Library

Issuing of books, Book return, Book binding, Search books, Renewal of issued books etc can be done with the help of Library module in Fedena. Movement log will display the transactions happened in the library.

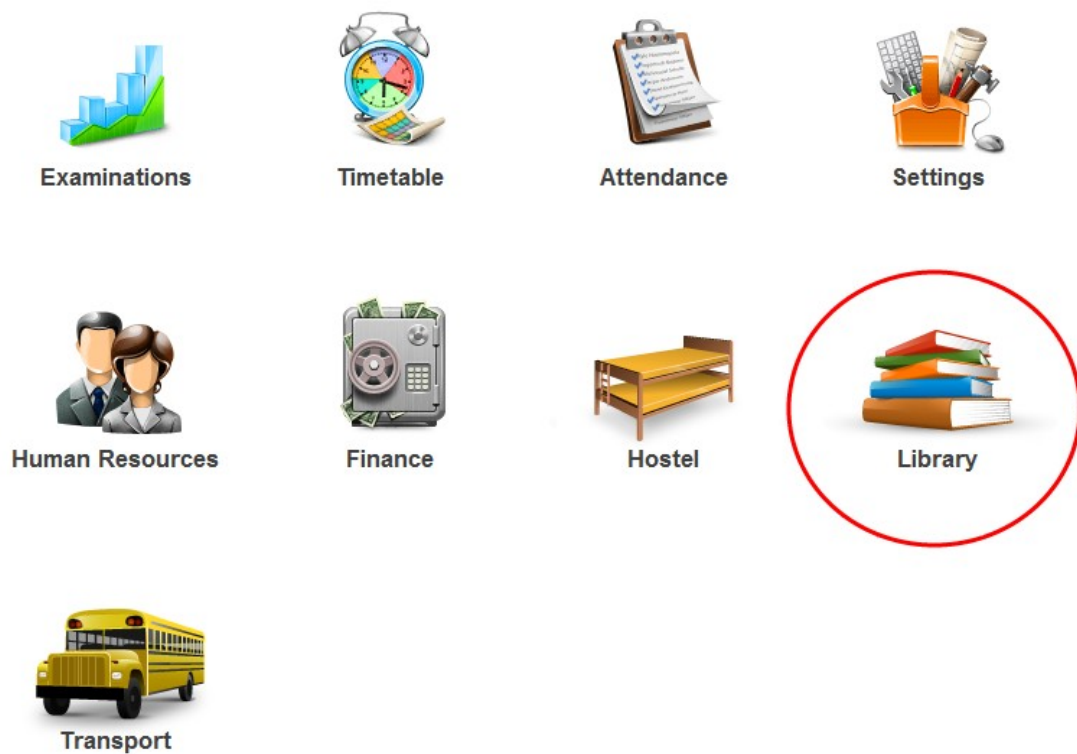You can see separate list of Issued books and books available for issuing using a filter in Fedena.

Fig 1.1

The different sections in library module are as shown below in Fig 1.2. First thing to do is the Library setting

Manage Books
Manage library books

Search book
Search for a book here

Return book
Manage book returns

Issue books
Issue books here

Library setting
Initial library setting for courses

Movement Log
Issued/Renewed book status

Book renewal
Renew books here

Fig 1.2

Library Setting (Only for Employees with Privileges)

This section provides the option to do the initial Library settings for the courses. Here you can set the maximum number of books issuable to a particular course. You can also set the due date period.

Manage Books
Manage library books

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Fig 1.3

Settings can be done for respected course by clicking on 'Add new' button. Ref Fig 1.4.

Fig 1.4

Fig 1.5

By clicking the option 'add new' option you will get a new page. The category, number of books that can be issued and the time period for that respective course can be entered.

