# Guide on How to Use LiFF
## (ULRC Overdue Fine Calculator)

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# I. Introduction

**Rationale**

The Library FineFinder (LiFF) is an essential tool designed to streamline the process of calculating overdue fines for library materials. This comprehensive guide is specifically created for librarians to ensure they can use the LiFF tool effectively and efficiently. It serves as a vital resource for both training and day-to-day operations, helping librarians manage overdue fines accurately and confidently.

**Purpose of the Guide**

**1. Enhance Usability for Librarians:** By providing step-by-step instructions tailored specifically for librarians, the guide aims to make the LiFF tool user-friendly, minimizing confusion and errors during its use.

**2. Ensure Accuracy:** Clear guidelines on how to enter the necessary information ensure that fines are calculated correctly, maintaining the integrity of the library's fine system.

**3. Support Librarian Training:** The guide is designed to be a valuable training resource, ensuring that both new and experienced librarians can confidently navigate and utilize the tool.

**4. Save Time:** With detailed instructions, librarians can quickly learn how to use the calculator, reducing the time spent on training and troubleshooting.

# II. Getting Started

**How to Access the LiFF Tool:** The LiFF tool can be accessed through the internet or designated computer systems within the library.

**System Requirements and Compatibility**: The tool is compatible with most modern web browsers and requires an internet connection for initial access. However, an option will be provided to make the program work offline, ensuring continuous access and functionality even without an internet connection.

**Mobile and Desktop Compatibility:** The LiFF tool is designed to be as accessible as possible, accommodating both mobile devices and desktop computers. Whether accessed through a smartphone, tablet, or desktop browser, librarians can utilize LiFF seamlessly across various platforms.

## III. Navigating the LiFF Interface

The user interface of the Library FineFinder (LiFF) tool is designed to be intuitive and user-friendly. Upon accessing the tool, you are greeted with a dashboard that provides two main options:

1. **Library FineFinder (LiFF) Calculator**:
   - **Filipiniana & Reserve**: This option allows you to calculate fines for Filipiniana and reserved books.
   - **Circulation & Fiction**: This option is for calculating fines related to circulation and fiction books.
2. **Dewey Decimal Classification Guide**:
   - **Get Started**: This option provides access to a guide on the Dewey Decimal Classification system, which is a useful resource for librarians when organizing and categorizing library materials.
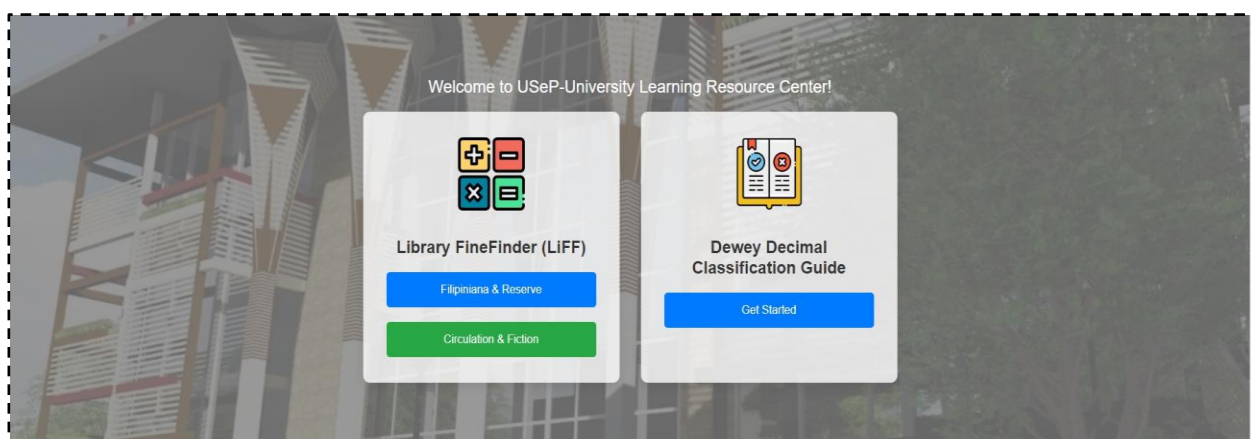


**Tips for Efficient Navigation:**

**1. Familiarize Yourself with the Dashboard:**

Spend a few moments understanding the layout of the dashboard and the options available.

**2. Select the Correct Option:**

Ensure you select the appropriate category (Filipiniana & Reserve or Circulation & Fiction) based on the type of book for which you need to calculate fines.

