



UNIVERSITÉ DES  
**MASCAREIGNES**

SAVOIR, C'EST POUVOIR


# **UDMLibrary**

**User Manual**

**<https://udmlibrary.com/>**

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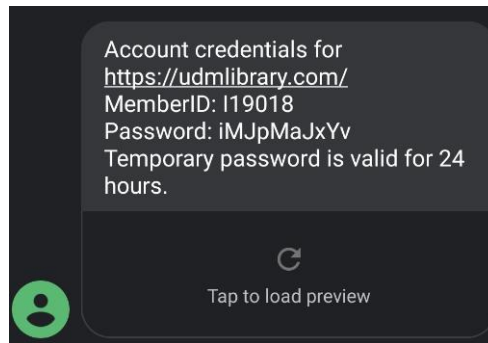
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## Getting started

When you join Université des Mascareignes, you will receive your UDMLibrary credentials by your UDM email and SMS. It will provide you with a temporary password that is valid up to 24 hours\*. Go to <https://udmlibrary.com> and log in.



### Login

MemberID \*

Password \*

☐ Remember Me!

LOGIN

Once logged in for the first time, you will be prompted to update your password.

**Change password to proceed.**

Old password

New password






Confirm password

UPDATE PASSWORD

After doing so, your personal dashboard will appear. From there you can get the list of books you currently have reserved, borrowed, transaction history and fines.

Information about the library such as opening and closing hours, number of books allowed per member, fine per day, number of reservations allowed and so on are available on the information page of the website.

Link: <https://udmlibrary.com/info>

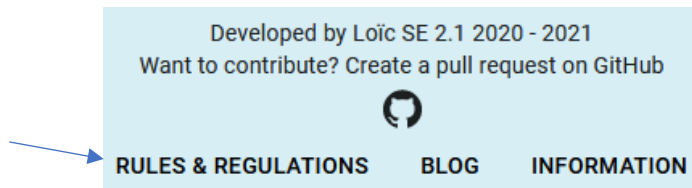
<div>  <div>           UNIVERSITE DES MASCAREIGNES <small>SAVOIR, C'EST POUVOIR</small> </div> </div> <div>     </div>			
stress-free experience.			
Information	Day	Opening hours	Closing hours
Temporary password will be valid for <b>24</b> hrs	Monday	08:30:00	17:30:00
Maximum number of reservation is <b>3</b>	Tuesday	08:30:00	23:00:00
Books will be on hold for <b>24</b> hrs before it goes to the next person	Wednesday	08:30:00	18:30:00
Student can borrow <b>2</b> books at the same time	Thursday	08:30:00	23:00:00
Academic staff can borrow <b>5</b> books at the same time	Friday	08:30:00	23:55:00
Non-academic staff can borrow <b>2</b> books per month	Saturday	08:30:00	23:56:00
Maximum number of renewals is <b>3</b>	Sunday	Closed	Closed
High demand books will be issued <b>30</b> minutes before library is closed			
High demand books should be returned within <b>30</b> minutes after the library is opened			
Fine per day is Rs <b>25</b>			

A library membership card will be provided to users with their MemberID. It will be used to issue and return book.



## Rules and regulations

To read the rules and regulations of the website, scroll down to the footer, click on **RULES & REGULATIONS**



A popup window will appear, listing all rules and regulations of the website.

### Rules & Regulations

Damaging books whether it is fire or water is not permitted.

Failing to follow the above rules and regulations will result in an account suspension.

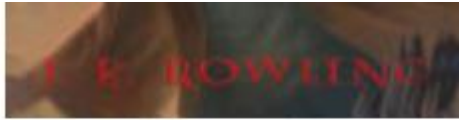
CLOSE

## Reserving a book

To reserve a book, go to the home page by clicking on the Home logo at the top right corner. Then search a book that you want to reserve. Once you find the book that you want, click on the book, more information about the book will be displayed such as description, number of pages and publisher.