Manage Books

We can filter the list of books as Available books, Issued books and books given for binding. We can add new books here.
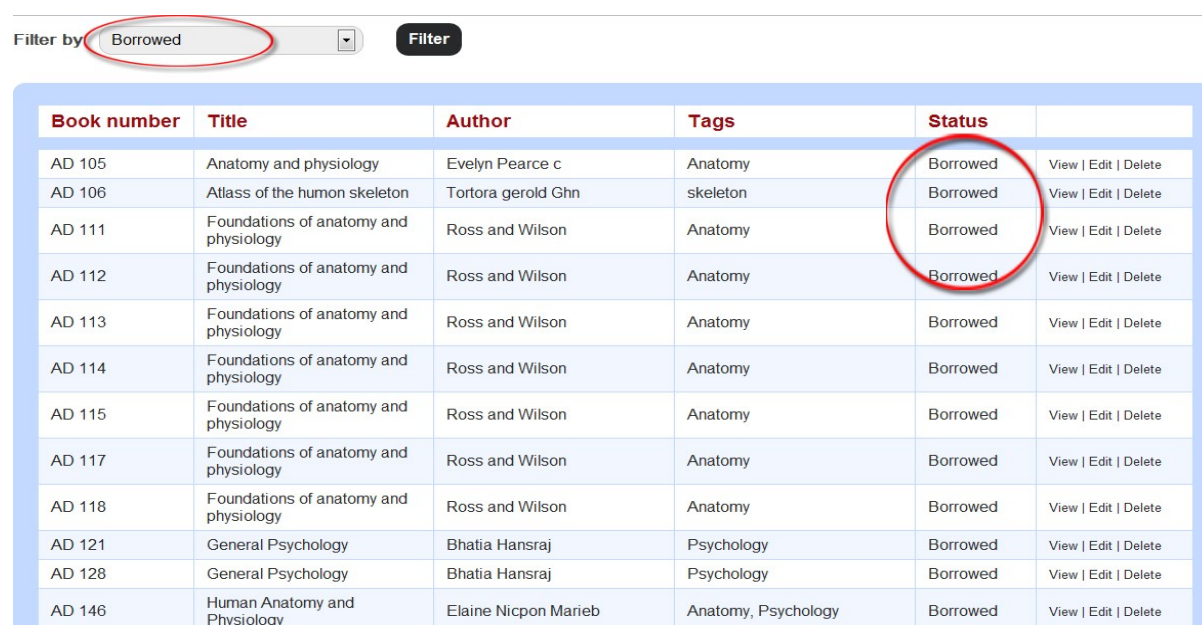

Fig 1.6

We can see the list of issued books in the institution library by filtering the 'Borrowed' books. Refer Fig 1.7

Fig 1.7

New books can be added by the 'Add Books' option as shown below in Fig 1.8.
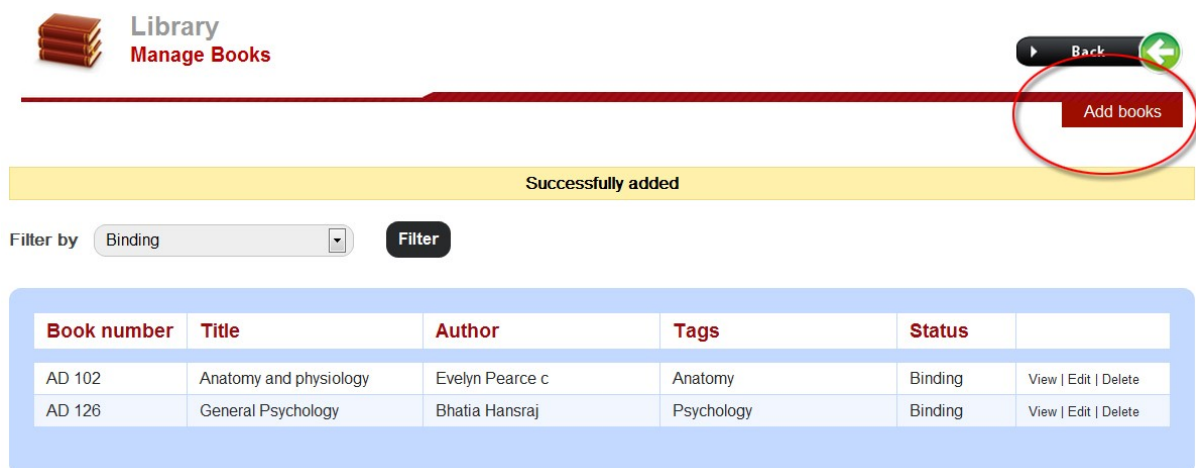
Fig 1.8

