Libris

Library Management System

USER MANUAL

Term project for CPSC 2301 - Langara College
Fall 2012

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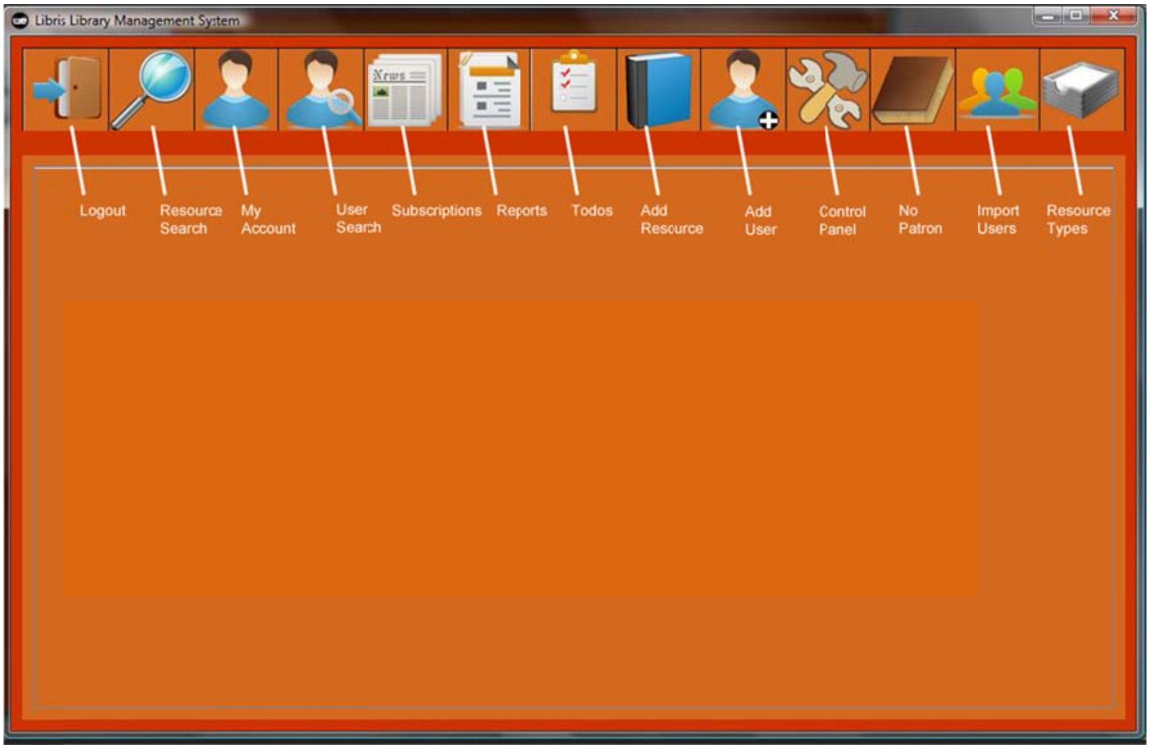
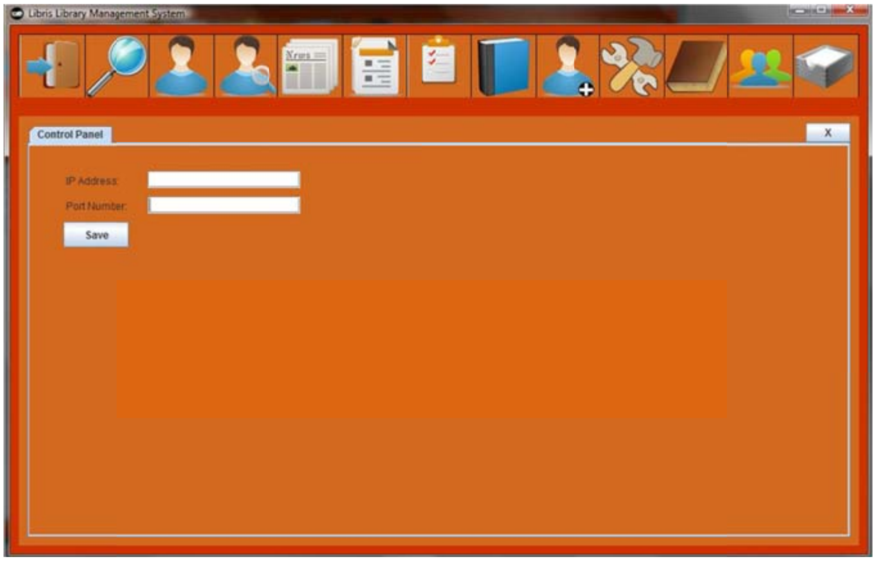
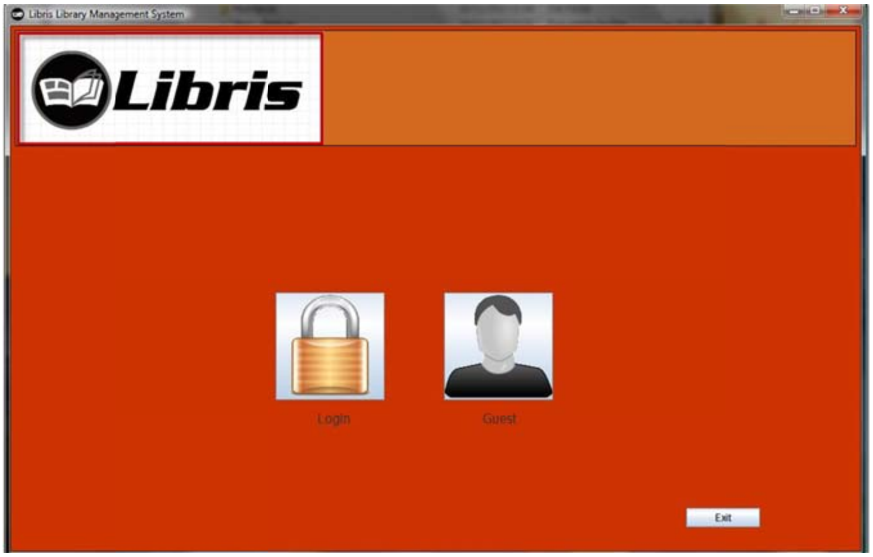
Libris Main Screen (Administrator's View)


