**1.0 Reports**

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| No. | Report Title | Report Content | Who Use | Purpose |
| 1 | Reservation Report on May 2019 | This report shows the detail list of book reservation for May 2019. | Library Manager | Library manager can use this report to determine books reserved by accounts to make decision on particular month where the library should organise events to increase the number of reservations. |
| 2 | Report of Late Unpaid Fines over 7 Days for the Month Ended March, April and May 2019 | This report shows the number of fine paid after more than or equal to one week, for each of the months from March 2019 to May 2019. | Library Manager | The Library Manager would use this report to help him/her to make decision to make more efforts to decrease the number of days before fine paid overall. |
| 3 | Number of books reserved by each language on Feb 2019 | This report shows the number of books reserved by each language on Feb 2019. | Librarian | The librarian would use this report to determine which languages of books is most reserve by him/her and to make sure the number of books can be reserved is adequate. |