

Librarian User Guide

Initialize Database:

Database should be initialized at the first time:

1. Click home button in the navigation bar.
2. Click load data button.
3. Number of new books and borrowers will appear in the message section.

Notice: do this only once.

Search Book:

1. Click book search in the navigation bar.
2. Input ISBN, title, and/ or Author(s) as key words separated by '*' into the search bar.
3. Click search button, and isbn, title, author names, availability will show in the result section.

Notice: all book records containing these key words will show in the result section.

Book Check Out:

1. Click book loans in the navigation bar.
2. Click check out a book in the menu.
3. Input the book isbn and borrower's card ID then click submit button.

Notice:

1. isbn and card ID should not be blank;
2. result will show in the message section;
3. date out is the current date and due date is 14 days later;
4. loan id is generated by the system automatically.
5. Unavailable books cannot be checked out.
6. Each borrower is permitted a maximum of 3 books.

Book Check In:

1. Click book loans in the navigation bar.
2. Click check in a book in the menu.
3. Input isbn, card ID, and/or borrower name as key words separated by '*' into the search bar.
4. Click search button and detail record will show in the result section.
5. Select a loan record and click check in button.

Notice:

1. Once check in only one book.

2. Book checked will disappear in the result.
3. Detail result including check in date will show in the message section.
4. Result records can be checked in one by one without searching again.

Pay Fines:

1. Click fines in the navigation bar.
2. Input the borrower's card ID then click 'refresh' button, then total fines and unpaid late records will show in the result section.
3. Pay the total fine for only one late returned book at a time, so select one loan record then click pay fines button.

Notice:

1. Paid records would disappear in the result section and show in the message section.
2. Paid records would not be fetched on the webpage.
3. Fines for unreturned late book cannot be paid.
4. Records can be paid one by one without refreshing.

Create New Borrowers:

1. Click borrower in the navigation bar.
2. Input first name, last name, SSN, Street, City, State and Phone number.
3. Click submit to create a new borrower and detail information including card ID will show in the message section.

Notice:

1. Name, SSN and Address cannot be blank.
2. SSN should have a format like XXX-XX-XXXX.
3. Phone number should have a format like (XXX) XXX-XXXX.
4. Borrowers are allowed to process only one library card using SSN.
5. Card ID is generated by the system automatically.

- * message section is generally between the 2 horizontal lines on the page.
- * result section is generally located under the menus and search bars.
- * librarians are blocked from day elapse and fine table reset functions.
- * homepage.html on local host is the only interface available for librarians.