By understanding and utilizing these features, librarians can efficiently navigate the LiFF interface and make the most of the tool's capabilities.
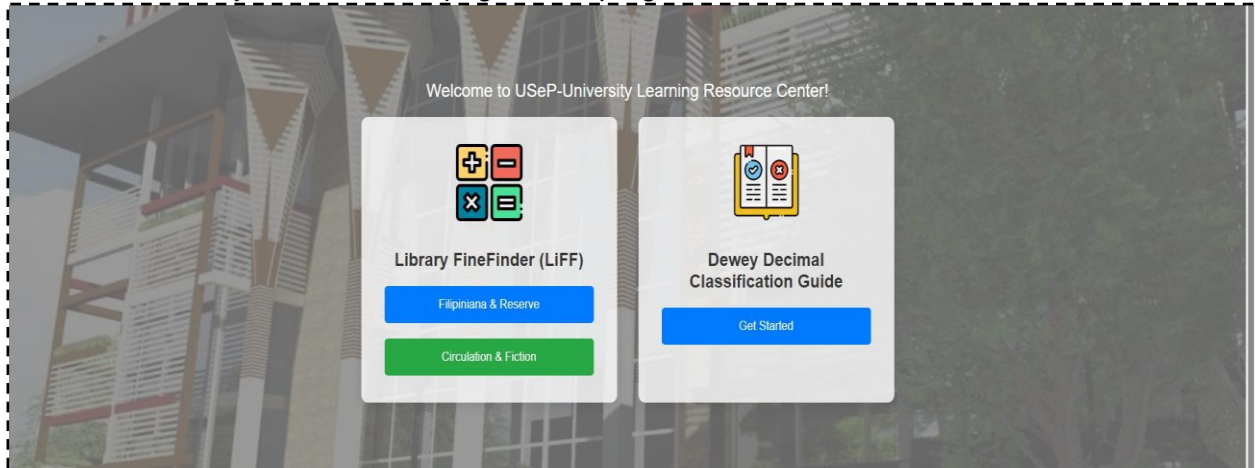
## III. Navigating the LiFF Interface

## IV. Step-by-Step Instructions

### A. Online Access (Filipiniana and Reserve)

**Step 1.** Access LiFF by visiting one of the following links:

      1.1. https://bit.ly/liff

      1.2. https://bit.ly/LiFF

This will redirect you to the homepage of the program/tool.



*Homepage/Main Interface*

**Step 2.** To begin calculating fines for overdue books based on the book type, please click on the corresponding button under the Library FineFinder (LiFF). You have two options to choose from:

      3.1. Filipiniana & Reserve

      3.2. Circulation & Fiction

Choose or Click the Filipiniana & Reserve Button.
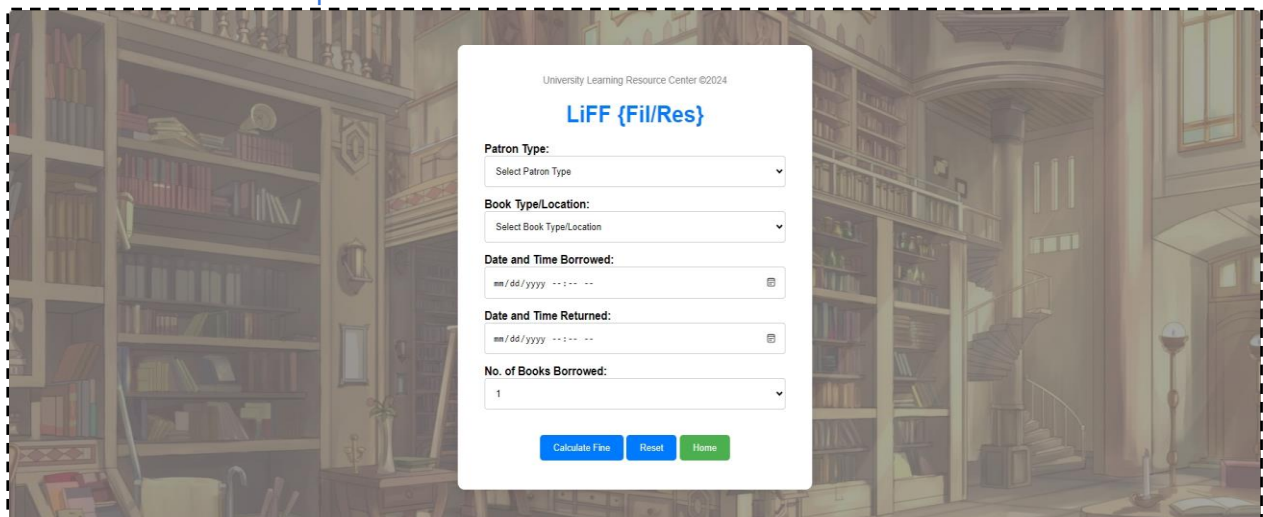


*Filipiniana & Reserve Interface*

**Note:** It is important to clarify that both undergraduate and graduate students are subject to the same penalty rates for overdue Filipiniana or reserved books. According to BOR Resolution No.29 S.2012, the penalty is 1.50 pesos for the first hour of overdue, with an additional 50 cents for each subsequent hour. However, the borrowing periods differ between undergraduate and graduate students. Undergraduates can borrow Filipiniana or Reserved books for overnight reading only, whereas graduate students are allowed to borrow both Filipiniana and Reserved books for up to 7 days.

**Step 3.** Upon selecting the Filipiniana & Reserve option, you can start filling out the necessary information in the calculator to calculate fines accurately. Verify the correctness of the information entered before proceeding, then click the "Calculate Fine" button. The calculator includes the following fields to fill out:

**3.1. Patron Type**:

- Select Undergraduate Student or Graduate Student.

**3.2. Book Type/Location**:

- Choose between Filipiniana and Reserved book type.

**3.3. Date and Time Borrowed**:

- Correctly input borrowing date and time.
- Example: 06/25/2024 10:17 AM. Enter the date and time the book was borrowed using the calendar and time picker.

