

Deltasoft *Services*

SCHOOL MANAGEMENT SYSTEMS LIBRARY MANAGEMENT

User Manual

Aug 2013

Introductions

Library Management covers the following features:

- Books database
- Books grouping, Shelves management, Multiple copies, Conditions record, Tagging etc.
- Books Types (Issuable, Teachers only, Library only etc.)
- Age limitation, Books ratings (editors / readers)
- Library members (students , staff & others)
- Issue / Collect process
- Books Return info (in time / late, fine and conditions)
- General reports

First run time steps (Database Connectivity)

There are three database required to connect with the application

Main Database

It stores all the text data.

Press [Connect] and browse the provided database folder and select **MainData.mdb** and press [Open]

Pics Database

It stores all the images of students.

Press [Connect] and select **Pics.mdb**

Client Info

It consists of clients data i.e. school name, address, contacts and school logo. Press [Connect] and select **Client.mdb**



Connect to an existing database

Please press [Connect]. Browse the target database , Select it and press [Open] . when both databases are connected then press [Done]

Main Database	Connect
E:\My Documents_DeltaSoft_School Management System\Ibn-e-Sena School Kot Adu\Common\Database\MainData.mdb	
Pics Database	Connect
E:\My Documents_DeltaSoft_School Management System\Ibn-e-Sena School Kot Adu\Common\Database\Pics.mdb	
Client Info Database	Connect
E:\My Documents_DeltaSoft_School Management System\Ibn-e-Sena School Kot Adu\Common\Database\Client.mdb	
Exit From Application	
Done	

Login



User Login



User ID.

