



**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**  
**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES**  
**RESEARCH AND DEVELOPMENT**

# **Science Library Integrated Management System (SLIMS)**

# **USERS' MANUAL**

## **CIRCULATION MODULE**

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# Circulation Module

## INTRODUCTION

The Circulation Module enables the user to handle the circulation activities of the library such as reservation of material, borrowing and returning of material. Through this module, the user can track down the library items that are coming in and out of their shelves.

**In this module the user will find:**

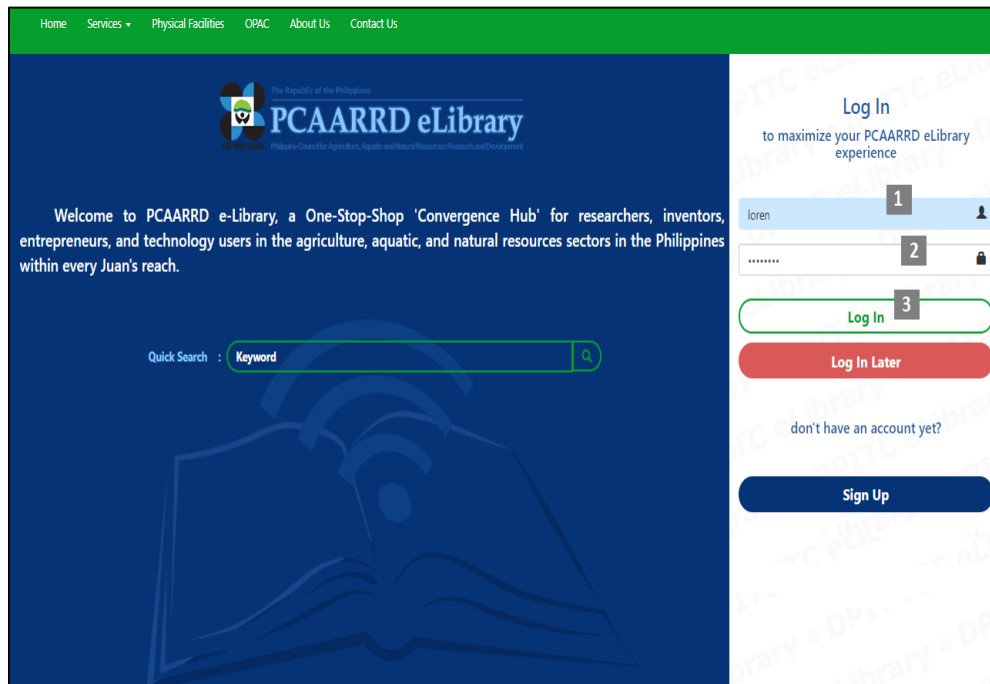
- **Getting to the Circulation Page (Front-End)**
- **Getting to the Circulation Page (Back-End)**
- **Administering Reserved Material (Front End)**
- **Reserved Material (Back End End)**
- **Administering Returned Material (Front End)**
- **Administering Returned Material (Back - End)**
- **Administering Borrowed Materials**

## I. Getting to the Circulation Page (Front-End)

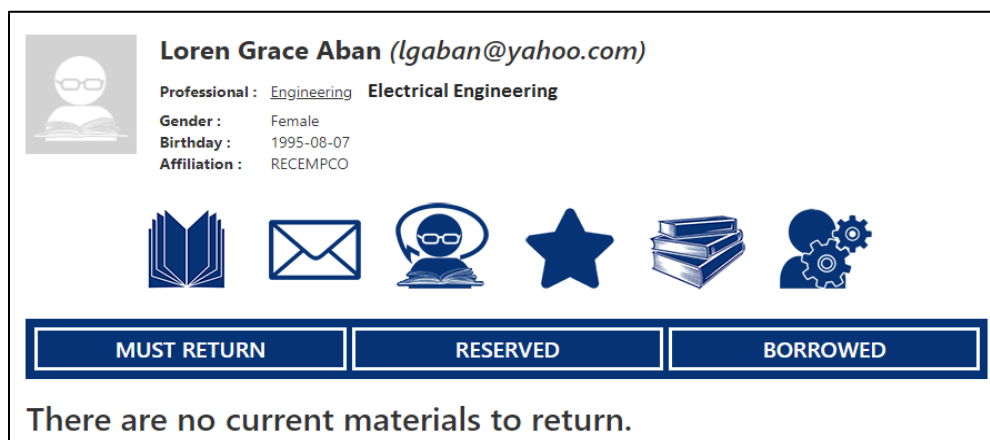
### A. Logging-In

The user should have a registered account in OPAC to access the Circulation Module front-end.