You can then reserve the book by pressing the button below the book cover image. A confirmation box will appear to verify.





Loan: 0

Reservation: 0

On hold: 0

**RESERVE**

Are you sure you want to reserve this book?

**CANCEL**

**CONFIRM**

Once the reservation is done, your position in queue for this book will appear above the button. You can also see the number of books on loan, number of books on hold, and the total number of copies available.

Loan: 0

Reservation: 1

On hold: 1

Position in queue: 1

**CANCEL RESERVATION**

If a book is currently available, you can reserve it and you will have 24 hours to fetch the book from the library, If the reservation expires or cancelled, then the book will be on hold for the next member in queue.

#### **Reservation details**

---

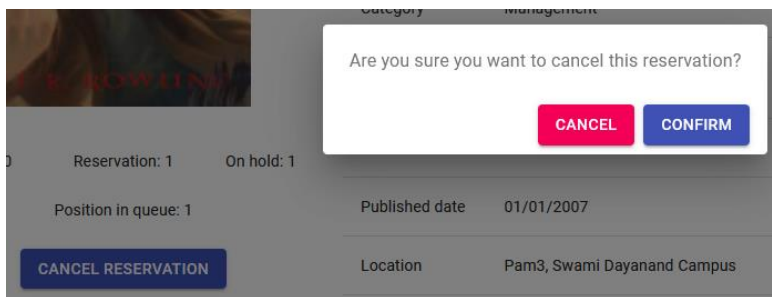
Reserved Date: 10/04/2021, 21:42:12

Expiry Date: 12/04/2021, 21:42:12

When a book is available, it will show the expiry date of the reservation on your dashboard. If no expiry date is displayed, this means that no copies of this book is available. Once a copy becomes free, a notification will be sent to you by email and SMS

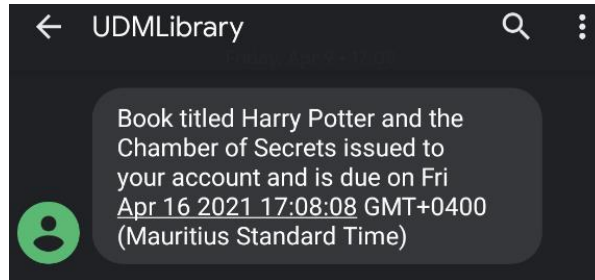
## Cancel a reservation

You can cancel any reservation at any time by pressing the cancel button on the book's page or by going to your dashboard. It will prompt you with a confirmation box.



## Borrow a book

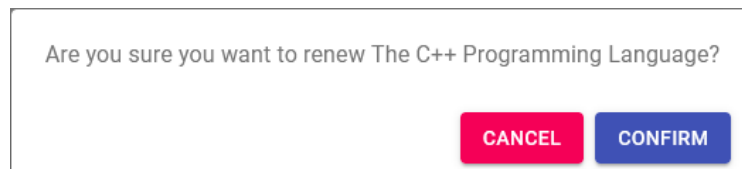
To borrow a book, you go to the library and ask the librarian to issue the book you want to your account. If you do not have a reservation for a book, the system will check if it is available for you to borrow. If the latter is true, then it will be issued to you. If no copies are free at that time, then you will have to wait. But if you have a reservation for a book, you will be guaranteed to get the book.



When a book is issued to your account, a notification will be sent to you with the due date.

## Renew a book

To renew a book, go to your dashboard and look at the On loan table. There, you can renew your books. A book can be renewed when it is not marked as High Demand (Red exclamation mark), has reservations, overdue, or the limit of renewals is reached. A book can only be renewed when it is within two days of the due date, not earlier.



## High demand books

Books that are high in demand will be marked with a red exclamation mark. This means this book has more reservations than the number of copies available. This means these types of books will be issued for one day, that is, issued today and returned the next day. High demand books will only be issued 30 minutes before the library is closed and should be returned within 30 minutes of the opening time, else fine must be paid. If the next day is a public holiday, a Sunday or the library is closed, then high demand books will not be issued.