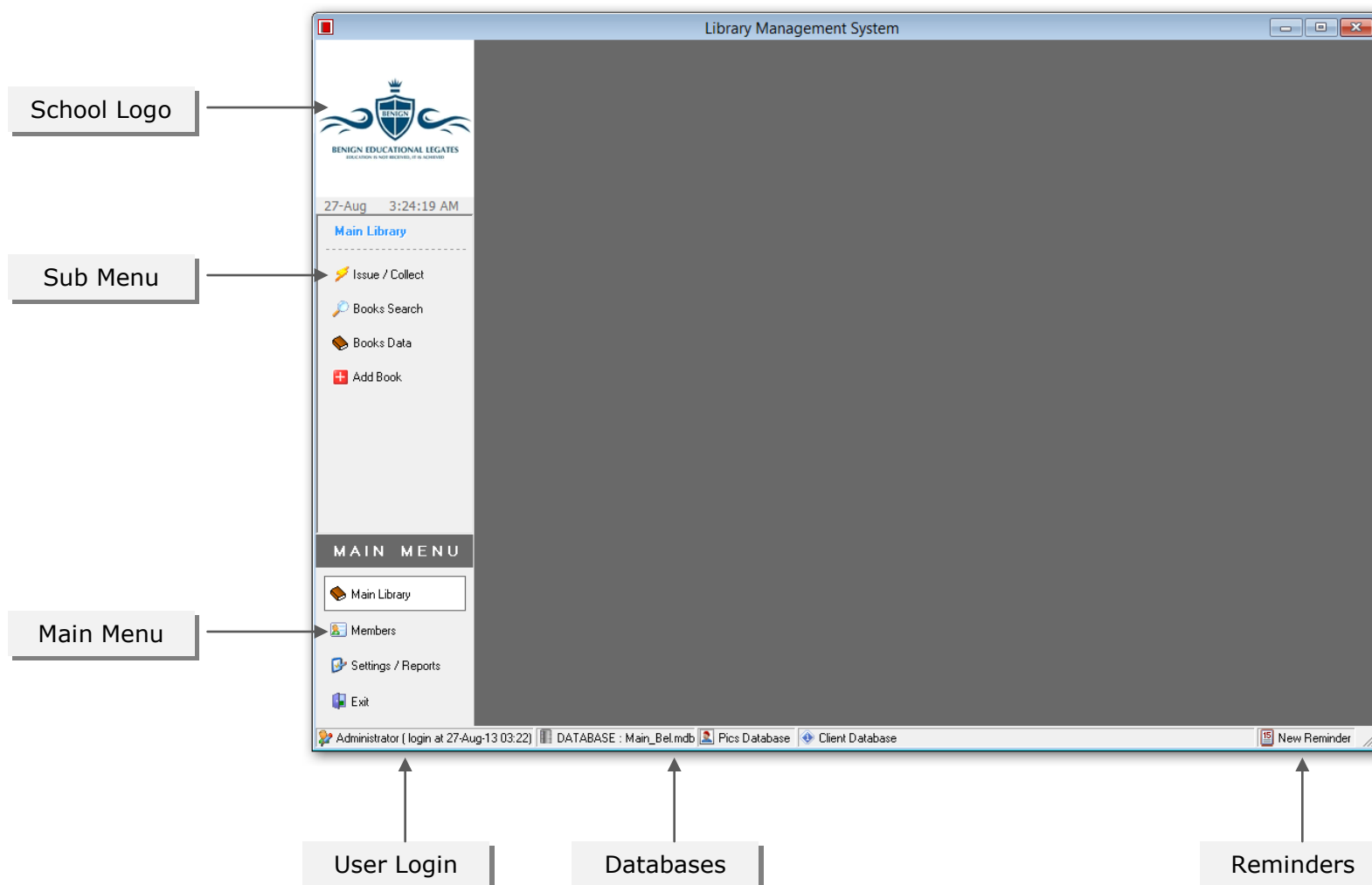
Password

Change

Logout

Cancel

Exit



Books Database

GROUPS AND SUB

GROUPS

Each book belongs to of a sub group. To manage groups and sub groups :
Open Main Library > Books Data

Right click on the tree a sub menu will be appeared. Then click on target action.

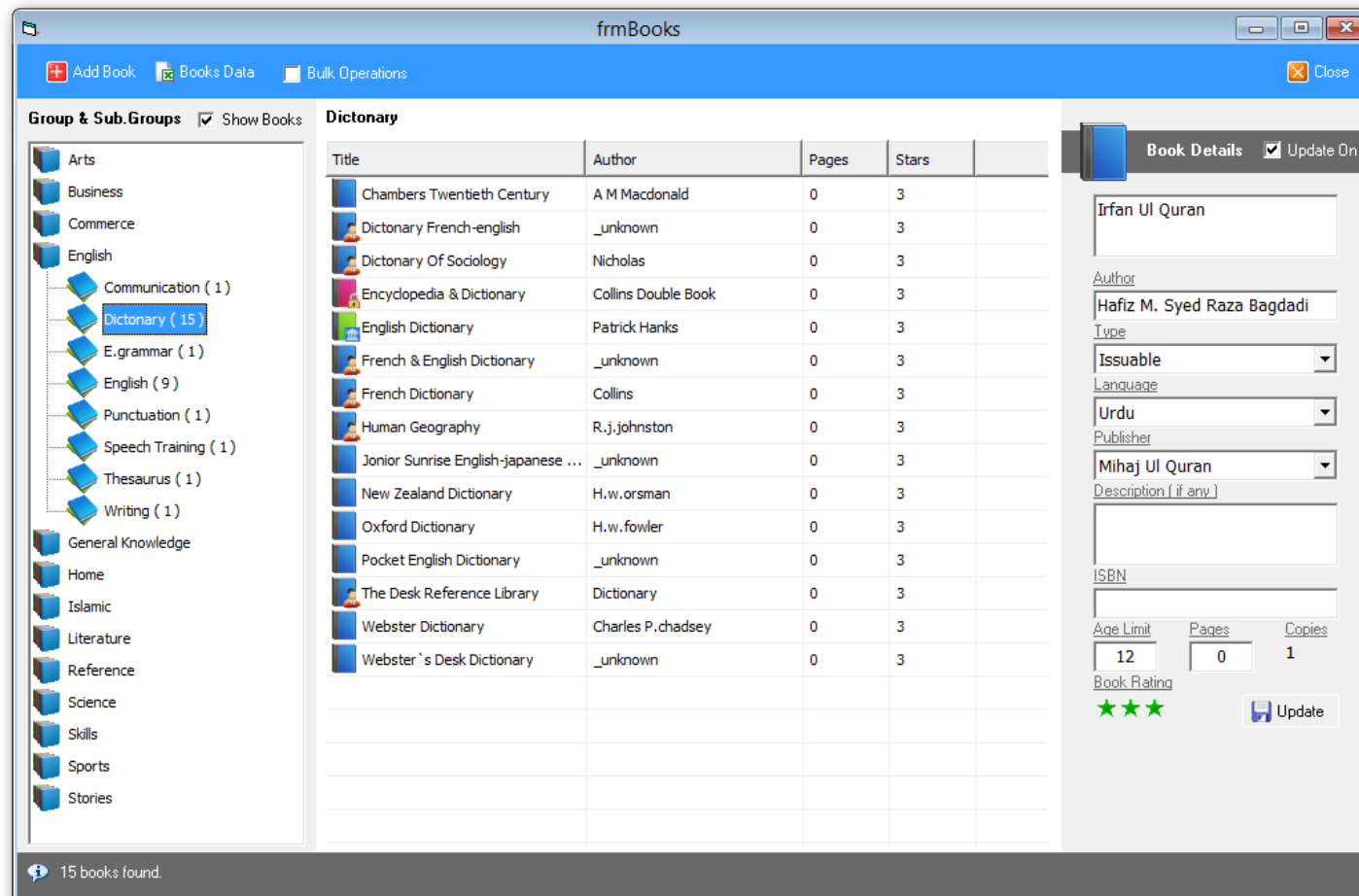
Add Group
Rename Group
Delete Group
Add Sub Group

