add new customer?

- Collect customer information: Gather all the necessary information about the customer. This typically includes their name, contact details (such as phone number and email address), address, and any other relevant details.
- Assign a unique identifier: Assign a unique identifier or customer ID to the new customer. This can help in distinguishing and referencing the customer's records in the future.
- Input customer details: Fill in the collected customer information into the appropriate fields of the new record. Ensure that each field is correctly populated with the relevant information.

(4) How to remove a customer?

- Identify the customer: Determine the unique identifier or key that can be used to locate the customer record in your database. This could be a customer ID, username, or any other unique identifier associated with the customer.
- Retrieve the customer record: Use the unique identifier to retrieve the customer record from your database or data storage system.
- Verify the deletion: Before deleting the customer, you may want to verify the action. Confirm that you have selected the correct customer to be removed.
- Update related systems: If there are any related systems or processes that rely on customer data, such as billing systems, order history, or user interfaces, make the necessary updates to reflect the removal of the customer.
- Handle any associated data: Consider any associated data or dependencies related to the customer record. For example, you may need to delete or update related orders, transactions, or subscriptions.

(5) How to maintain Fine details?

- Define the fine details: Determine the specific fine details that you want to maintain in your system. This can include information such as the type of fine, the amount, the reason for the fine, the due date, and any applicable penalties or charges.
- Create a fine data structure: Design a data structure or database table to store the fine details. Ensure that the structure allows for capturing all the necessary fine information, including any additional attributes you may require.
- Associate fines with customers or relevant entities: Determine how fines will be associated with customers or other relevant entities in your system. This could involve linking the fine details to a customer's record or to a specific transaction or event.
- Implement fine creation and management functions: Develop functions or methods in your system to create, update, and manage fines. These functions should allow for adding new fines, modifying existing fine details, and retrieving fine information as needed.
- Handle fine calculations and due dates: Incorporate logic to calculate fines based on predefined rules or criteria. Consider factors such as due dates, grace periods, penalty rates, and any other relevant conditions. Implement mechanisms to automatically calculate and update fines based on these rules.
- Provide notifications and reminders: Implement notification mechanisms to inform customers or relevant parties about fines, their due dates, and any associated penalties or charges. This can be done through email, SMS, or other communication channels.
- Track fine payments and updates: Include functionality to track fine payments and update the fine status accordingly. This ensures that fines are properly recorded as paid or unpaid, and any necessary actions are taken based on the payment status.
- Regularly review and update fine details: Periodically review and update the fine details in your system. This may involve adjusting fine amounts, updating penalty rates, or adding/removing fine types as needed.

Instructions for Customers:

(1) How to search for a book? By author, By publications, By category, By keyword

1. Search by author:
 - Provide a search field where users can enter the name of the author.
 - Retrieve all books in your system that match the entered author name.
 - Display the search results to the user.
2. Search by publication:
 - Provide a search field where users can enter the publication details, such as the publisher or publication year.
 - Retrieve all books in your system that match the entered publication details.
 - Display the search results to the user.
3. Search by category:
 - Provide a list of categories or genres that users can select from.
 - Allow users to choose a specific category or multiple categories.
 - Retrieve all books in your system that belong to the selected categories.
 - Display the search results to the user.
4. Search by keyword:
 - Provide a search field where users can enter a keyword related to the book they are looking for.
 - Retrieve all books in your system that have the keyword in their title, author, description, or any other relevant fields.
 - Display the search results to the user.

(2) How to rent a Book?

1. Search for the book: Use the search functionality in your system to find the book you wish to rent. You can search by title, author, category, or any other relevant criteria.
2. Check availability: Once you have found the book, check its availability to ensure it is currently available for rent. If the book is available, proceed to the next step. If it is not available, you may need to explore other options or wait until it becomes available.
3. Provide necessary information: Typically, you will need to provide certain information to complete the rental process. This may include your name, contact details, identification, and any other required information based on the rental policies of the system or organization.
4. Agree to rental terms: Review and agree to the rental terms and conditions set by the system or organization. This may include details about rental duration, fees, late return policies, and any other relevant terms.
5. Confirm the rental: Once you have provided the necessary information and agreed to the rental terms, confirm your rental request. This may involve clicking a "Rent" button or completing a rental form.
6. Receive the book: After confirming the rental, you will receive the book. Depending on the system or organization, this could involve picking up the physical book from a designated location or accessing a digital copy of the book.

7. Keep track of rental duration: Take note of the rental duration specified in the rental terms. Ensure that you return the book within the specified timeframe to avoid any late fees or penalties.
8. Return the book: Once you have finished reading or using the book, return it according to the instructions provided by the system or organization. This may involve returning it to a specific location or following a return process specified in the rental terms.
9. Pay any applicable fees: If there are any rental fees or charges associated with the book rental, make sure to settle the payment within the specified timeframe.

penalties for Customers:

Penalties	For 1 day	For 2 days	For 3 days
Late Fee	If the book is returned after the due date, a late fee of \$5 will be charged for each day the book is overdue.	If the book is returned after the due date, a late fee of \$10 will be charged for each day the book is overdue.	If the book is returned after the due date, a late fee of \$15 will be charged for each day the book is overdue.
Lost Book Fee	If the book is lost and cannot be returned, a lost book fee will be charged. The fee will be the current retail price of the book, which can range from \$20 to \$100 or more, depending on the book's value.	If the book is lost and cannot be returned, a lost book fee will be charged. The fee will be the current retail price of the book, which can range from \$100 to \$200 or more, depending on the book's value.	If the book is lost and cannot be returned, a lost book fee will be charged. The fee will be the current retail price of the book, which can range from \$200 to \$300 or more, depending on the book's value.

Damage Fee	If the book is returned with any damages beyond normal wear and tear, a damage fee will be charged based on the extent of the damage. The fee can range from \$10 to \$20, depending on the severity of the damage.	If the book is returned with any damages beyond normal wear and tear, a damage fee will be charged based on the extent of the damage. The fee can range from \$20 to \$30, depending on the severity of the damage.	If the book is returned with any damages beyond normal wear and tear, a damage fee will be charged based on the extent of the damage. The fee can range from \$30 to \$40, depending on the severity of the damage.
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(3) What is the procedure to return a book?

1. Check the due date: Make sure to check the due date for the book you borrowed. This will help you determine if the book needs to be returned soon or if you have already exceeded the due date.
2. Locate the return location: Find out where you need to return the book. This could be a library, bookstore, or any other designated return location. Check the opening hours and any specific instructions for returns.
3. Prepare the book for return: Take care of the book and ensure it is in good condition. Remove any personal bookmarks or notes and check for any damages that might have occurred while the book was in your possession.
4. Organize accompanying materials: If there were any accompanying materials, such as CDs, DVDs, or additional inserts, make sure they are included with the book for return. These materials may have their own specific return requirements.
5. Visit the return location: Go to the designated return location and follow any signage or instructions provided. If necessary, wait in line or approach the designated return desk or area.
6. Return the book: Hand over the book to the staff or use any self-service return options available. They may ask for your identification or library card to verify the return. Follow any additional procedures or paperwork required by the return location.
7. Obtain a receipt or confirmation: If possible, ask for a return receipt or confirmation. This can serve as proof of the book's return and may be useful in case of any future disputes or inquiries.
8. Settle any outstanding fees: If there are any outstanding fees or fines associated with the book, settle the payment as required by the return location. This could involve paying at the time of return or receiving an invoice for payment.
9. Confirm the return status: After returning the book, check your account or confirmation to ensure that the return has been properly recorded. This will help avoid any confusion or issues in the future.