Fig 1.9

The above figure explains the procedure of adding a book. Book number, Title, Author and Tag options are mandatory. We can add tags using the custom tag option. After entering the details click the create option to add the Book. If we tick for the reference book, then that book cannot be issued or reserved by any user.

Added books will be displayed in the book list as shown below.

tt64	Johny	Fahd	Drama	Available	View | Edit | Delete
BO 101	Julius Caesar	William Shakespeare	Drama	Available	View | Edit | Delete
BO 102	Julius Caesar	William Shakespeare	Drama	Available	View | Edit | Delete
BO 103	Julius Caesar	William Shakespeare	Drama	Available	View | Edit | Delete

« previous 1 2 3 4 5 next »

Fig 1.10

To add further books we again go for add book option and enter the data. If the books you are entering belong to a tag which is already entered then it can be selected by checking against the check box and click 'create' button to add the book into the book list as in Fig 1.11.

Book number * AD 163

Title * Odhallo

Author * william shakespeare

Tags *
☐ Anatomy
☐ skeleton
☐ Psychology
☐ Science
☐ Botany
☐ maths
☐ Anatomy and physiology
☐ wse
☑ Drama

Custom Tags

No. of copies 3

Create

Fig 1.11

Search Book

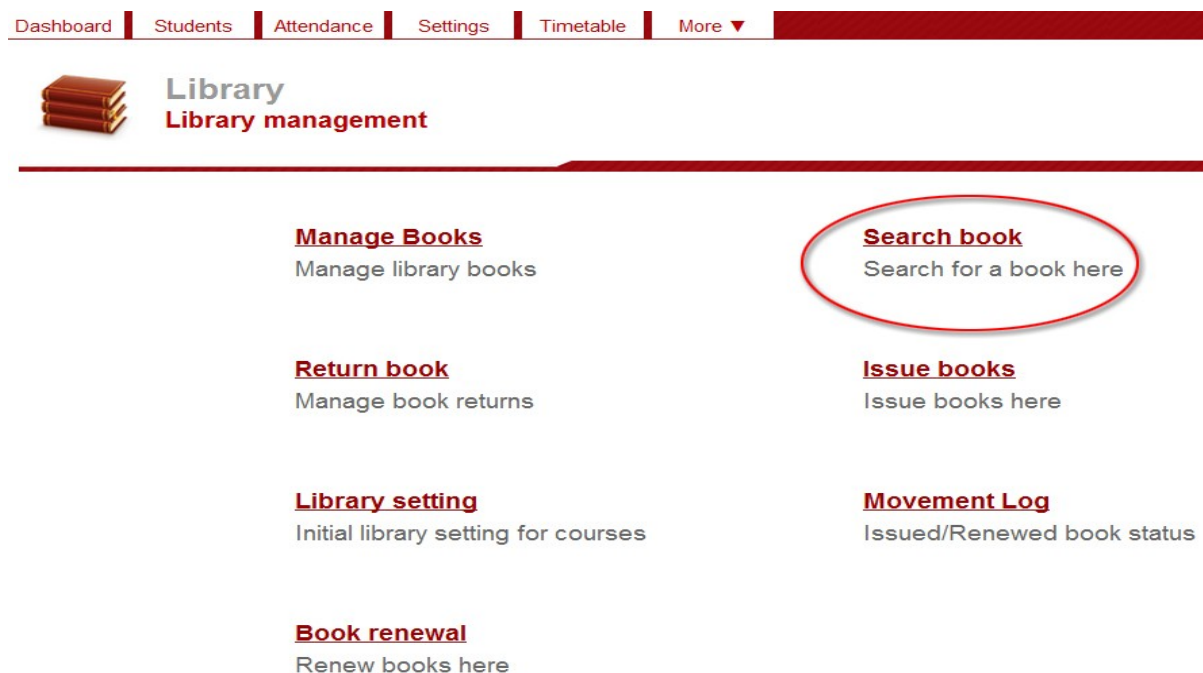Fig 1.12

Book search section enables the user to search for any books and its current status. The search is not case sensitive and it search options are included for Book number, Title, Tag or Author. Ref Fig 1.13

Fig 1.13

The search result will be displayed as shown below.

library
Book search result

▶ Back ◀

Book number	Book Title	Author	Status