GROUP BOOKS

Click on any sub group to show the list of books in it.

ADD BOOKS

To add books click on
[Add Book]



Add Books

1. Press [New]
2. Select a Group & Sub Group
3. Select a type
 - a. Issuable to all
 - b. Teacher only
 - c. In Library only
 - d. Locked
4. Select a Language
5. Select a publisher
6. Enter title, author & pages
7. Set a minimum age limit
8. Enter ISBN and Description
9. Set rating for book
10. Press [Save]

Now add one or more copies of book.

First

Prev

Next

Last

New

Save

Close

English..Dictionary

Title

Chambers Twentieth Cent...

Dictionary French-english

Dictionary Of Sociology

Encyclopedia & Dictionary

English Dictionary

French & English Dictionary

French Dictionary

Human Geography

Jonior Sunrise English-jap...

New Zealand Dictionary

Oxford Dictionary

Pocket English Dictionary

The Desk Reference Library

Webster Dictionary

Webster's Desk Dictionary

ID

1630

Find

Group & Sub Group

English..Dictionary

Type

Teachers_Only

Language

English

Publisher

_unknown

Book Title

French & English Dictionary

Search Mode On

Author

_unknown

Pages

0

Age Limit

12

ISBN

0 245 59812 X

Book Rating

☆☆☆

Description (if any)

London

Copies

Status	StockInDate	Cost	Remarks	CopyNo
★ Good	01-Aug-13	0		1

Add Copies

Change Copy Info


Book Tags


Delete Copy

Record is found


Copies Management


Each book can have one or more copies. On the bottom of Book Form a list of copies is displayed.


Copies 

Stock In Date: 29-Aug-13 Condition: Good  Cost: 340


Remarks: Books are donated by Sir Ramzan

Number of Copies: 3  Add Copies



Copies 





Stock In Date: 29-Aug-13 Condition: Good  Cost: 320

Remarks:

Copy No: 1 Unavailable From: 29-Aug-13  Save

Copies

Status	StockInDate	Cost	Remarks	CopyNo
 Good	29-Aug-13	320		2
 Good	29-Aug-13	320		1

 Add Copies
  Change Copy Info
  Book Tags
  Delete Copy

ADD COPIES

After adding a new book a dialogue box will be appear to add number of copies.

Enter Stock in date , condition of book , cost , Remarks if any and number of copies.