1. Input the username.
2. Input the password.
3. Click the *Log In* button.



When successfully logged in. Go to the profile page. There are three section for circulation. The *Must Return Section*, *Reserved Section* and *Borrowed Section*.



## II. Getting to the Circulation Page (Back-End)

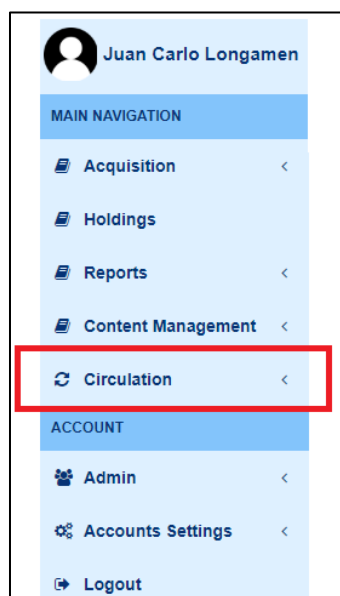
### A. Logging – In

First, the user must have an admin or librarian account and the Circulation Module must be included on their accessible modules

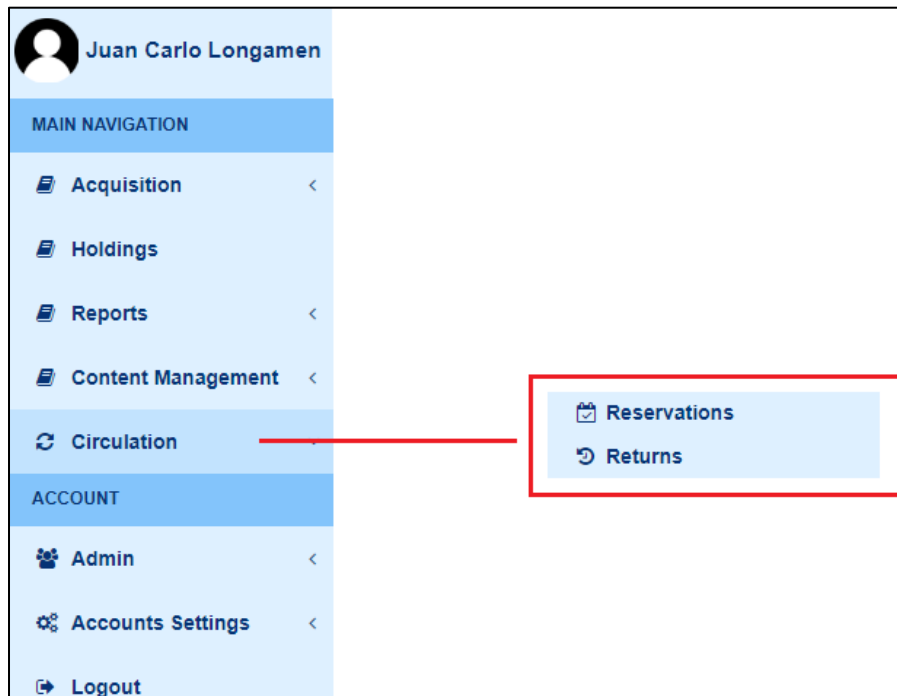
1. Input the username.
2. Input the password.
3. Click *Log In* button.



Once the user has successfully logged-in their account, the system will direct the user to the main navigation, click the *Circulation* Module.



*Circulation* Module has two submodules, the reservations and returns.



### III. Administering Reserved Material (Front-End)

This will let the user make a reservation for the available material in the library.

If the material is already reserved for a patron, there is no way other patron to borrow it.

However, in the event that the patron who made the reservation fails to borrow material within the reservation period, the material will be available for other patrons to borrow.