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### 3.4. Date and Time Returned:

- Correctly input return date and time.
- Example: 06/26/2024 12:35 PM. Enter the date and time the book was returned using the calendar and time picker.



### 3.5. Number of Books Borrowed:

- Specify the quantity of borrowed books.
- Input the total number of books borrowed in the provided field.

### 3.6. Calculating Fines:

Verify the entered information to ensure all details are accurately filled out, enabling the correct calculation of fines. Proceed by clicking the "Calculate Fine" button to finalize the process.

**Note:** To avoid errors in calculating fines, especially when dealing with different Book Types, it is essential to click the RESET button before proceeding with another calculation. This ensures accurate results and prevents any discrepancies in the fine calculation process.



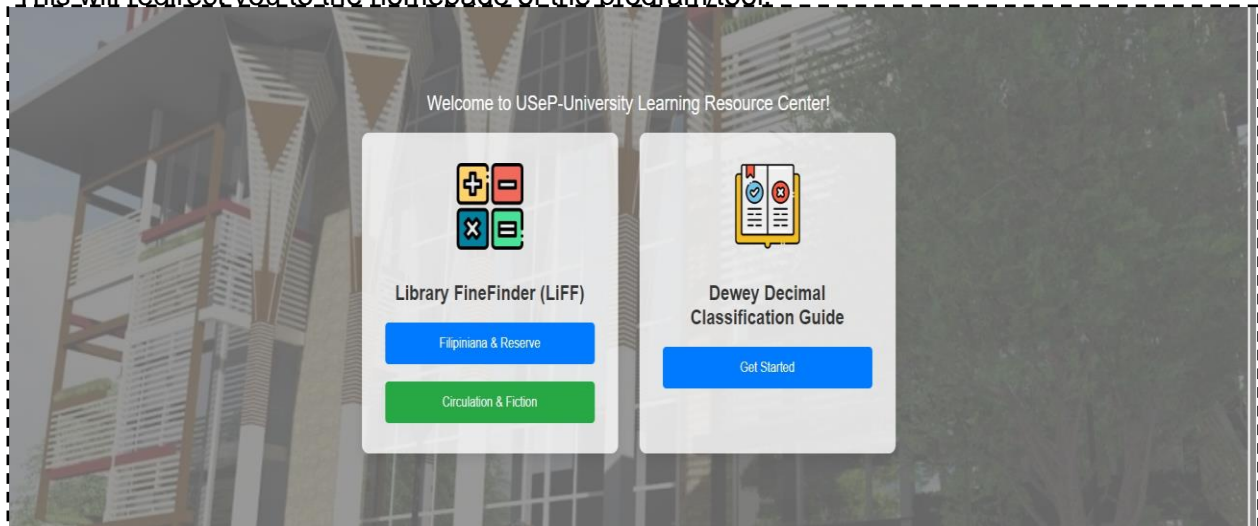**Step 4.** Click the HOME button to return to the homepage or main interface of LiFF.

## B. Online Access (Circulation and Fiction)

**Step 1.** Access LiFF by visiting one of the following links:

      1.1. https://bit.ly/liff

      1.2. https://bit.ly/LiFF

This will redirect you to the homepage of the program/tool.



*Homepage/Main Interface*

**Step 2.** To begin calculating fines for overdue books based on the book type, please click on the corresponding button under the Library FineFinder (LiFF). You have two options to choose from:

      3.1. Filipiniana & Reserve

      3.2. Circulation & Fiction

Choose or Click the Circulation & Fiction Button.
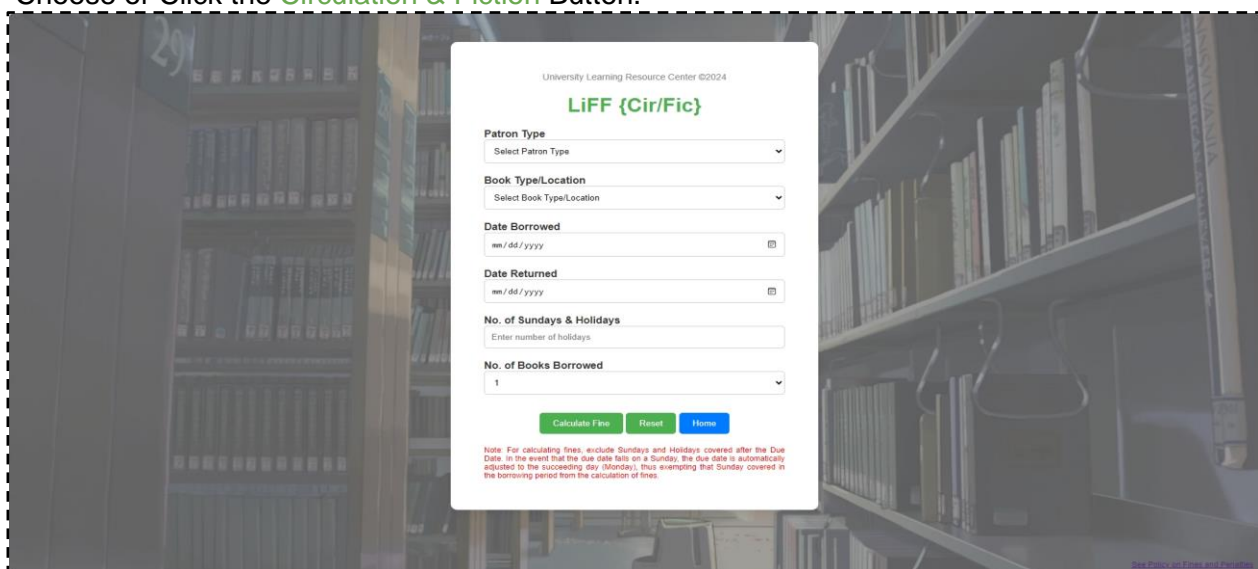