Press [Add Copies]

TO CHANGE A COPY DETAIL

Double click a row in the list of copies.
Change the data and press [Save]

TO REMOVE A COPY


Select a copy and press [Delete copy]


To Print the Tags for Book

Select a copy from list and press [Book Tags]

Books Tagging

Tags are used to manage the books in shelves. (Note : Please set the book shelves for books before printing tags)

Commercial Law	
Book Group Arts	Book Sub.Group Law
Language English	Book Type Issuable
Author Philippa Gerbic	Publisher Wellinton
Age Limit 12	Pages
ISBN 0 408 715243	Cost
Book ID. 2,512	Copy No. 1
Barcode 	Cupboard / Shelf Info A_1
Z Educational System Library	

Commercial Law	
Arts / Law	
Book Type Issuable	Age Limit 12
Book ID. 2,512	Cupboard / Shelf A_1
Barcode 	Copy No. 1
Z Educational System Library	
Cupboard / Shelf Info A_1	
Book ID. 2,512	



Books Searching

The screenshot shows the 'Search Books' application window. The top bar includes tabs for 'Issue book', 'CollectBook', and 'Bulk Operations / Reports'. The left sidebar contains 'Search Criteria (if any)' with filters for 'From Group' (Arts, Law (3), Business, Commerce, English, General Knowledge, Home, Islamic, Literature, Reference), 'Lang' (set to '_unknown'), 'Type' (set to 'Issuable'), 'Title Like' (set to 'Garden'), 'Authors Like', 'Age', and 'Status' (set to 'Available'). Below the filters are buttons for 'Search Mached Records' and 'Export to CSV file'. The main area displays a table of 19 books found, with columns for Title, Author, Lang, P..., A..., Cupb..., Status, and S... The right sidebar shows 'Book Details' for 'Into The Garden' by Virginia Andrews, including its Type (Issuable), Author, Language (English), Publisher (Simon_Schuster), Description (Australia), Rating (3 stars), and ISBN (0 7434 0 444 0).

Title	Author	Lang	P...	A...	Cupb...	Status	S...
Birds In Your Garden	Nigel Wood	English	0	12	None	Avail...	3
Complete Book Of Th...	_unknown	English	0	12	None	Avail...	3
Creating Small Gardens	Roy Hay	English	0	12	None	Avail...	3
Easy Garden Plants	Sheila Howarth	English	0	12	None	Avail...	3
Enjoy Gardening	Geoff & Faith ...	English	0	12	None	Avail...	3
First Time Gardening	Percy Throwe...	English	0	12	None	Avail...	3
For The Lazy Gardener	Antony Atha	English	0	12	None	Avail...	3
Gardeners Diary	_unknown	English	0	12	None	Avail...	3
Gardening	David Carr	English	0	12	None	Avail...	3
Gardening Book	Allan Seale	English	0	12	None	Avail...	3
Gardening Calendar	Michael Crooks	English	0	12	None	Avail...	3
Gardening Guide	Ken Parnell	English	0	12	None	Avail...	3
Gardening Hints	_unknown	English	0	12	None	Avail...	3
House & Garden	Rose-marie Hil...	English	0	12	None	Avail...	3
Into The Garden	Virginia Andrews	English	0	12	None	Avail...	3
The English Garden	_unknown	English	0	12	None	Avail...	3
The Gardens Of Britain	Devon & Corn...	English	0	12	None	Avail...	3
The Secret Garden	Frances Hodg...	English	0	12	None	Avail...	3
Tom's Midnight Garden	Philippa Pearce	English	0	12	None	Avail...	3

19 books found.