AD 160	Hamlet the play	william shakespeare	Available
AD 161	Hamlet the play	william shakespeare	Available
AD 162	Hamlet the play	william shakespeare	Available

Fig 1.14

The user can reserve or issue the book by clicking the name of book. The user will be taken to a new page while clicking the book name. Employee or Student can reserve the book. Issue option will be shown to employees who are given privilege to access Library control only. Others will see on 'Reserve this book' button

Library
View Books

▶ Back ◀

Edit

Title	: Hamlet the play	Author	: william shakespeare
Book Number	: AD 160	Book status	: Available
Tag list	: Drama		

Reserve this book   Issue this book

The page at library.foradian.org says:

Are you sure?

OK   Cancel

Fig 1.15

Library
View Books

▶ Back ◀

Edit

Title	: Hamlet the play	Author	: william shakespeare
Book Number	: AD 160	Book status	: Available
Tag list	: Drama		

Reserve this book   Issue this book

Fig 1.16

On clicking 'Issue this Book' button will take you to a new page. Ref Fig 1.17

Fig 1.17

We can search the student to whom the book to be issued by the option 'Search by admission no/employee no'. The user can select the student from the search result. When the student details are entered the details about already issued books will be displayed in the page as shown above. This reminds the Admin/Librarian about the number of books more that can be issued to the particular student. The issue date and the due date are entered and click the 'issue' button to issue the book.

Return Book (Only for Employees with Privileges)
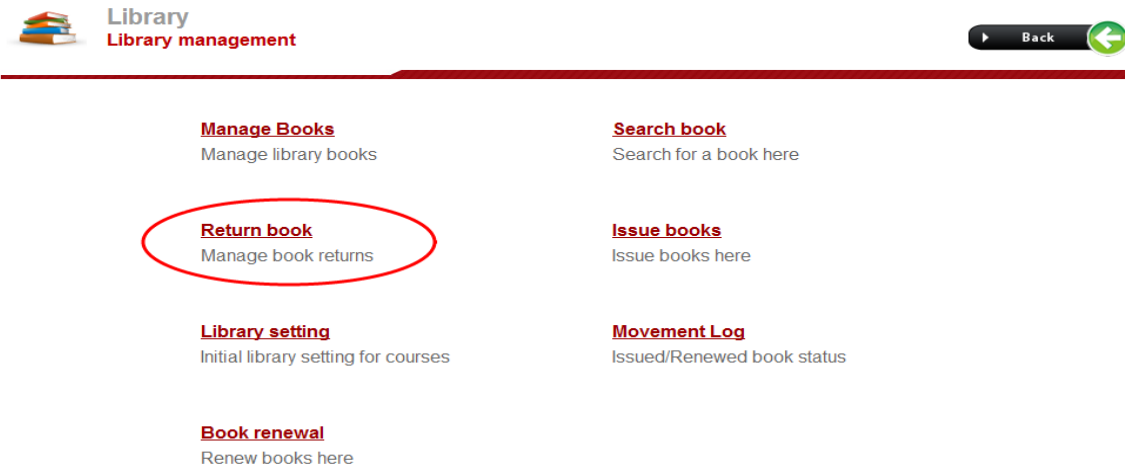
Fig 1.18