A book's status can change from high demand to normal or vice versa at midnight every day.

Book issued when it was high demand and the status changed overnight, that book will not be able to renew as it was issued as a high demand book.



## Password reset


A user can reset their password if they remember their MemberID. To do so go on the login page and reset their password. Then, a new random generated password will be sent to their email address and a SMS will be sent to their phone number.

Using the temporary password, they will be prompted to update their password upon logging in.

### Request new password

MemberID \*

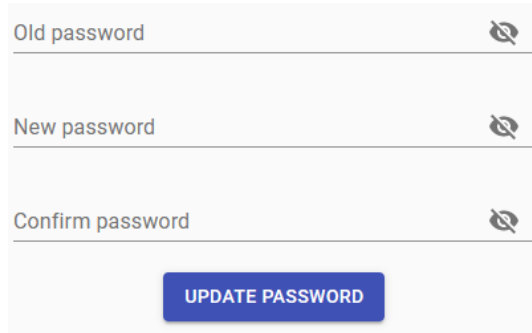
☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

RESET PASSWORD

## Change password

Go on dashboard and click on Profile, then change password.



Old password

New password

Confirm password

UPDATE PASSWORD

## Notifications

### Automated

The system will automatically send reminders when it is within two days of the due date for a borrowed book. It will send the reminder for day days.

It will also send reminders to inform them that their reservation for their book is available when a book is returned, or a reservation expires.

Part time staff members will receive a notification when their contract ends to inform them that their membership ended.

### Manual

The librarian can send reminder notifications for users that have due, overdue books and due fines. It will be sent by email and SMS.

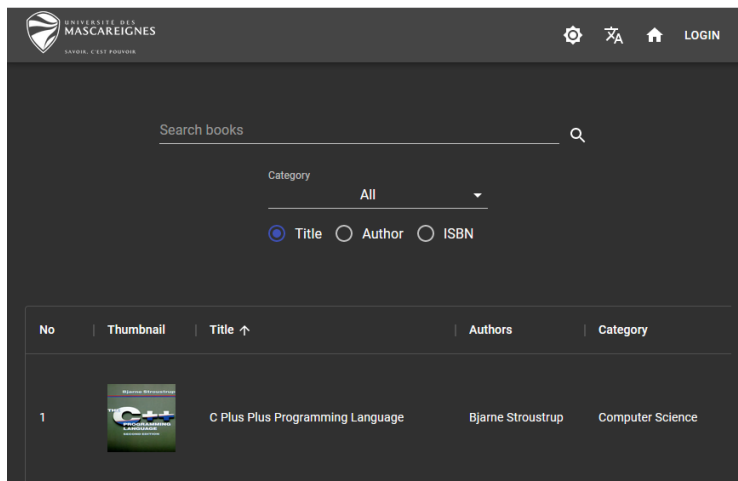
## Other features

### Blog

A blog is available for users to get the latest news from the librarians or admins. This blog can be accessed by the following link: <https://udmlibrary.com/blog>

### Dark mode

Dark mode is also available for the whole website as it is one of the most popular features right now. To toggle between light/dark mode, click on the Sun/Moon logo on the left of the navbar.



