# 'COVER TO COVER' LIBRARY MANAGEMENT SYSTEM

QUICK START USER GUIDE

The Library Management System at the 'Cover to Cover' Library allows the below functionalities. Each of them are available as separate tabs on the application and are explained below.

1. Book Search and Availability
2. Check Out Books
3. Check In Books
4. Manage Borrowers
5. Check Fines and Payment

BOOK SEARCH AND AVAILABILITY
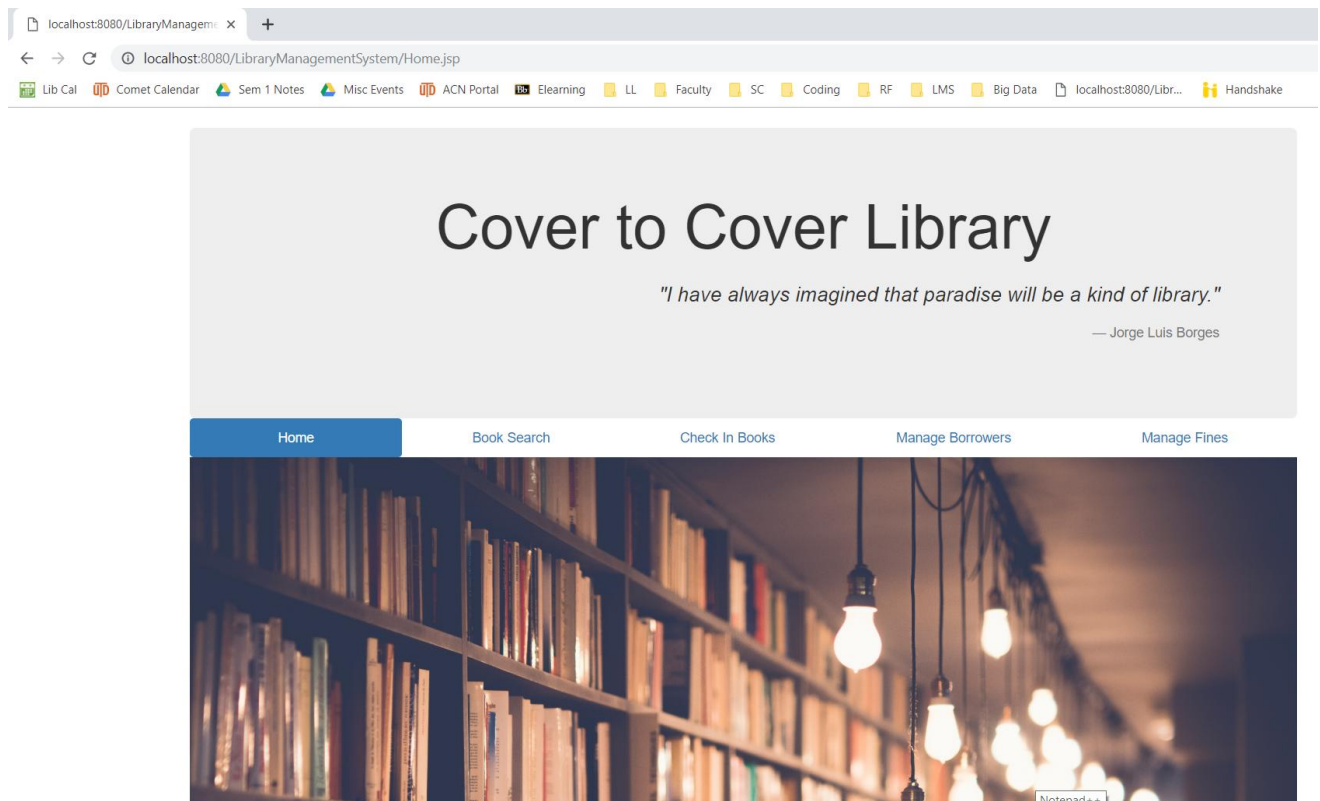
- From the application home page click on the '*Book Search*' tab
- Search using either the Book ISBN, Title and/or the Author names
    - Click on Search Books
    - Clicking on 'Search Books' without any input will list all the books available in the system
- The results would be displayed in the table below with the Book ISBN, Title, Author Name(s) and Availability of the book in the system