Issued books are taken back to the library with this option. When the student or employee of the institution, returns the book, the entry for the same can be recorded here.
Just enter the Book number and click on search, the issued books details will be listed out.
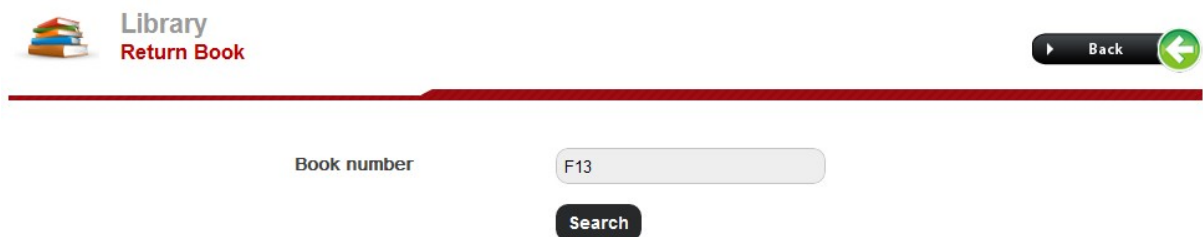
Fig 1.19

The details of the book can be searched by entering the book number and clicking 'search'. Search result will be displayed, with an option to 'Return' the book. Ref Fig 1.20
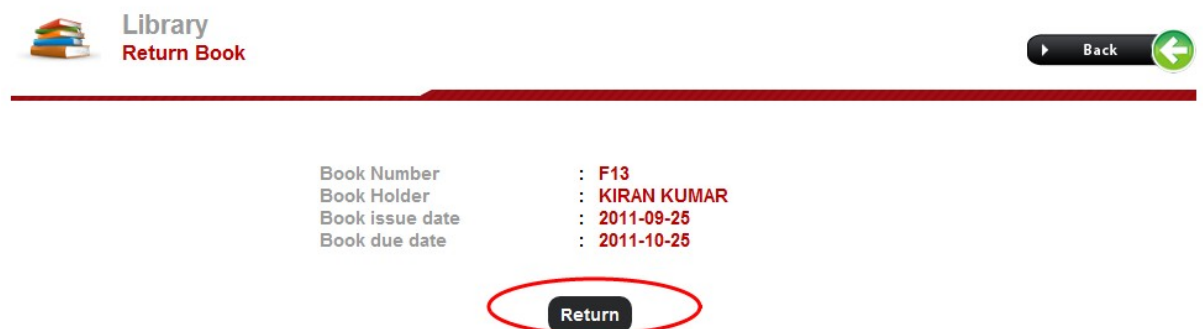
Fig 1.20

The page shows the details of the book. The book can be returned by clicking the 'return' button. The status of book in the book list changes from borrowed to available unless the book is not reserved by any other student.