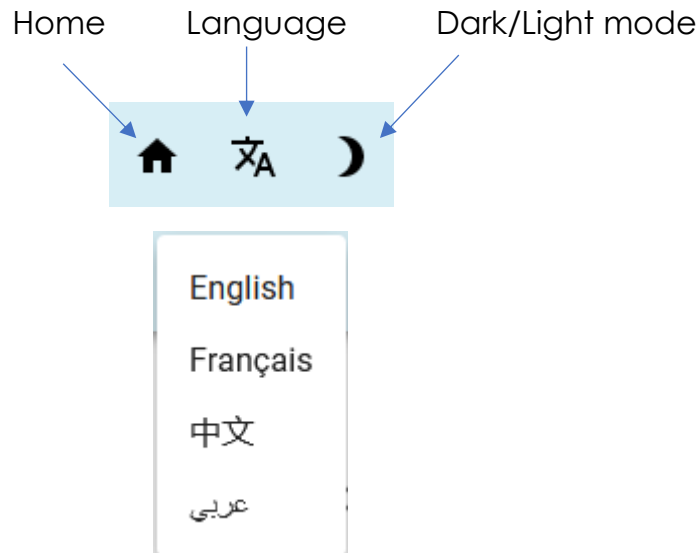


## Multilingual

Several languages are currently available since UDM is an international university and there are foreign students. Currently, the website supports English, French, Simplified Chinese, and Arabic.

For Arabic, the website will automatically switch from Left-to-right to Right-to-left.

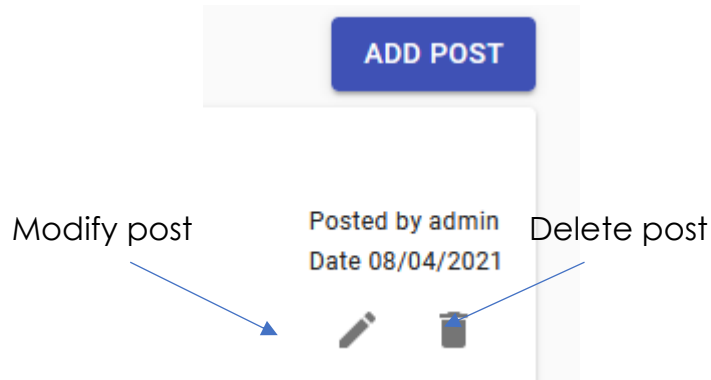
Additional languages will be added later with the help of translators.



## Blog

A blog is available for administrator and librarian to post updates about the website and statuses of books. It can be accessed through this link: <https://udmlibrary.com/blog>

Librarian/Administrator can add new/modify/delete post by clicking the following buttons:



## Librarian

The dashboard contains everything that you need. The list of overdue books, due books with date range selector, fine payment due, and list of reservations for the day.

To send reminders, click on the checkbox to select who to send reminder or click on the checkbox above to select all. Once done, click on the Reminder button on the right.

To confirm a payment due, click on the Paid button and a confirmation box will appear. Once confirm the record will disappear from the table.

### Issue a book

To issue a book go to your dashboard and click on the Issue book button. A window will pop up. Enter the user's MemberID and the ISBN of the book that you want to issue. Then select on which campus this book is issued from. Last, click on Issue Book button. If everything is successful, the due date and the title will appear.

---

**Issue Book**

MemberID \*

ISBN \*

---

Campus

☐ Rose-Hill Campus ☐ Swami Dayanand Campus

**ISSUE BOOK**

Book titled The C++ Programming Language issued to librarian and is due on Sat Apr 17 2021 21:57:11 GMT+0400 (Mauritius Standard Time)

RESET

CLOSE

---

If you want to issue another one, click Reset button to reset the form.

## Return a book

To return a book go to your dashboard and click on the Issue book button. A window will pop up. Enter the user's MemberID and the ISBN of the book that you want to return. Then select on which campus this book is returned from. Last, click on Return book button. If everything is successful, it will say Book record successfully updated.

If the book is overdue, the fine per day, the number of days overdue and the total will appear. The librarian can then click on Yes if the user paid the fine or click on No if not paid.

If you want to issue another one, click Reset button to reset the form.