Open Main Library >
Book Search

SEARCHING

Enter target criteria
and press [Search
Matched Records]

ISSUE / COLLECT BOOKS

Double click on a book
or press [Issue Book]
/[Collect Book]

ASSIGN SHELVES

Check bulk operations /
Reports

Check target books,
Select target cupboard
or shelf and press
[Assign Cupboard]

PRINT REPORTS

Check target books,
Press [Export to CSV]
Or
[Book List Group wise]

Z Educational System

Books Data Group wise

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Book Type	Title	Author	Publisher	Language	Age Limit	Pages	Cost
<u>Arts /Law</u>							
Issuable	Commercial Law	Philippa Gerbic	Wellington	English	12		
Issuable	Land Law	L.b.curzon	M & E Handbook	English	12		
Issuable	Lawrence Gowing	Vermeer	Faber And Faber	English	12		
							3 Books
<u>Business /Management</u>							
Issuable	Executive Success	Eliza G.c.collins	John Wiew	English	12		
Issuable	Hygiene For Management	Richard A.sprenger		English	12		
Issuable	Management In Construction	Robbins Bergman	Stephen P.robins	English	12		
Issuable	Personnel Management	D.gilbertson	J.aston	English	12		
							4 Books
<u>Business /Marketing</u>							
Issuable	Cases In Strategic Marketing	Linda E.swayne		English	12		
Issuable	Marketing Made Simple	B.howard Elvy	W.h.allen	English	12		
Issuable	Marketing Research	Eli P.cox Iii	Harper & Row	English	12		
Issuable	Understanding Management	Richard L.daft		English	12		
							4 Books

Excel Sheet

Benign Educational Legates College Library							
Books Data							
ID_BookCopy	Title	Author	Lang	Pages	AgeLimit	Cupboard	Status
1760	Birds In Your Garden	Nigel Wood	English	0	12	None	Available
728	Complete Book Of The Garden	_unknown	English	0	12	None	Available
1734	Creating Small Gardens	Roy Hay	English	0	12	None	Available
2347	Easy Garden Plants	Sheila Howarth	English	0	12	None	Available
2337	Enjoy Gardening	Geoff & Faith Whiten	English	0	12	None	Available
1747	First Time Gardening	Percy Thrower's	English	0	12	None	Available
1732	For The Lazy Gardener	Antony Atha	English	0	12	None	Available
2281	Gardeners Diary	unknown	English	0	12	None	Available

To modify a card setting double click on the row in the list.

Library Cards and Settings

LIBRARY CARD

The screenshot shows the 'Library Card' window with a blue header and a red close button. On the left, there is a 'Cards History' table with one entry: '9' and '06-Aug-13'. Below it is the 'Member Books Ledger' section with two date pickers set to '01-Aug-13' and '31-Aug-13', a 'to' label, and a 'Print Ledger' button. The main area on the right contains a 'New' button, a 'Find' button, and a 'Card Type' dropdown menu set to 'Staff' with a 'Max. Books' input field set to '3'. Below this is a table with columns 'ECode' and 'Name', containing one row with '1' and 'Arif Sattar'. Further down is the 'Member Info' section with a text field containing 'Admin..Administrator'. Below that is a 'Remarks (If any)' text area. At the bottom are 'Issue Date' and 'Expired On' dropdown menus, both set to '06-Aug-13'. A status bar at the bottom left shows 'Card Found'.

- 1- A user books quota (maximum issued books at a time) could be modified.
- 2- The dates could be changed.
- 3- A statement of issued and returned books between two dates for a members could be printed.

DEFAULT SETTINGS

The screenshot shows the 'Default Settings' window with a blue header and a red close button. It contains two sections: 'Rules for students' and 'Rules for staff members.'. Under 'Rules for students', there are three settings: 'Can Issue maximum' set to '1' book(s) at a time, 'Days limit to keep a book' set to '5', and 'Per day late fine amount will be' set to '10'. Under 'Rules for staff members.', there are three settings: 'Can Issue maximum' set to '3' book(s) at a time, 'Days limit to keep a book' set to '15', and 'Per day late fine amount will be' set to '20'. At the bottom, there is a message: 'Please change settings and press [Save]'.

There are some default settings for members which could be changed from Settings > Default Settings.