Issue Books (Only for Employees with Privileges)
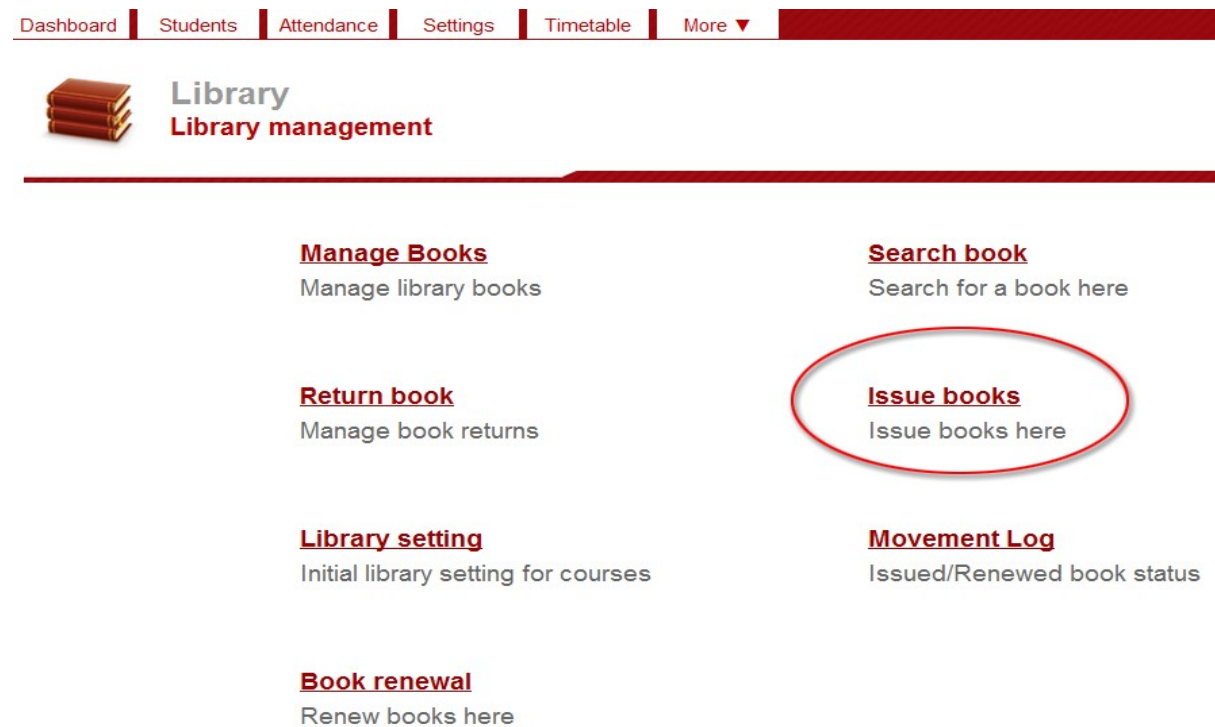
Fig 1.21

We can Issue books in this section. The procedure is as explained in the section of book search. (Refer to the Fig 1.15 and Fig 1.16).

Movement Log (Only for Employees with Privileges)

Fig 1.21

The movement log option in the library management provides the transaction history of the library. It sorts the transactions in LIFO format. i.e., the last transaction is shown at the top of the transaction list.

| Book number	Borrowed by	Status	Issue date	Due date
AD 121	arun	Issued	2011-05-30	2011-06-09
AD 111	SOORAJ BALAN	Issued	2011-05-30	2011-06-14
AD 112	SOORAJ BALAN	Issued	2011-05-30	2011-06-14
AD 113	SOORAJ BALAN	Issued	2011-05-30	2011-06-14
AD 118	arun	Renewed	2011-05-30	2011-06-19
AD 115	sanjay	Renewed	2011-04-30	2011-06-23
AD 104	SOORAJ BALAN	Issued	2011-05-30	2011-06-29
AD 114	sanjay	Renewed	2011-05-01	2011-07-01
AD 149	arun	Issued	2011-07-29	2011-08-08
AD 128	arun	Renewed	2011-07-25	2011-08-14
AD 101	SOORAJ BALAN	Issued	2011-07-29	2011-08-18
AD 146	santhosh	Issued	2011-07-25	2011-08-24
AD 105	sanjay	Issued	2011-08-04	2011-08-24

Fig 1.22

The details of a book will be shown on clicking the Book name.

Fig 1.23

The status of the book can be edited by clicking the 'Edit' button at the right-top. This will take the user to a new page as shown in the Fig 1.24.