Libris Library Management System
Logout
Resource Search
My Account
User Search
Subscriptions
Reports
Todos
Add Resource
Add User
Control Panel
No Patron
Import Users
Resource Types

Setup Connection to Server


Libris Library Management System
Control Panel
X
IP Address:
Port Number:
Save

When the program starts the first time you will be prompted to enter the IP Address and the Port Number as agreed with your System Administrator. i.e. 192.168.1.5 Port 1500


Libris Library Management System
Libris
Login
Guest
Exit

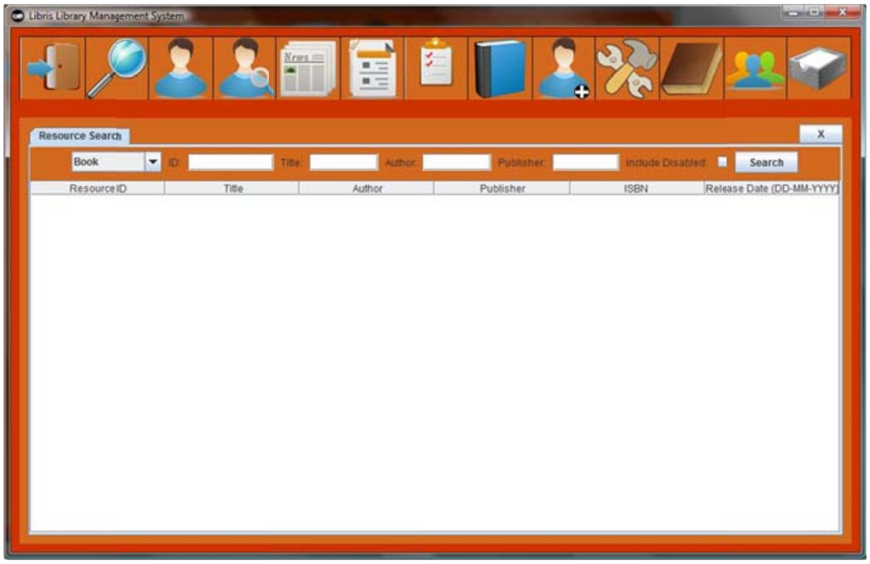
Signing Into the Terminal

1. Click the Login Button
2. Type in User ID and Password
3. Click Okay

Note: Guests can use the Guest button to browse the catalogue.