**Return Book**

MemberID \*

ISBN \*

Campus

☐ Rose-Hill Campus ☐ Swami Dayanand Campus

RETURN BOOK

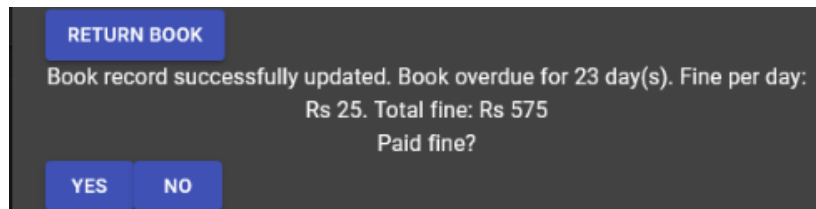
Book record successfully updated. No overdue fees.

RESET

CLOSE

If a book was overdue, librarian can confirm that the fine is paid immediately. The same option is available when using the mobile app.

### Web version



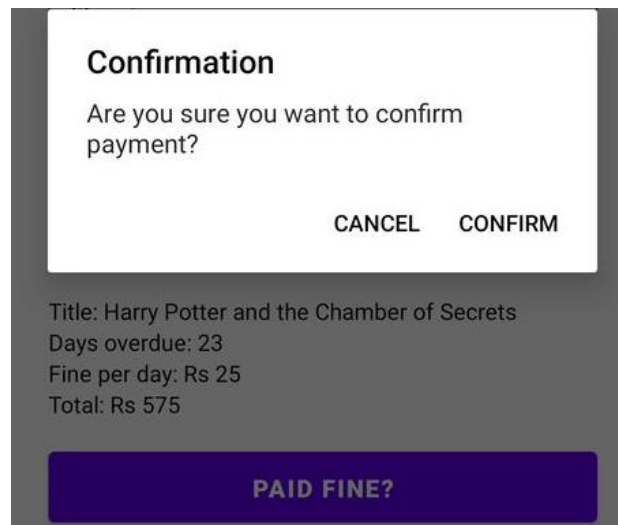
RETURN BOOK

Book record successfully updated. Book overdue for 23 day(s). Fine per day: Rs 25. Total fine: Rs 575

Paid fine?

YES NO

### Mobile app version



**Confirmation**

Are you sure you want to confirm payment?

CANCEL CONFIRM

Title: Harry Potter and the Chamber of Secrets  
Days overdue: 23  
Fine per day: Rs 25  
Total: Rs 575

PAID FINE?



If fine is not paid, it will be added in the due payments table in the dashboard. There you can confirm payment or send reminder.

### **Add a book**

There are two ways to add a book. Click on Manage Books tab on the left in the dashboard to access book management options. The first way is to upload a CSV file with the following columns: isbn, category, location, campus and, noOfCopies.

The second way is to add one by one. Enter the ISBN of the book, category, location, campus, and number of copies. The system will then gather the other information from the internet.

If this method fails, there is an option to add book manually, use the toggle at the top. This will extend the form and the librarian will have to enter everything manually. This is a fail safe to the other method

**Add Books**

☒ Manual input ☐ Autofill book details

ISBN \* Campus \*  
Rose-Hill Campus

Copies \* Location \*

1


Category \*

**ADD BOOK**

**Add Books**

☐ Manual input

Drag and drop a CSV file here or browse



**ADD BOOKS**

A window will appear after adding books by csv to display the list of books added.

### CSV File Result

Success

No success attempt.

Fail

Row 2: 0062748750 - Invalid category

Row 3: 020112078X - Invalid category

## Modify a book

Go on Manage Books tab on the left, search a book by ISBN and modify their data. A table will appear at the bottom, to remove any book copies from the system. Click on the checkbox and specify a reason why this book was removed. Removed books can also be restored at the bottom of the page.

### Search a book to modify/delete

Search by ISBN



## Requested book

A list of requested books will appear on the Manage Books tab. These books are requested by academic staffs.



## Update library settings

Settings about the library such as opening/closing hours, number of reservations allowed, borrowed books per member, fine per day, add/delete new locations and add/delete categories can be done in the Settings tab in the dashboard

Putting 00:00 for opening and closing hours means the library will be closed.