Fig 1.24

Students or employees can reserve the book. This is as discussed in the Reserve book section in Search Book option (Fig 1.13).
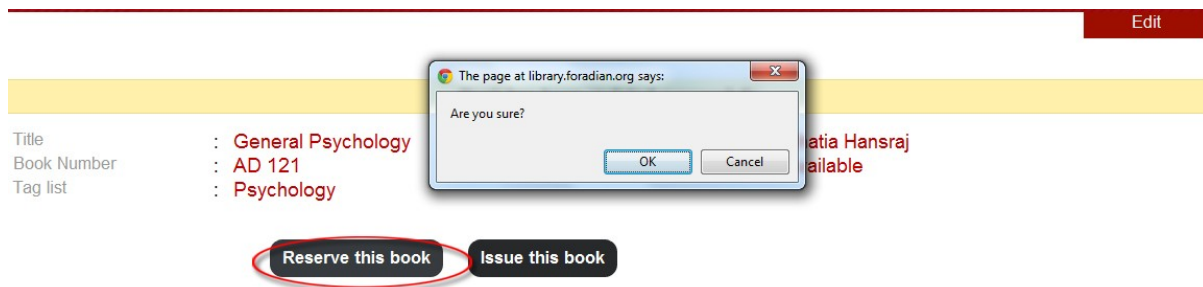
Fig 1.25

Book Renewal (Only for Employees with Privileges)
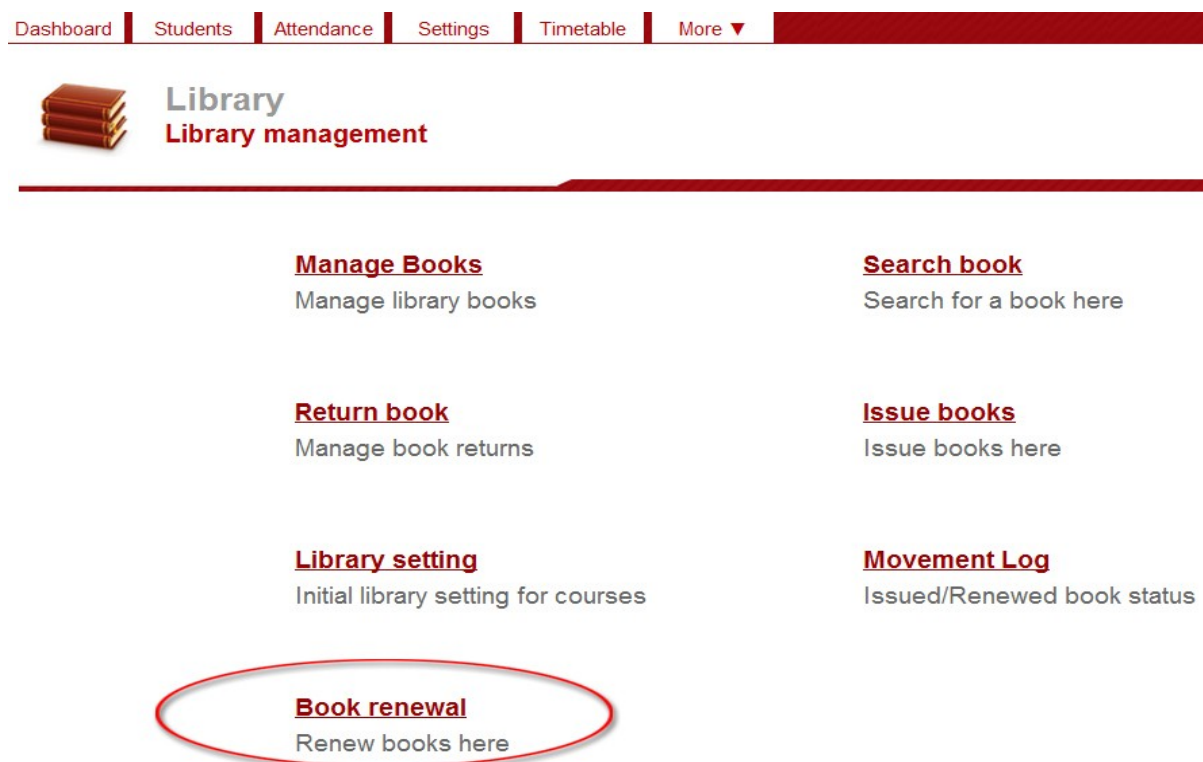
Fig 1.26

This option is to enter the details of the renewing of the borrowed book. Basically this is to extend the return date of a borrowed book.