*Circulation & Fiction Interface*

**Note:** It is important to clarify that both undergraduate and graduate students are subject to the same penalty rates for overdue Circulation and Fiction books, which is 1.00 peso per hour late, as stipulated by BOR Resolution No.29 S.2012. However, the borrowing periods differ between undergraduate and graduate students. Undergraduates can borrow a Circulation book for 3 days and a Fiction book for 7 days. In contrast, graduate students are allowed to borrow both Circulation and Fiction books for up to 7 days.

**Step 3.** Upon selecting the Circulation & Fiction option, you can start filling out the necessary information in the calculator to calculate fines accurately. Verify the correctness of the information entered before proceeding, then click the "Calculate Fine" button. The calculator includes the following fields to fill out:

**3.1. Patron Type**:

● Select Undergraduate Student or Graduate Student.

**3.2. Book Type/Location**:

- Choose between Circulation and Fiction book type.



**3.3. Date Borrowed**:

- Correctly input borrowing date.
- Example: 06/26/2024. Enter the date the book was borrowed using the calendar date picker.

**3.4. Date Returned**:

- Correctly input return date.
- Example: 06/28/2024. Enter the date the book was returned using the calendar date picker.



**3.5. Number of Sundays and Holidays**:

- Specify the number of Sundays and holidays that should be deducted from the actual fine calculation.

### 3.6. Number of Books Borrowed:

- Specify the quantity of borrowed books.
- Input the total number of books borrowed in the provided field.

### 3.7. Calculating Fines:

Verify the entered information to ensure all details are accurately filled out, enabling the correct calculation of fines. Proceed by clicking the "Calculate Fine" button to finalize the process.

**Note:** To avoid errors in calculating fines, especially when dealing with different Book Types, it is essential to click the RESET button before proceeding with another calculation. This ensures accurate results and prevents any discrepancies in the fine calculation process.





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**Step 4.** Click the HOME button to return to the homepage or main interface of LiFF.



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# LiFF {Cir/Fic}

**Patron Type**

Undergraduate Student

**Book Type/Location**

Circulation

**Date Borrowed**

06 / 26 / 2024

**Date Returned**

06 / 28 / 2024

**No. of Sundays & Holidays**

Enter number of holidays

**No. of Books Borrowed**

1

Calculate Fine    Reset    Home

**Patron Type: undergraduate**
**Book Type/Location: circulation**
**No. of Days Borrowed: 2**
**No. of Overdue Days: 0**
**Overdue Fine: No fine**

Note: For calculating fines, exclude Sundays and Holidays covered after the Due Date. In the event that the due date falls on a Sunday, the due date is automatically adjusted to the succeeding day (Monday), thus exempting that Sunday covered in the borrowing period from the calculation of fines.

## B. Offline Access

## Running the Library FineFinder (LiFF) Tool Offline

The Library FineFinder (LiFF) tool can also be run offline. Follow the steps below to download and set up the program for offline use:

**Step 1: Download the Tool from GitHub**

A. **Visit the GitHub Repository**: Open your web browser and navigate to the GitHub repository for LiFF: GitHub - Library FineFinder or visit this link: https://github.com/akadoi/library-fine-finder