Opening hours		Closing hours		Book Settings	
Monday	08:30	Monday	17:30	Fine per day *	Number of reservations *
	<input type="text"/>		<input type="text"/>	25	3
Tuesday	08:30	Tuesday	23:00	Renewals allowed *	Time on hold *
	<input type="text"/>		<input type="text"/>	3	1440
Wednesday	08:30	Wednesday	18:30		Time in minutes
	<input type="text"/>		<input type="text"/>		
Thursday	08:30	Thursday	23:00		
	<input type="text"/>		<input type="text"/>		
Friday	08:30	Friday	23:55		
	<input type="text"/>		<input type="text"/>		
Saturday	08:30	Saturday	23:56		
	<input type="text"/>		<input type="text"/>		
Sunday	00:00	Sunday	00:00		
	<input type="text"/>		<input type="text"/>		

UPDATE

User Settings	
Temporary password *	Student borrow *
1440	2
Time in minutes	
Academic borrow *	Non-academic borrow *
5	2

UPDATE

## Generate reports

Go to the Reports tab in the dashboard, there the librarian can generate reports about transactions, fines, and books.

Reports can be generated from a selected date range and data can also be filtered.

To get an offline copy of the report, click on the Download CSV button on the right. This file can then be opened in Excel or any other text editor.

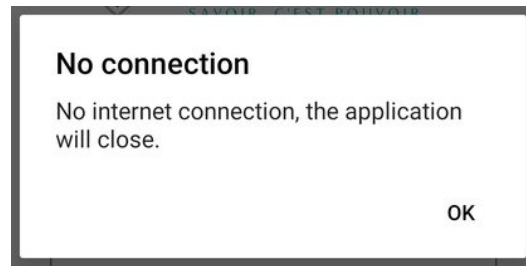
	From 01/04/2021 dd/mm/yyyy	To 10/04/2021 dd/mm/yyyy
	Type All	Status All
<a href="#">DOWNLOAD CSV</a>		

Transaction details	MemberID	Book details	Reservation details	Borrow details
Type: Borrow ID: 607048c21f3faa11c057c3e0 Date: 09/04/2021, 16:29:54 Status: active	lolxd69	Title: C Plus Plus Programming Language ISBN: 0201539926 Copy ID: 5fc5fadb64341224d80ad812		High Demand: No Renews: 0 Due: 16/04/2021, 16:29:54 Return: N/A

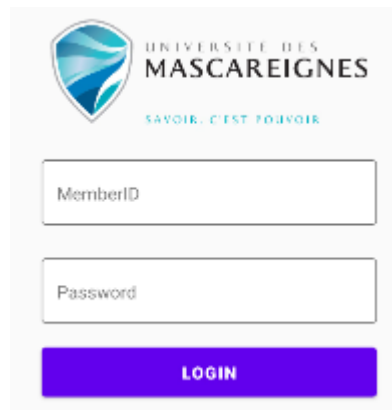
## Mobile application


A working internet connection is needed to use the application. Whenever it detects that there is internet connection, a pop-up

message will appear, and the application will close after confirming the message.



To login using the mobile application, your account must be a librarian account and it must not have a temporary password. If it has a temporary password, login on the website and update your password. Then log back in using the mobile application.



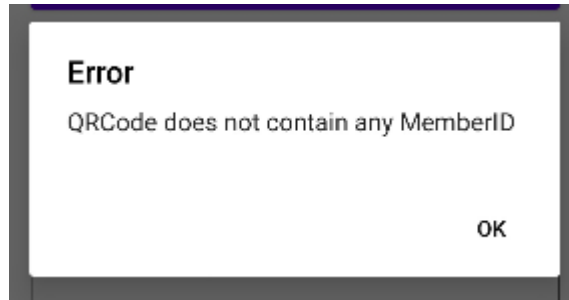


To add a book using the mobile app simply click on Add book button then scan a bar code. Once detected select appropriate location, campus, and category. Then add the book. If GoogleAPI error appears, add the book manually on the website.

