

## QUICK START GUIDE

Library Management Systems allows users to:

- 1.) Search if a book is available in the library.
- 2.) Check out a book.
- 3.) Check in a book.
- 4.) Add borrowers in the system.
- 5.) Update and manage fines.

### To check out a book:

1. Search ISBN No, book name(complete or partial) or author name(complete or partial) in the search bar.
2. Click on the book that the borrower wants and that has availability as '**Yes**' by clicking on the book item and then clicking on '**SELECT**'.
3. Select multiple books by following step 2 ().
4. Click on checkout.
5. Enter Card Id of the borrower.
6. Click on checkout. (If the borrower already has 3 books or trying to borrow more than 3 books, then the system would not allow to do so!)
7. Due date is set to the fourteenth day from now.
8. A success message should display now.

### To check in a book:

1. Click on **Check In** in the home page.
2. Search for borrower card id, name, or book ISBN in the search bar.
3. Select the books you want to check in, by clicking on the search item and then selecting it.
4. Click on check in.
5. If the borrower has any pending fine amount of books checked in due to delay in return, the fines page opens up.
6. Ask the borrower to pay the fine with the amount displayed and click on **Pay Amount**.

### Add Borrower in the system:

1. Click on **Add Borrower**.
2. Add borrower SSN, Name, Address and Phone No (keep in mind to not add the borrower that already exists!).
3. Click on **Add**.

## Fines

If the user has not returned a book after the due date has passed, then he or she will not be able to check out a book unless he has checked in all the previous books.

Click on **update** fines daily to update the fine amount.