The details of the book that should be renewed can be searched by entering the book number and clicking 'search'.

Dashboard | Students | Attendance | Settings | Timetable | More ▼

Library
Book renewal

▶ Back

| Book number | AD 162 |

search

Fig 1.27

The book can be renewed by giving the new due date and clicking the 'renew' button. The Book will be renewed to the new date.

Library
Book renewal

▶ Back

Book number	g1
Book title	formula
Name	ABHIRAJ P
Admission no.	111
Issue date	September 26, 2011
Due date	November 25, 2011

Renew

Fig 1.28

- **How can I set the total number of books issuable to a student?**
  - Go to library setting and select the batch to which the student belongs to. Now on the top right corner, there is a button, Add New, click on that and enter the number of book issuable to that students of that batch.
  - Number of books issuable to students of a particular category also can be set in the same way.
  - Total number of days the book can be kept with the user without exceeding the end date/ due date can also be set using the same way.

- **Why is Library Setting needed?**
  - In Library Setting you will be able to set the maximum number of books that can be issued to students based on their category. Students under some category might have privilege

to have more books than others. This setting can be done from here.

- **How can I add new books to the system?**

  o Go to Manage Books and you can see 'Add books' at the top right corner of the page. Click on that and enter details such as book number, title of the book, number of copies etc, click on create and the new book will be added to the system.

- **If some book is lost, how can I change the status?**

  o Click on Edit link against the book which was lost, now in the field Status, change the status to lost

- **How can I issue a book?**

  o To the right of each book, you can see three links, View, Edit and Delete. Click on view against the book which you have to issue. It will take you to a new page in which you can see a link, 'Issue this book'. Click on the link, It will take you to Issue book page, where you can search for the student you want to issue the book. Click on the student name and give the Due date as per your choice and click on Issue button. The book will be issued.

- **How can I reserve a book and what is its use?**

  o If you click on View link against the book you want to reserve, it will take you to a new page which will have two buttons, Issue book and Reserve book. Click on Reserve book link and the book will be reserved for you. If the book is already issued to someone else, then on returning that book, the book will be reserved for issuing to you.

- **What is tag and what is its use?**

  o Tags are useful when you index a book. Tag can be anything like to which area the book belongs to. Like history, religious, fiction etc. For Eg: A book Davinci Code can be given the tags- Fiction, English, and Psychological Thriller etc. Books can be searched using the tags given also

- **Why I am not able to delete a book?**

  o This is because the book may be already given to a student and its status is now borrowed. A book until it is in borrowed status cannot be deleted.

- **How can I return a book?**

- Go to return book link, enter the book number and click on search. It will show to whom the book was issued and it will show the issue date and due date. By clicking on return, the book can be returned

- **How can I collect the extra fine amount, if the due date is exceeded to return the book?**

  - If you go to return book link, and search for the book number to be returned, then the book issue details will be shown. If the due date is already exceeded, it will be shown as a message like '**Due date has been exceeded'** and you will be asked to enter the fine amount. By entering the fine amount and clicking on return, the book will be returned.

- **How can I know what all transactions happened in Library?**

  - Go to movement log page, it will display the latest transactions that happened in the library.

- **How can I extend the end date / renew an issued book?**

  - Go to Book Renewal, search for the issued book number and click on search, give the new end date / due date and click on renew and the book will be renewed.