CHECK OUT BOOKS

Book Search and Availability

Estleman

Results   Search Book

Select	ISBN	Title	Author	Available
☐	0446605964	Never Street (The Amos Walker Series #12)	Loren D. Estleman	Yes
☐	0743407148	Sherlock Holmes Vs. Dracula	Loren Estleman	Yes
☐	1558021256	The Black Moon	Loren D. Estleman,W. R. Philbrick,L. J. Washburn,E	Yes
☐	1567407781	The Witchfinder (Amos Walker Series)	Loren D. Estleman,John Kenneth	Yes

Back to Home   Check Out

Confirmation

Please provide your Card ID to begin the check out.

000003

Selected Books

ISBN	Title	Author
0743407148	Sherlock Holmes Vs. Dracula	Loren Estleman
1558021256	The Black Moon	Loren D. Estleman,W. R. Philbrick,L. J. Washburn,E

Back to Book Search   Proceed to Check Out

- Use the '*Book Search*' tab [as explained above] to find the desired books and its availability
- Select the list of books that you want to check out by clicking on the checkbox against the row
- Click on the 'Check Out' button on the right bottom of the page
- This will navigate you to the confirmation page displaying the list of books selected and prompts for your Borrower ID
- Enter your Borrower ID and click on 'Proceed to Check Out'
- In case of a successful check out a confirmation message would be displayed along with the due date for the checked out books
- In case of any error, the appropriate error message would be displayed and no books would be checked out

CHECK IN BOOKS

Check In Books

Name

Enter Name

Card ID

000001

ISBN

Enter Book ISBN

Results

Search

Select	ISBN	Title
○	0007103999	Witch: A Magikal Journey- A Hip Guide To Modern Witchcraft
○	0451451384	The Summer Tree (The Fionavar Tapestry, Book 1)

Back to Home

Check In

- From the application home page click on the '***Check In Books***' tab
- Search the loaned books by searching either with Book ISBN or Borrower ID or Borrower Name
- Select the book that needs to be checked in and click 'Check In'
- In case of a successful check in a confirmation message would be displayed

MANAGE BORROWERS

Manage Borrowers

First Name

Enter First Name

Last Name

Enter Last Name

Email

Enter email

SSN

Enter SSN

Address

Enter Address

City

Enter City

State

Enter State

Phone

Enter Phone No.

Back to Home

Submit

- From the application home page click on the '*Manage Borrowers* ' tab
- Provide the necessary details of the new borrower and click 'Submit'
- A confirmation message would be displayed if the borrower has been created successfully

MANAGE FINES

Manage Fines

Card ID	Amount	Paid Status
000001	0.50	Not Paid

Enter Card ID · Search Fines · Pay Fines · Display Unpaid Fines · Display All Fines · Refresh Unpaid Fines

Results

Back to Home

Manage Fines

Fine Payment Summary

The fines for the below books have been successfully cleared.
Please ignore if the below section is empty.

ISBN	Book Title
0007103999	Witch: A Magikal Journey- A Hip Guide To Modern Witchcraft

Check in the below books if you haven't already, in order to clear the fines.
Please ignore if the below section is empty.

ISBN	Book Title

Back to Manage Fines   Back to Home

- From the application home page click on the '*Manage Fines*' tab
- To check the fines for a particular borrower, provide the Borrower ID and click 'Search Fines'
- To pay the fines for a particular borrower, provide the Borrower ID and click 'Pay Fines'
  - The fines for the books that have been returned would be successfully paid
  - Payment of fines towards the books that are still not returned is rejected by the system
  - The list of books for which fines are cleared and also the list of books that are still not returned are displayed on the fines summary page
- To check all the unpaid fines across the borrowers in the system click on 'Display Unpaid Fines'

- To check all the fines (which includes paid and unpaid) across the borrowers in the system click on 'Display All Fines'
- To refresh the fines across the borrowers in the system click on 'Refresh Fines'
    - The charge of fine is 0.25$ for each day delay