Signing Out of the Terminal

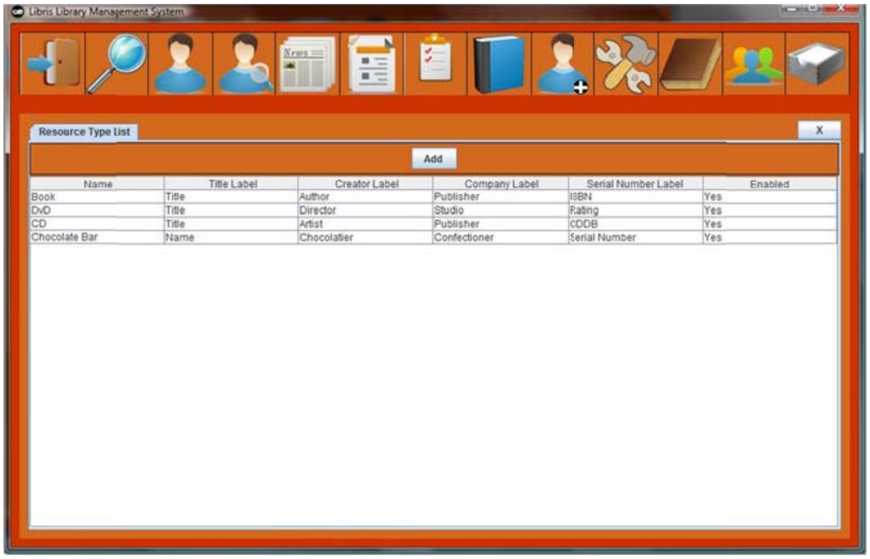
1. Click the Logout button found in the top left corner of the main screen.


Libris Library Management System
Resource Search
X
Book
ID
Title
Author
Publisher
Include Disabled
Search
Resource ID
Title
Author
Publisher
ISBN
Release Date (DD-MM-YYYY)

Searching Catalog for Resources

2. Click the search button
3. In the drop down menu select which resource you want to search for
4. Type in any relevant information in the correct field (leaving all fields empty will search for all resources of that type).

5. Click on Search



Name	Title Label	Creator Label	Company Label	Serial Number Label	Enabled
Book	Title	Author	Publisher	ISBN	Yes
DvD	Title	Director	Studio	Rating	Yes
CD	Title	Artist	Publisher	CDDB	Yes
Chocolate Bar	Name	Chocolatier	Confectioner	Serial Number	Yes

Adding a Resource

1. Click the add resource button
2. Select the resource type
3. Enter all relevant information in the correct fields
4. Click Save

View and Changing Resource Information

1. Click the search button
2. Search for the resource that you are looking for (see searching catalog for resources on page 2)
3. Double click on the resource you which to view and change the information
4. Modify any fields that require to be changed
5. Click the save button

Adding a Resource Copy

1. Click the search button
2. Search for the resource that you are looking for (see searching catalog for resources on page 2)
3. Double click on the resource you which to add a copy
4. Click resource copies
5. Type in the owner id
6. Click Add