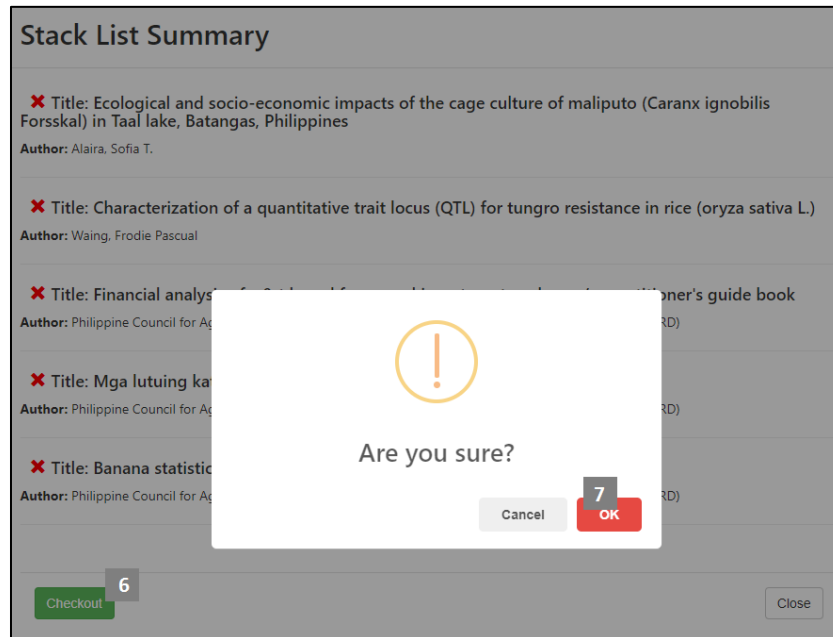
### A. Getting to the Reserved Material Page

From the OPAC website. In the search textbox, type the title or any keyword/s. Then the result will load.

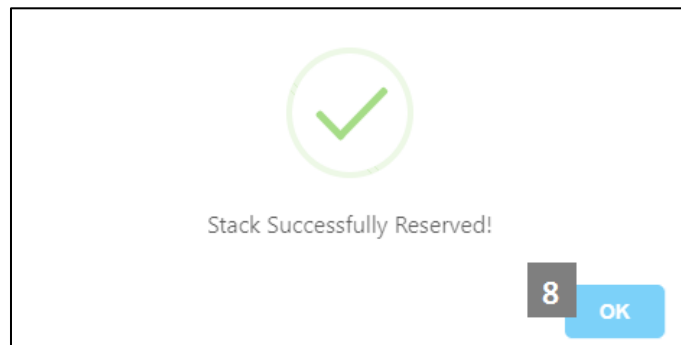
1. Select and click any record.
2. Catalog Details Form will show, click the *Reserve* button.
3. A notification will appear that the material is added to the stack.
4. In the right side click the stack, and the user will see all their reserved material.
5. Click the *Reserve Stack* button.

[illegible]

- Stack List Summary will show, click the *Checkout* button.
- A confirmation message will show, click *Ok* button to continue.