B. **Download the Repository**: On the GitHub page, click the Blue "Code" button, then select "Download ZIP" from the dropdown menu. This will download a ZIP file containing all the necessary files for the LiFF tool.
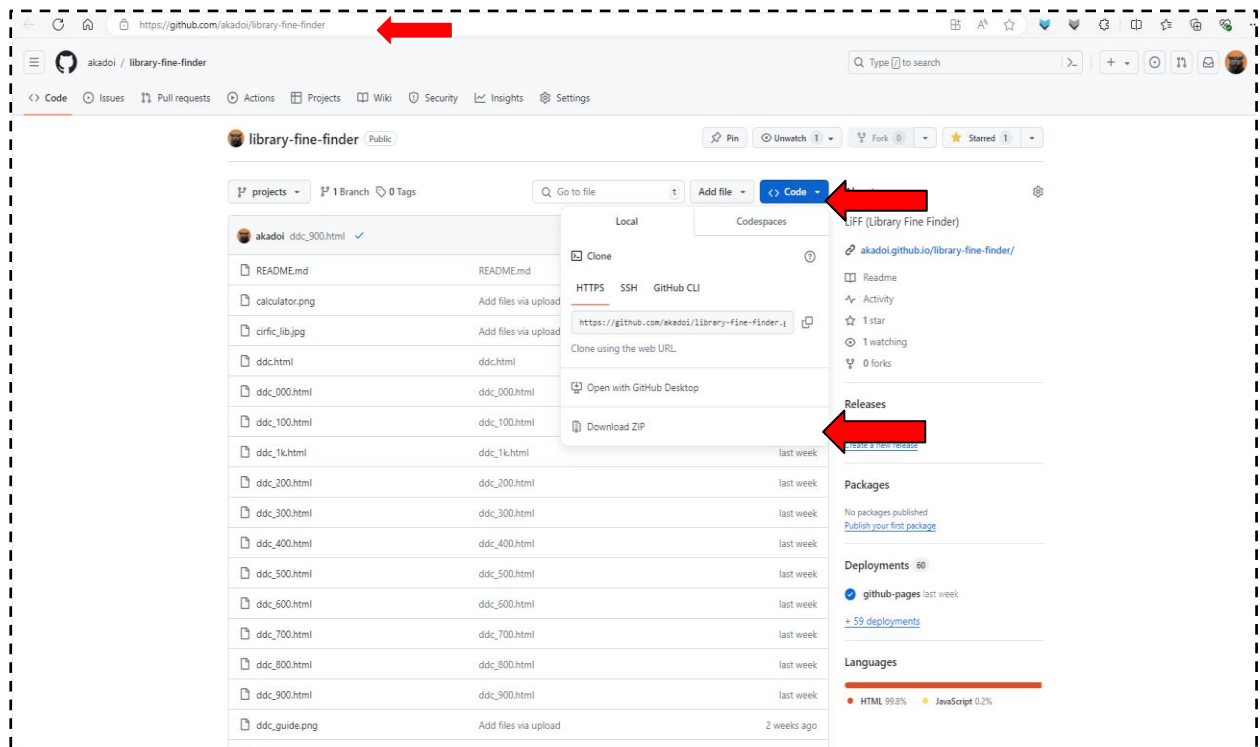
**Step 2: Unzip the Downloaded File**

1. **Locate the Downloaded ZIP File**: Find the downloaded ZIP file in your computer's "Downloads" folder or the location where you saved it.
2. **Extract the ZIP File**: Right-click on the ZIP file and select "Extract All..." or use your preferred file extraction tool to unzip the contents to a desired location on your computer.
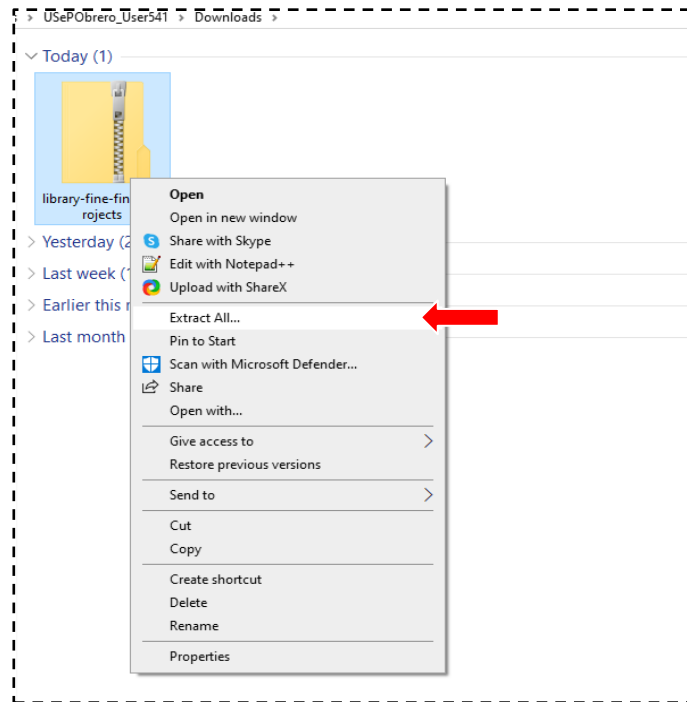


**Step 3: Open the Tool in a Browser**

1. **Navigate to the Unzipped Folder**: Open the folder where you extracted the files. Look for the folder named "library-fine-finder-projects". Open another folder of the same name "library-fine-finder-projects. Open a file named `index.html`.

   Example Directory Path: *C:\Users\Computer546\Downloads\library-fine-finder-projects\library-fine-finder-projects*

2. **Open the `index.html` File**: Double-click the `index.html` file. This will open the LiFF tool in your default web browser.