To issue a book, scan the barcode of the book and scan the QR code of the member on their membership card, then select appropriate campus and click issue book.

To return a book, scan the barcode of the book and scan the QR code of the member on their membership card, then select appropriate campus and click return book. If it is successful, it will display if the book is overdue. If the member paid their fine you then press on the Paid button and confirm the payment.

The application will check if the QR code scanned has contains a proper MemberID. It will display an error message if it does not detect any MemberID in the QR code.



## **Administrator**

### **Statistics**

On the main dashboard page, statistics about the website will be displayed, such as number of users, number of guests, type of devices used and the last 10 users that logged in.

Statistics for past 24 hours

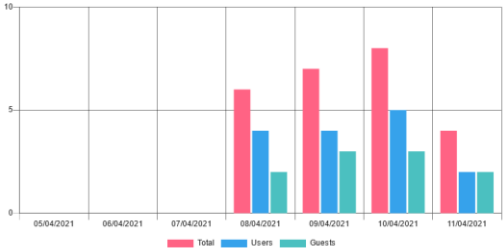
Active users: 7

Guest users: 5

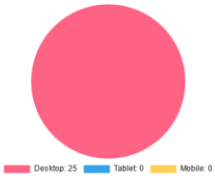
Login failed: 0

Password reset: 0

Number of sessions for last seven days



Traffic by device for last seven days

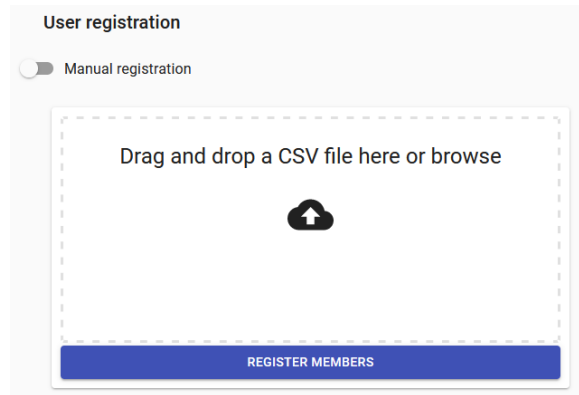


Recent login activity

Member details	Geolocation	Device details	Time
MemberID: admin Member Type: Admin ID: 5f9d40625c8ab431d46c1adf	IP: 175.45.176.0 Continent: Asia Country: North Korea Region: Pyongyang	Device type: browser User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:87.0) Gecko/20100101 Firefox/87.0	Date: 11/04/2021, 09:33:21
MemberID: librarian Member Type: Librarian ID: 60475844b8bb30369e73773	IP: 175.45.176.0 Continent: Asia Country: North Korea Region: Pyongyang	Device type: browser User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:87.0) Gecko/20100101 Firefox/87.0	Date: 10/04/2021, 22:04:51
MemberID: librarian Member Type: Librarian ID: 60475844b8bb30369e73773	IP: 175.45.176.0 Continent: Asia Country: North Korea Region: Pyongyang	Device type: browser User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:87.0) Gecko/20100101 Firefox/87.0	Date: 10/04/2021, 21:56:31
MemberID: lecturer Member Type: MemberA ID: 6047585db8bb30369e73774	IP: 175.45.176.0 Continent: Asia Country: North Korea Region: Pyongyang	Device type: browser User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:87.0) Gecko/20100101 Firefox/87.0	Date: 10/04/2021, 21:37:22

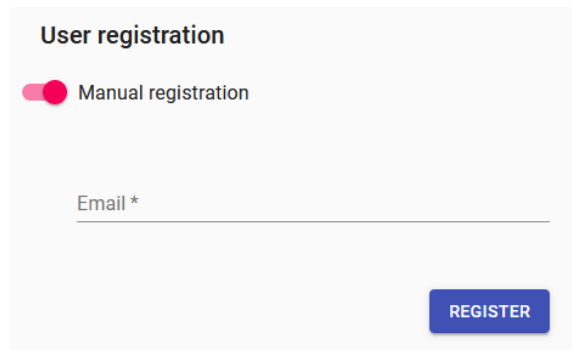
## Register a new member

To register a new member, go on your dashboard and click on Manage Memberships on the left. Then there are two options, uploading a csv file or entering an email one by one.