Disabling a Resource Copy

1. Click the search button

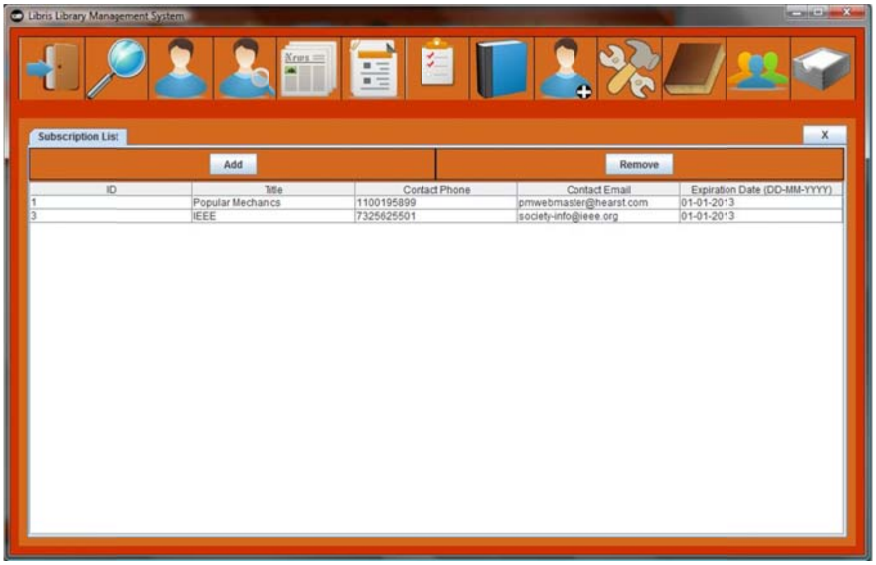
2. Search for the resource that you are looking for (see searching catalog for resources on page 2)
3. Double click on the resource you wish to remove a copy
4. Click resource copies
5. Select the resource you wish to remove
6. Click disabled

Adding Resource Copies from Reference

1. Click the Search button
2. Search for the resource that you are looking for (see Searching Catalog for Resources)
3. Double click on the resource you wish to add on reference
4. Click on Resource copies
5. Double click on the resource copy you wish to add to references
6. Click on Put on Reference

Removing Resource Copies from Reference

1. Click the Search button
2. Search for the resource that you are looking for (see Searching Catalog for Resources)
3. Double click on the resource you wish to add on reference
4. Click on Resource Copies
5. Double click on the resource copy you wish to add to references
6. Click on Put on reference



ID	Title	Contact Phone	Contact Email	Expiration Date (DD-MM-YYYY)
1	Popular Mechancs	1100195899	pmwebmaster@hearst.com	01-01-2013
3	IEEE	7325625501	society-info@ieee.org	01-01-2013

Viewing a Resource Subscription

1. Click the Subscription button
2. Double click the subscription you wish to view

Adding a Subscription

1. Click the Subscription button
2. Click on Add
3. Type in all relevant information in the correct fields
4. Click on Save

Removing a Subscription

1. Click the Subscription button
2. Select the subscription you wish to remove
3. Click on Remove
4. Click OK

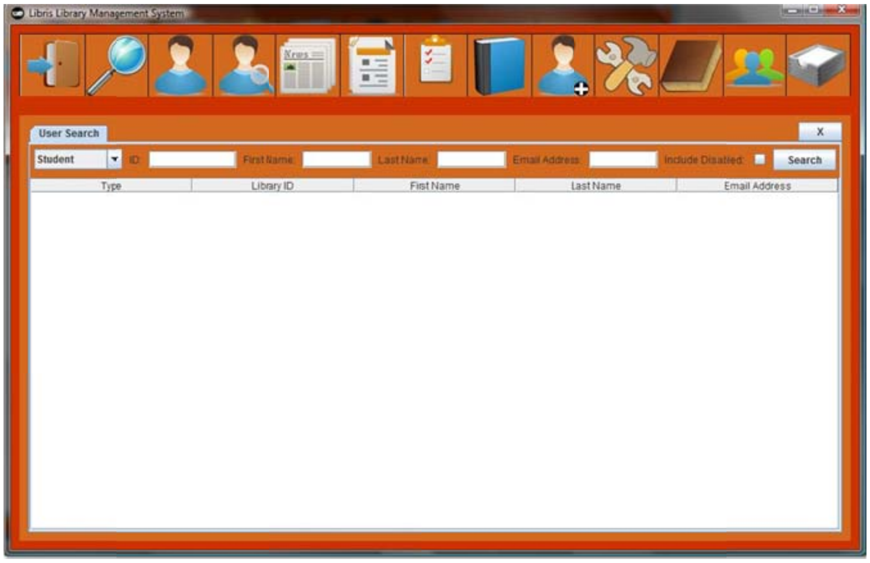
Renewing a Subscription

1. Click the Subscription button
2. Double click the subscription you wish to renew
3. Change the expiration date
4. Click on Save

Viewing and Changing a Resource Copy Information

1. Click the Search button
2. Search for the resource that you are looking for (see Searching Catalog for Resources)
3. Double click on the resource you wish to see
4. Click resource copies
5. Double click on the resource copy you wish to see
6. Type in all relevant information in the correct fields

Search User


Libris Library Management System
User Search
X
Student
ID:
First Name:
Last Name:
Email Address:
Include Disabled:
Search
Type
Library ID
First Name
Last Name
Email Address

Click on the Search User button.