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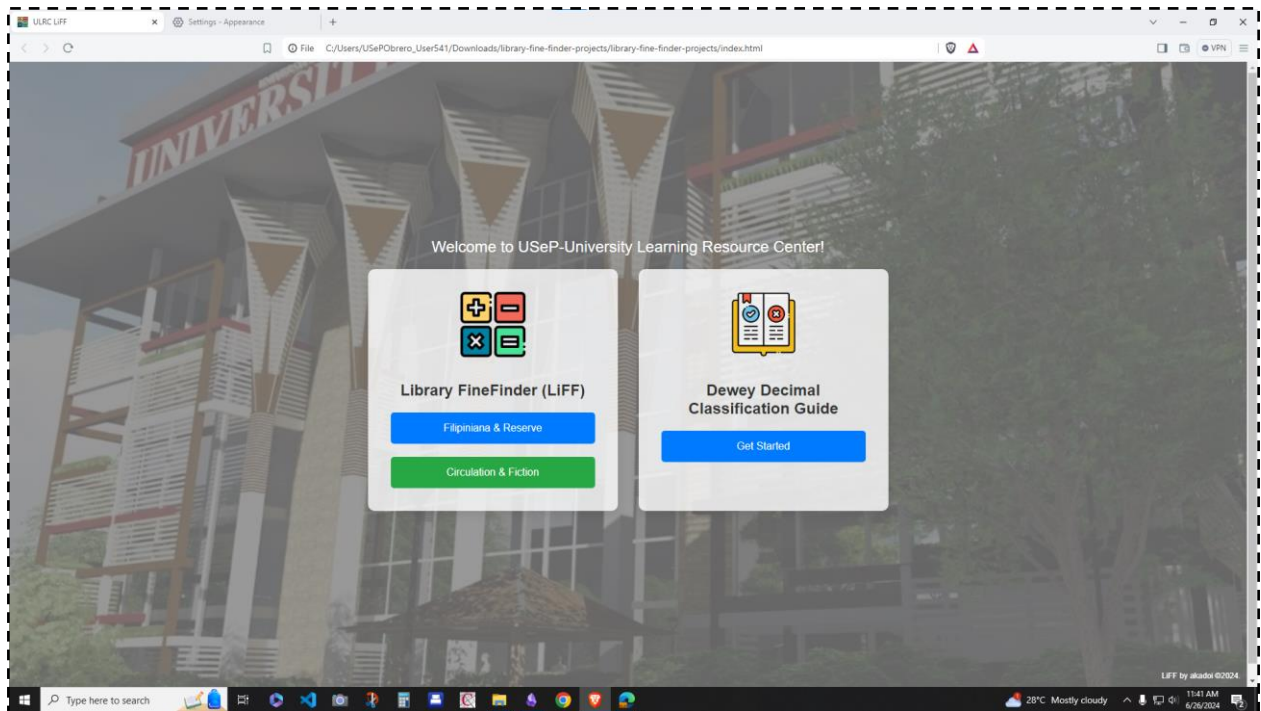
**Step 4: Create a Desktop Shortcut for Easy Access**

1. **Right-click the `index.html` File**: In the folder where the `index.html` file is
   located, right-click the file and select "Send to" -> "Desktop (create shortcut)". This
   will create a shortcut on your desktop.
2. **Rename the Shortcut (Optional)**: You can rename the shortcut to something more
   recognizable, such as "LiFF Offline Tool", by right-clicking the shortcut on your
   desktop and selecting "Rename".



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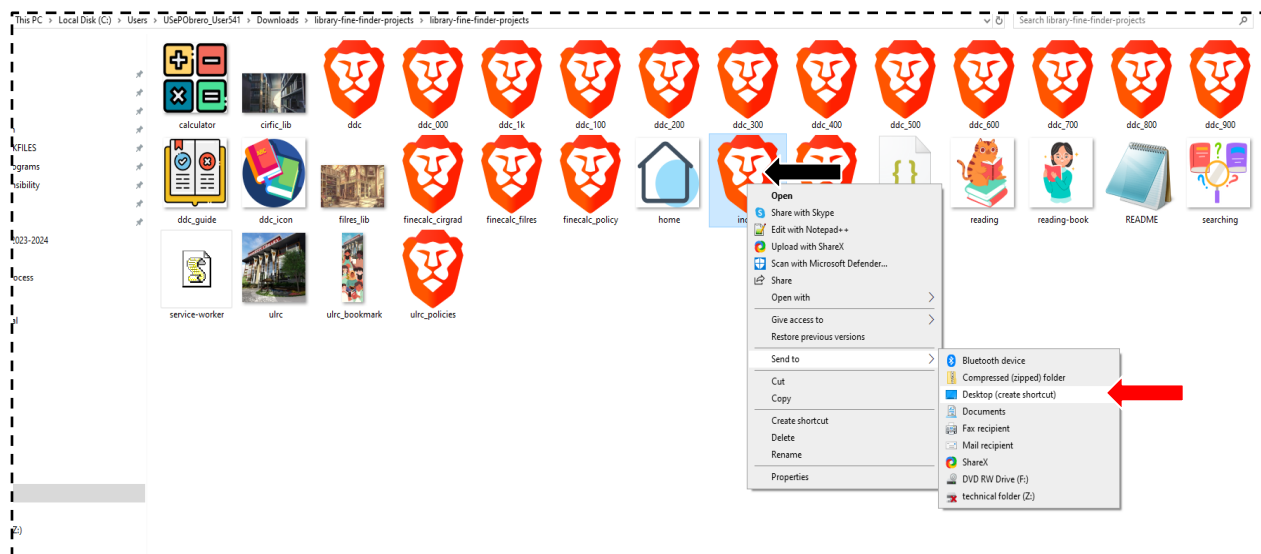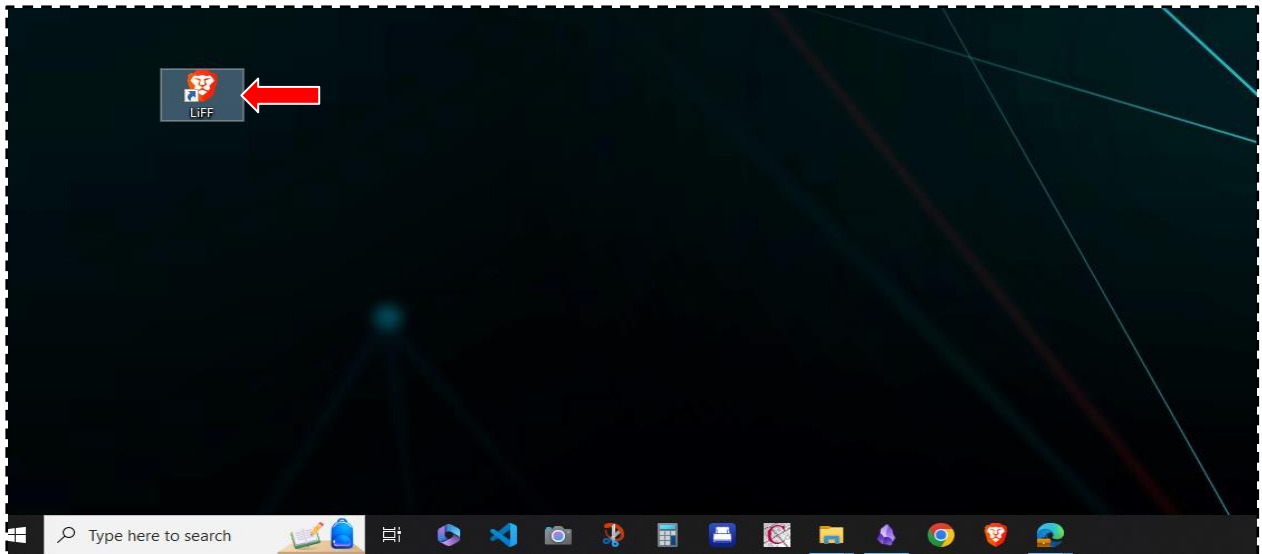
**Summary**