Issue A Book

Issue / Collect Books

29-Aug-13 to 29-Aug-13

Issued / Collected Summary

on Date

23-Aug-13	Issued
18-Aug-13	0
17-Aug-13	
16-Aug-13	
15-Aug-13	Collected
14-Aug-13	0
13-Aug-13	

Issued / Collected on

Title	CN
Daily Meditations	7
Back Page Football	7
Sahe Muslim 1,2	9

New

12

Book.ID Title Available Issued Group Info Copy No

1322	Yes Minister	Stories/Stories	1
------	--------------	-----------------	---

Type Issuable Book Status Available Shelf Info None Age Limit 12 Years

Member Type Student Member Age 4 Years

GRNo	Name	Member Info	Card No
4	Bilal Ahmed	K.G.II (A)	7

Remarks (If any)

Issue Date 29-Aug-13 For Days 5 Due Date 03-Sep-13 Condition when issued Good

☐ Returned

Book History ☐ Full

29-Aug-13	7
-----------	---

Member History ☐ Full

29-Aug-13	Yes Minister
23-Aug-13	Daily Medit...
17-Aug-13	Back Page ...

Total Issued Books 1
Max. Books Quota 1

New record is saved

Press [New]

Select Available

Enter a book ID or
Enter some letters of a
book title to search it.

Select a member type.
Enter a GRNo or Enter
some Initial letters of
person and select it
form appeared list.

Enter Issue Date, For
Days, Condition and
press [Save]

ISSUANCE BLOCKED

If member already
issued books according
to allowed quota then
book will not be issued.

Collect A Book

Issue / Collect Books

Issued / Collected Summary

on Date

15-Aug-13 ↑ Issued 3

14-Aug-13

13-Aug-13

12-Aug-13

07-Aug-13 Collected 0

01-Aug-13 ↓

Issued / Collected on

Title	CN
Daily Meditations	7
Back Page Football	7
Sahe Muslim 1,2	9

New

11 Find

Book.ID Title Available Issued Group Info Copy No

1005 Daily Meditations Stories/Stories 1

Type Issuable Book Status LateReturn Shelf Info None Age Limit 12 Years

Member Type Student Member Age 4 Years

GRNo Name Member Info Card No

4 Bilal Ahmed K.G.II(A) 7

Remarks (If any)

Issue Date For Days Due Date Condition when issued

01-Aug-13 5 06-Aug-13 Good

☒ **Returned**

Return Date Returned Late Paid Condition when returned

23-Aug-13 22 170 ☒ Yes Good

☒ Reader Rating ★ ★ ★

Save Book Return Info

Book History Full

01-Aug-13	7
23-Aug-13	7

Member History Full

23-Aug-13	Daily Medit...
17-Aug-13	Back Page ...

Total Issued Books 0

Max. Books Quota 1

Use [Left Arrow] or [Right Arrow] to set ratings

Press [New]

Select Issued

Enter a book ID or
Enter some letters of a
book title to search it.

When an issued book
is searched the
member information
and issue details are
displayed.

Check [] Returned

Enter Return Date,
Late fine detail if any,
Condition and rating of
book from reader.

Press [Save Book
Return Info]

Reports

From

01-Aug-2013

To

31-Aug-2013

Please enter dates and press buttons.

Periodic Reports

Issued books in period

Collected books in period

Late books not returned till due date

Books not issued in period

Issued more than 5 times

Most issued books in period

Most active members in period

Other Reports

Active members list

Shelf wise books record

Group wise books

Group wise books records

Close

ISSUED BOOKS

Z Educational System											
Issued books (From 01-Aug-13 to 31-Aug-13)											
ID_BookTransaction	IssueDate	BookID	CopyNo	Title	BookGroup	BookShelf	MemberType	MemberName	MemberInfo	ID_LibraryCard	
11	01-Aug-13	1005	1	Daily Meditations	Stories / Stories	-None-	Student	4) Bilal Ahmed	K.G.II(A)	7	
6	01-Aug-13	107	1	Sahe Muslim 1;2	Islamic / Ahadees	-None-	Staff	1) Arif Sattar	Admin..Administrator	9	
5	01-Aug-13	1184	1	Back Page Football	Stories / Stories	-None-	Student	4) Bilal Ahmed	K.G.II(A)	7	
2	07-Aug-13	1319	1	A Bride For Me Cain	Stories / Stories	-None-	Student	1) Saad Ahmed	Nursery(A)	5	
3	12-Aug-13	803	1	As Above; So Below	Stories / Stories	-None-	Staff	1) Arif Sattar	Admin..Administrator	9	
7	13-Aug-13	1335	1	Fairy Tales	Stories / Stories	-None-	Student	5) Talha	Nursery(A)	6	
4	13-Aug-13	65	1	Baba Fareed	Islamic / Ahadees	-None-	Staff	1) Arif Sattar	Admin..Administrator	9	
8	14-Aug-13	1319	1	A Bride For Me Cain	Stories / Stories	-None-	Student	1) Saad Ahmed	Nursery(A)	5	
9	15-Aug-13	795	1	A Child Called It	Stories / Stories	-None-	Staff	1) Arif Sattar	Admin..Administrator	9	
10	16-Aug-13	2038	1	A Courts	General Knowledge / General	-None-	Staff	1) Arif Sattar	Admin..Administrator	9	