Viewing and Changing Fines from Patrons

1. Click on the Search User button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Select the fine
6. Press Remove Fine

View Currently Checked Out Resources of a User

1. Click on the Search user button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click fines

Renewing and Extending a Due Date of Checked Out Material

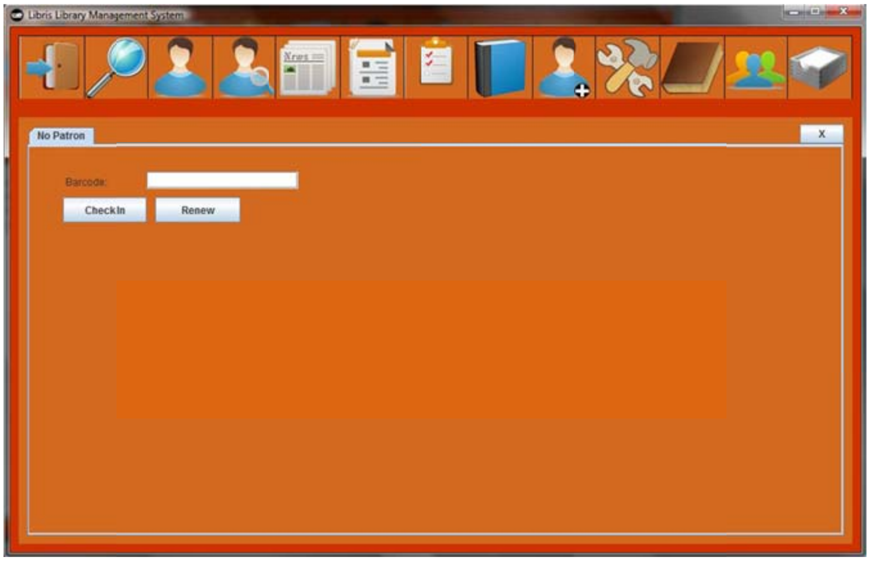
1. Click on the Search User button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click on Fines
6. Click on Renew

Issuing and Checking Out Material for Patrons

1. Click on the Search User button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Scan/type in the bar code
6. Click on Check Out

Checking In Materials

1. Click on the Search User button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click on Check In



Putting a Resource on Reserve for another User

1. Click on the Search button
2. Search for the resource that you are looking for (see Searching Catalog for Resources)
3. Double click on the resource you wish to add to reserve
4. Click on Reserves
5. Type in the User ID in the User ID field
6. Click on Add

Cancelling Reservations

1. Click the search button
2. Search for the resource that you are looking for (see Searching Catalog for Resources)
3. Double click on the resource you wish to remove from reserves
4. Click reserves
5. Select the reserve you wish to cancel
6. Click remove