By following these steps, you can easily run the Library FineFinder (LiFF) tool offline on your computer. This ensures that you have continuous access to the tool even without an internet connection, making it convenient and efficient to manage overdue fines.

## V. Common Issues and Solutions

**Troubleshooting Common Problems**:

**A. Incorrect Fine Calculation:**

- Issue: The calculated fine amount does not match expectations based on the entered information.
- Solution: Double-check all input fields, including dates, times, and book types, to ensure they are accurate.

**Note:** To avoid errors in calculating fines, especially when dealing with different Book Types, it is essential to click the RESET button before proceeding with another calculation. This ensures accurate results and prevents any discrepancies in the fine calculation process.

**B. Program Not Loading**

- **Issue**: The program does not load or displays an error message.
- **Solution**: Ensure you have a stable internet connection for initial access. Clear your browser cache and cookies, or try accessing the tool using a different web browser.

**C. Unable to Access the Tool Offline**

- **Issue**: The program cannot be accessed offline.
- **Solution**: Verify that you have correctly downloaded and unzipped the files from GitHub. Ensure that you are opening the `index.html` file in a compatible web browser. Create a desktop shortcut for easier access.

## VI. Fork the Code for Future Developments

1. **Visit the GitHub Repository**: Open your web browser and navigate to the GitHub repository for LiFF: GitHub - Library FineFinder or visit this link: https://github.com/akadoi/library-fine-finder
2. **Fork the Repository**: On the GitHub page, click the "Fork" button at the top right of the repository page. This will create a copy of the repository under your own GitHub account.
3. **Make Changes and Improvements**: You are free to make any changes and improvements to the code. Use your forked repository to develop new features or enhance existing ones.

## VII. Additional Features

## Additional Features of the Library FineFinder (LiFF) Tool

The LiFF tool includes several additional features that librarians might find useful in providing services in the library. These features are designed to enhance the user experience and ensure adherence to library policies and procedures:

1. **Policies, Guidelines, Rules and Regulations of ULRC**:
   - Based on the Approved Library Manual (BOR Resolution No.29 S.2012), this feature provides comprehensive information on the policies, guidelines, rules,

and regulations of the University Learning Resource Center (ULRC). It ensures that librarians are well-informed and can enforce the library's standards effectively.

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2. **Policies Concerning Book Borrowing and Fines**:
   ○ Also based on the Approved Library Manual (BOR Resolution No.29 S.2012), this feature details the policies concerning book borrowing and fines. It includes information on borrowing periods, penalty rates, and conditions for different types of patrons, helping librarians manage loans and fines accurately.