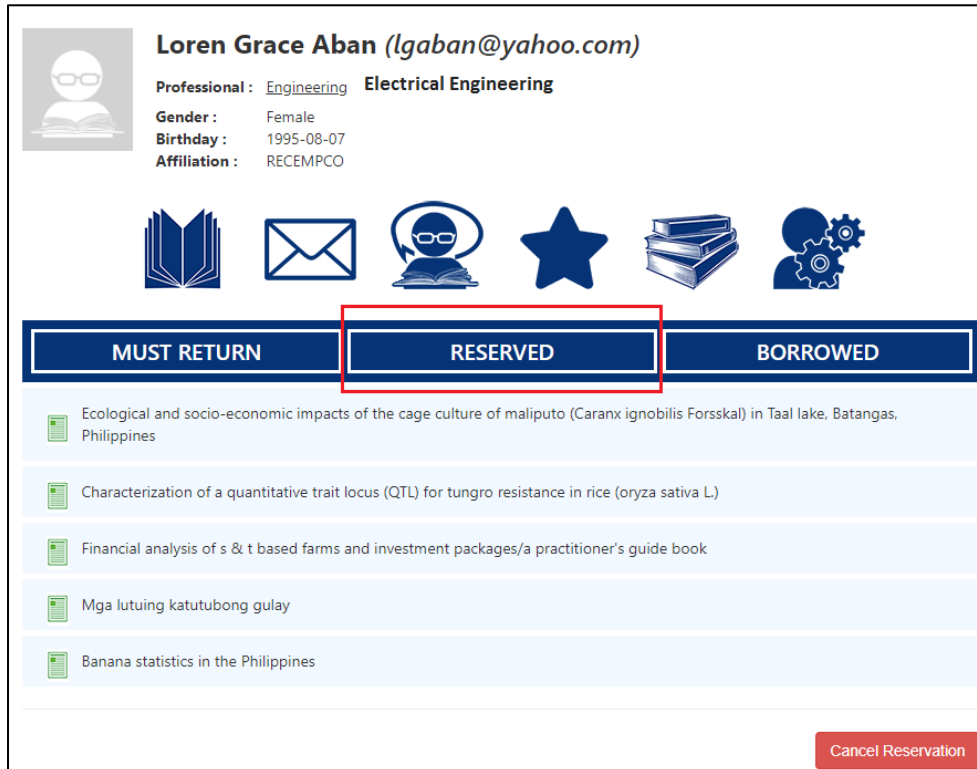


8. If the material has been successfully reserved, a confirmation message will appear click *Ok* button.





The Reserved Stack will be added to their reserved list in their profile.



**Loren Grace Aban** (lgaban@yahoo.com)

Professional : Engineering Electrical Engineering

Gender : Female

Birthday : 1995-08-07

Affiliation : RECEMPCO

Navigation: MUST RETURN | **RESERVED** | BORROWED

- Ecological and socio-economic impacts of the cage culture of maliputo (Caranx ignobilis Forsskal) in Taal lake, Batangas, Philippines
- Characterization of a quantitative trait locus (QTL) for tungro resistance in rice (oryza sativa L.)
- Financial analysis of s & t based farms and investment packages/a practitioner's guide book
- Mga lutuing katutubong gulay
- Banana statistics in the Philippines

Cancel Reservation

#### IV. Administering Reserved Material (Back-End)

##### A. Getting to the Reserved Material


The user must have their account created by a Level 1 User.

Log In the user's account. In the main navigation click the *Circulation Link* there will be two sub section that will appear, select and click the *Reservations* link.




The Client Reservations list will show.

Client Reservations		
Reservation No.	Reserved By	Reserved Date
RSV-27	Loren Grace Aban	2019-04-30 09:03:14 <a href="#">🔗</a>
RSV-26	Queeny Mascardo	2019-04-29 17:48:59 <a href="#">🔗</a>
RSV-19	Queeny	2019-03-22 10:41:41 <a href="#">🔗</a>

## B. To Serve the Reserved Material

1. Select any patrons' reservations and click the  button.
2. In the right side the reserved stack list will show, the user can serve all the reserved stack material or the user can just select what is available.  
**Note:** It is possible that in every record there a lot of copies so if that happen just select only the copy that the librarian about to serve.
3. Once done, click the **Serve** button.

### Cilent Reservations

Reservation No.	Reserved By	Reserved Date
RSV-27	Loren Grace Aban	2019-04-30 09:03:14  1
RSV-26	Queeny Mascardo	2019-04-29 17:48:59 
RSV-19	Queeny	2019-03-22 10:41:41  2

PCRD-H000002 == Ecological and socio-economic impacts of the cage culture of maliputo (*Caranx ignobilis* Forsskal) in Taal lake, Batangas, Philippines

PCRD-H000045 == Characterization of a quantitative trait locus (QTL) for tungro resistance in rice (*oryza sativa* L.)

PCRD-H000583 == Financial analysis of s & t based farms and investment packages/a practitioner's guide book

PCAARRD-FB-00312 ☒


PCAARRD-FB-00423 ☐

PCRD-H001040 == Mga lutuuing katutubong gulay

PCRD-H001064 == Banana statistics in the Philippines

3 **Serve**

4. If the reserved stack material has been successfully served, a confirmation message will appear click **Ok** button.



## Success!

Reservation Served!

4 **OK**


## V. Administering Returned Material (Front-End)

This will let the patron return all the material that the user borrowed from the library.







### A. Getting to the Returned Material Page

From the OPAC website go to the profile page. Click the *Must Return* section.

After the user reserved stack material and the librarian served it. All the reserved stack material will go to the *Must Return* section list.




**Loren Grace Aban** (*lgaban@yahoo.com*)  
Professional : Engineering **Electrical Engineering**  
Gender : Female  
Birthday : 1995-08-07  
Affiliation : RECEMPCO





**MUST RETURN**


**RESERVED**


**BORROWED**

 Ecological and socio-economic impacts of the cage culture of maliputo (*Caranx ignobilis* Forsskal) in Taal lake, Batangas, Philippines

 Characterization of a quantitative trait locus (QTL) for tungro resistance in rice (*oryza sativa* L.)