Viewing Checkout Resources

1. Click the report button
2. Click the active loans

Viewing Outstanding Fines

1. Click the Report button

Viewing Reserve Resources of another User

1. Click on the Search User button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click the reserve

Putting a Resource on Reference

1. Click my account
2. Click reference
3. Scan/Enter the barcode of the book you wish to put on reference
4. Click Add

Removing a Resource on Reference

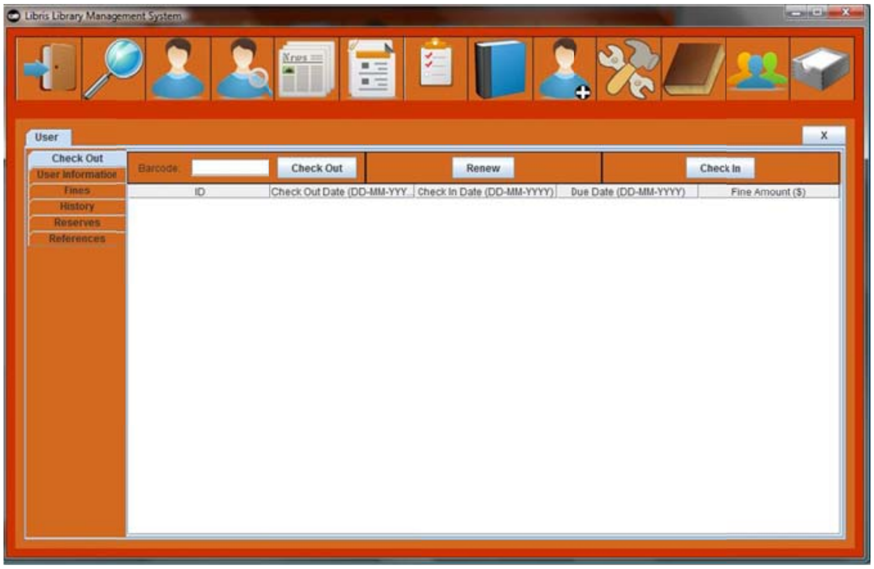
1. Click my account
2. Click reference
3. Select the reference you wish to remove
4. Click remove

Viewing the List of Reserved Resources

1. Click the Search button
2. Search for the resource that you are looking for (see Searching Catalog for Resources)
3. Double click on the resource you wish to see
4. Click on Reserves

Viewing Resource History

1. Click on the search user button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click on History


Libris Library Management System
User
X
Check Out
User Information
Fines
History
Reserves
References
Barcode:
Check Out
Renew
Check In
ID
Check Out Date (DD-MM-YYY...
Check In Date (DD-MM-YYYY)
Due Date (DD-MM-YYYY)
Fine Amount ($)

Changing a User Type

1. Click on the Search User button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click on User Information
6. Choose which type of user you want the user to become in the drop down menu called user type
7. Click on Save

Adding a User

1. Click Add User
2. Type in any relevant information in the correct field.
3. Click Save

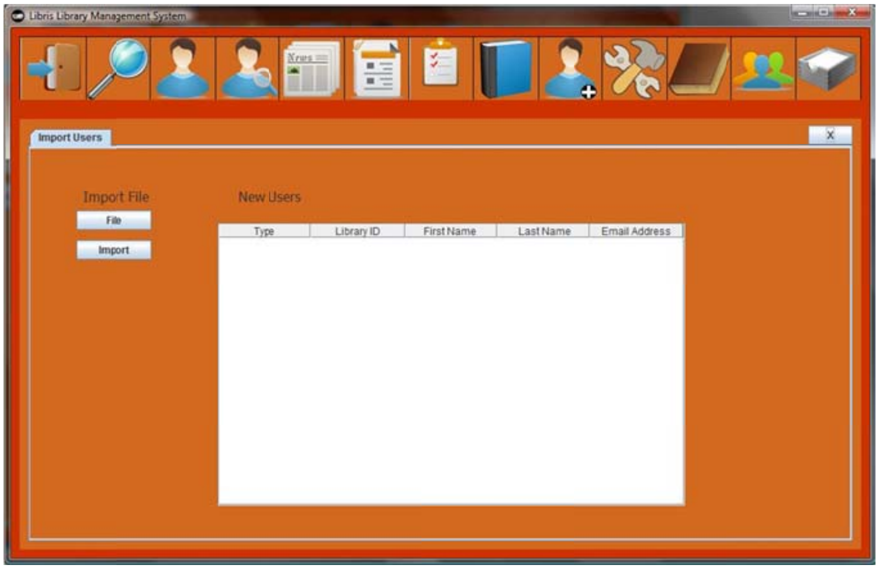
Disabling a User

1. Click on the Search User button
2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click on User Information
6. Uncheck enable
7. Click Save

Viewing and Changing User Information

1. Click on the Search User button

2. In the drop down menu select which type of user you want to search for
3. Type in any relevant information in the correct field (leaving all fields empty will search for all users of that type).
4. Double click on the user
5. Click User Information
6. Change any relevant information in the correct field
7. Click Save


Libris Library Management System
Import Users
X
Import File
File
Import
New Users
Type
Library ID
First Name
Last Name
Email Address

Importing a List of New Users

1. Click Import User
2. Click File
3. Select the File you wish to import
4. Click Open
5. Click Import

Viewing All Outstanding Fines for All Users

1. Click Reports