   ○

3. **Dewey Decimal Classification Guide**:
   ○ This guide assists librarians in organizing and categorizing library materials according to the Dewey Decimal Classification system. It is a valuable resource for maintaining an orderly and accessible library collection.
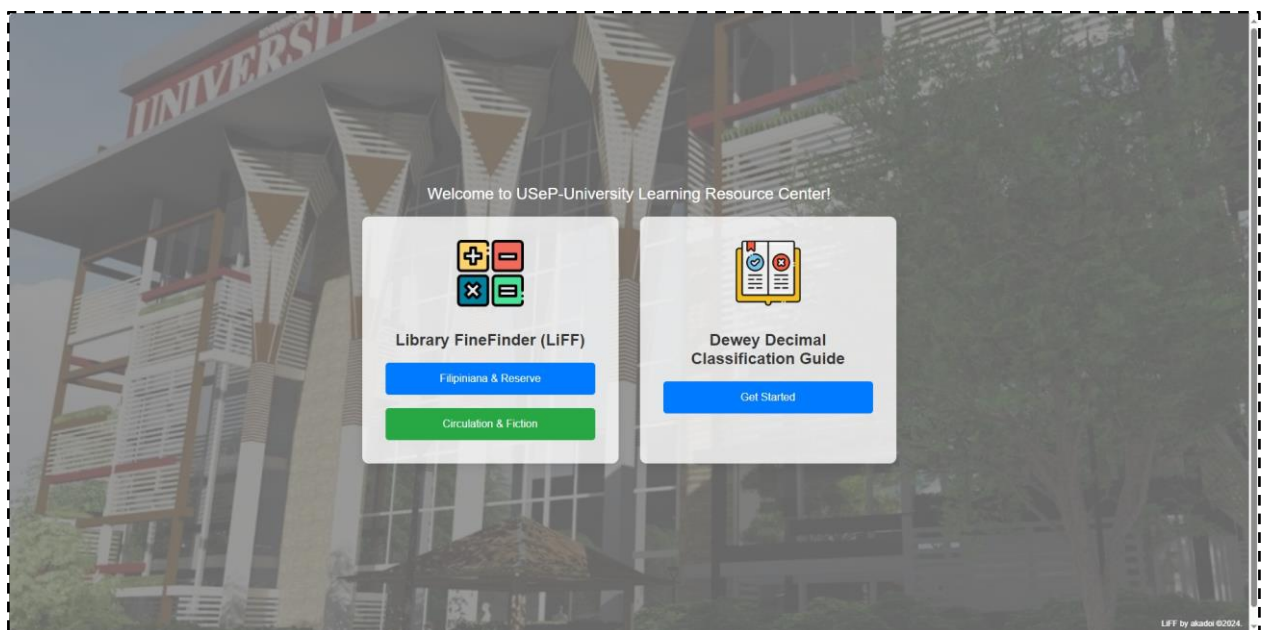
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## Policies Concerning Book Borrowing and Fines

*(Based on the Approved Library Manual | BOR Resolution No.29 S.2012)*

⇨ See More on Policies

+ Rules in Borrowing Library Materials

+ Maximum Number of Books that May Be Borrowed at One Time

+ Fines and Other Penalties for Students

+ Lost Books

+ Discipline

+ Rules for Reservation

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## Policies, Guidelines, Rules and Regulations of ULRC

*(Based on the Approved Library Manual | BOR Resolution No.29 S.2012)*

↩ Back to Fines and Penalties

+ General Rules

+ Service Hours

+ Library Services

+ Who May Use the Library?

+ Issuance and Validation of Library Card

+ Policy Concerning the Signing of Clearance

+ Rules in Borrowing Library Materials

+ Maximum Number of Books that May Be Borrowed at One Time

+ Fines and Other Penalties for Students

+ Lost Books

+ Discipline

+ Rules for Reservation

## Dewey Decimal Classification

### General Guidelines

✓ Cataloguing can't be learned in a day.

✓ Dewey is not a perfect system; not all books fit neatly into a single number.

✓ Some books can legitimately be catalogued in several numbers; choose the one most appropriate to the curriculum and the conditions in your institution.

✓ Always put a book in a number where it will get maximum usage; move excellent books if they don't seem to be used.

✓ Bend the rules to suit local needs.

✓ Avoid censorship: put literature in the 800s.

✓ Catalog biographies into subject areas. ie. a biography of Tiger Woods should be in golf, not biography.

✓ There are standard subdivisions that can be added to almost any number:
.03 = dictionaries, encyclopedias. ie. 503 for a dictionary of science; 610.3 dictionary of medical terms

.09 = history and criticism. ie. 809 = criticism of literature; 385.09 for a history of railways

.07 = education; ie. 507 = studying science; 622.07 = the study of mining

✓ Place numbers can be added where appropriate:
.71 = Canada; ie. 385.0971 Canadian railways;

.73 = US; ie. 330.973 American economics

✓ Country codes are already present in the 900s. e.g., 971 means Canadian history; 917.3 means American geography

✓ Begin by estimating the Dewey number. Then check the Dewey index. Never assign a number without looking up the actual number in the schedules.

| 000 Generalities | 100 Philosophy & Psychology | 200 Religion |
|---|---|---|
| 010 Bibliography<br>020 Library & information sciences<br>030 General encyclopedic works<br>040 Unassigned<br>050 General serials & their indexes<br>060 General organizations & museology | 110 Metaphysics<br>120 Epistemology, causation, humankind<br>130 Paranormal phenomena, occult<br>140 Specific philosophical schools<br>150 Psychology<br>160 Logic | 210 Natural theology<br>220 Bible<br>230 Christian theology<br>240 Christian moral& devotional theology<br>250 Christian orders & localchurch<br>260 Christian social theology |

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## DDC - 000 - Generalities

| 000 | 100 | 200 | 300 | 400 |
|---|---|---|---|---|
| 500 | 600 | 700 | 800 | 900 |

DDC 100s | DDC 1000s | Home

000 Generalities & Computer Science +

010 Bibliography +

020 Library & Information Sciences +

030 General encyclopedic works +

040 Unassigned +

050 General serials & their indexes +

060 General organizations & museology +

070 News media, journalism, publishing +

080 General collections +

090 Manuscripts & rare books +

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