 Financial analysis of s & t based farms and investment packages/a practitioner's guide book

 Mga lutuing katutubong gulay

 Banana statistics in the Philippines

## VI. Administering Returned Material (Back - End)

This will let the authorized librarians to manage the returned materials of the patrons

### A. Getting to the Returned Material Page

The user must have their account created by Level 1 User.

Log In the account. In the main navigation click the *Circulation Link* there will be two sub section that will appear, select and click the *Returns* link.

Return Material			
Reference No.	Served To	Served By	
34	Queeny Mascardo	Super Admin	<a href="#">Details</a>
35	Loren Grace Aban	Super Admin	<a href="#">Details</a>
33	Grae Buenaventura	Juan Carlo Longamen	<a href="#">Details</a>

### B. To Return a Material

1. Select the user and click the *Details* button.
2. The material list will show. If the user returns all the material that he borrowed then the librarian can check all the material, but if not just check only the return material.
3. After checking the returned material click the *Accept Return* button.

Return Material			
Reference No.	Served To	Served By	
34	Queeny Mascardo	Super Admin	<a href="#">Details</a>
35	Loren Grace Aban	Super Admin	<a href="#">Details</a>
33	Grae Buenaventura	Juan Carlo Longamen	<a href="#">Details</a>

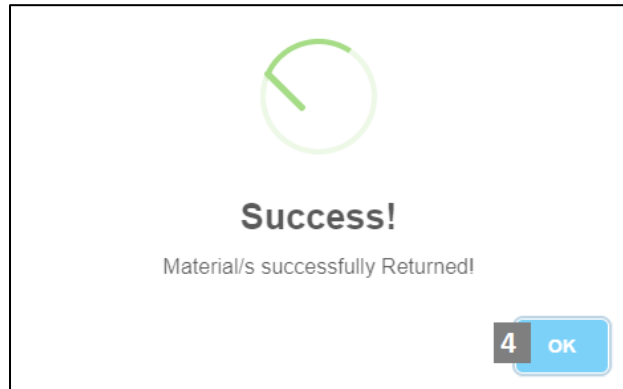
  

PCAARRD-TH-00072	
PCRD-H000002	Ecological and socio-economic impacts of the cage culture of mal...
<input checked="" type="checkbox"/>	
PCRD-H000045	Characterization of a quantitative trait locus (QTL) for tungro resist...
PCAARRD-FB-00312	
PCRD-H000583	Financial analysis of s & t based farms and investment packages/s...
PCAARRD-FB-00520	
PCRD-H001040	Mga lutuing katutubong gulay
PCAARRD-FS-00258	
PCRD-H001064	Banana statistics in the Philippines

3 [Accept Return](#)

4. If the material has been successfully returned, a confirmation message will appear click *Ok* button.




## VII. Administering Borrowed Materials

All materials borrowed from the library needs to be returned directly to the library Desk so that the librarian can clear the patron's record.

### A. Getting to the Borrowed Page

The reserved and returned materials of every patrons will be listed here in *Borrowed* section. This is their transaction history.









**Loren Grace Aban** ([lgaban@yahoo.com](mailto:lgaban@yahoo.com))






Professional : [Engineering](#) **Electrical Engineering**

Gender : Female

Birthday : 1995-08-07

Affiliation : RECEMPCO

MUST RETURN	RESERVED	BORROWED
 Banana statistics in the Philippines	PCRD-H001064	PCAARRD-FS-00258 2019-04-30 09:45:15
 Mga lutuing katutubong gulay	PCRD-H001040	PCAARRD-FB-00520 2019-04-30 09:45:15
 Financial analysis of s & t based farms and investment packages/a practitioner's guide book	PCRD-H000583	PCAARRD-FB-00312 2019-04-30 09:45:15
 Characterization of a quantitative trait locus (QTL) for tungro resistance in rice (oryza sativa L.)	PCRD-H000045	2019-04-30 09:45:15
 Ecological and socio-economic impacts of the cage culture of maliputo (Caranx ignobilis Forsskal) in Taal lake, Batangas, Philippines	PCRD-H000002	PCAARRD-TH-00072 2019-04-30 09:45:15