RETURNED BOOKS

Z Educational System												
Returned books (From 01-Aug-13 to 31-Aug-13)												
ID_BookTransaction	ReturnDate	BookID	CopyNo	Title	BookGroup	IssueDate	LateDays	LateFine	MemberType	MemberName	MemberInfo	ID_LibraryCard
6	13-Aug-13	107	1	Sahe Muslim 1;2	Islamic / Ahadees	01-Aug-13	2	40	Staff	1) Arif Sattar	Admin..Administrator	9
2	13-Aug-13	1319	1	A Bride For Me Cain	Stories / Stories	07-Aug-13	0	0	Student	1) Saad Ahmed	Nursery(A)	5
5	17-Aug-13	1184	1	Back Page Football	Stories / Stories	01-Aug-13	9	110	Student	4) Bilal Ahmed	K.G.II(A)	7
4	18-Aug-13	65	1	Baba Fareed	Islamic / Ahadees	13-Aug-13	0	0	Staff	1) Arif Sattar	Admin..Administrator	9

Benign Educational Legates College										
Late books (From 01-Aug-13 to 31-Aug-13)										
ID_BookTransaction	IssueDate	BookID	CopyNo	Title	BookGroup	LateDays	MemberType	MemberName	MemberInfo	ID_LibraryCard
7	13-Aug-13	1335	1	Fairy Tales	Stories / Stories	7	Student	5) Talha	Nursery(A)	6
8	14-Aug-13	1319	1	A Bride For Me Cain	Stories / Stories	6	Student	1) Saad Ahmed	Nursery(A)	5

MEMBER BOOKS STATEMENT (ISSUED / COLLECTED) BETWEEN A PERIOD

Z Educational System

Member Ledger (From 1-Aug-13 to 31-Aug-13)

Library Card ID 9 Member Type Staff
Member Name 1) Arif Sattar Member Info Admin..Administrator

Trans.ID	Isu. Date	Book ID	Title	Copy	Shelf	Status	Days	Rtrn Date	Rtrn. Condition
6	1-Aug-13	107	Sahe Muslim 1,2	1	-None-	LT.RT	2	13-Aug-13	Good
3	12-Aug-13	803	As Above, So Below	1	-None-	DUE	11		
4	13-Aug-13	65	Baba Fareed	1	-None-	RTRN	5	18-Aug-13	Good
9	15-Aug-13	795	A Child Called It	1	-None-	DUE	8		
10	16-Aug-13	2,038	A Courts	1	-None-	DUE	7		

5 Recs

BOOKS STATEMENT (ISSUED / COLLECTED) BETWEEN A PERIOD

Z Educational System

Book Ledger (From 1-Aug-13 to 31-Aug-13)

Book ID 1,319 Book Type Issuable
Title A Bride For Me Cain Language English
Group Stories / Stories ISBN 04 04023 66430
Author Mary Burton Pages 0
Publisher Mills & Boon Age Limit 12

Trans.ID	Isu. Date	Member Type	Member	Lib.Card	Status	Days	Rtrn Date	Rtrn. Condition
2	7-Aug-13	Student	1) Saad Ahmed	5	RTRN	6	13-Aug-13	Good
8	14-Aug-13	Student	1) Saad Ahmed	5	DUE	9		

2 Recs