The image shows a 'User registration' panel. At the top, there is a toggle switch labeled 'Manual registration' which is currently turned off. Below this is a large dashed rectangular box containing the text 'Drag and drop a CSV file here or browse' and a cloud upload icon. At the bottom of the panel is a blue button labeled 'REGISTER MEMBERS'.

Manual user registration



The image shows the 'User registration' panel with the 'Manual registration' toggle switch turned on. Below the toggle is a text input field labeled 'Email \*'. At the bottom right of the panel is a blue button labeled 'REGISTER'.

The email address should not be linked to an account already and it should be in the UDM's database. The system will not allow outsiders to be registered.

Once a user is registered, they will receive an email and a SMS with their credentials.

### Suspend/unsuspend a member

In the Manage Memberships tab, below you can search a user by their MemberID and suspend/unsuspend their account by clicking on the button on the right.

Search users to suspend/reactivate

librarian

MemberID	Member Type	Status	
librarian	Librarian	active	<div>SUSPEND</div>



## Generating reports

Go to the Reports tab in the dashboard, there the administrator can generate reports about website analytics and members.

Reports can be generated from a selected date range and data can also be filtered.

To get an offline copy of the report, click on the Download CSV button on the right. This file can then be opened in Excel or any other text editor.

Analytics Report

From

11/04/2021

dd/mm/yyyy

To

11/04/2021

dd/mm/yyyy

DOWNLOAD CSV

User details	Geolocation	Device details
<div>SessionID: 78d77949-e589-458f-991e-6656fe5a5aaf</div> <div>Session date: 11/04/2021, 09:33:04</div> <div>MemberID: librarian</div> <div>Member Type: Librarian</div>	<div>IP: 175.45.176.0</div> <div>Continent: Asia</div> <div>Country: North Korea</div> <div>Region: Pyongyang</div>	<div>Device type: browser</div> <div>User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:87.0) Gecko/20100101 Firefox/87.0</div>

Events

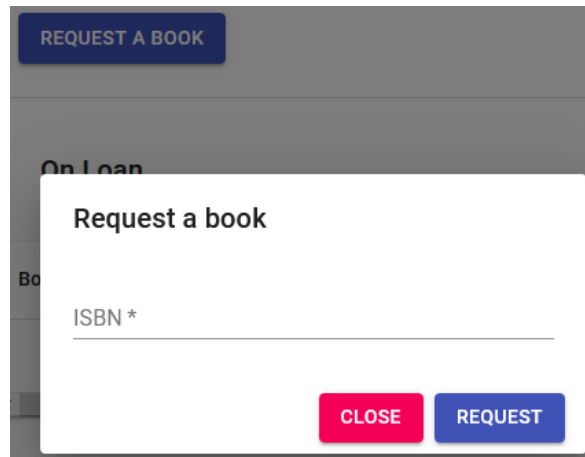
Date	Type	Information
11/04/2021, 09:33:05	view	/
11/04/2021, 09:33:12	action	logout success

## Academic staff

### Request a book

Academic staffs can request books that the need through the website. Go to the dashboard and click on the Request A book button. A window will appear. Enter the book's ISBN and request book.

The book must not be already in the library or already requested.



The image shows a web interface with a dark grey background. At the top, there is a dark blue button labeled "REQUEST A BOOK". Below it, the text "On Loan" is partially visible. A white modal window is open in the center, titled "Request a book". Inside the modal, there is a text input field labeled "ISBN \*" with a red asterisk indicating it is required. At the bottom right of the modal, there are two buttons: a red "CLOSE" button and a blue "REQUEST" button.