Library Management System

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# Librarian Manual

Welcome to the Librarian Manual for the Library Management System (LMS). This guide is designed to assist librarians in managing the library's resources effectively.

### **1. Managing Collection**

Adding Books

Navigate to the 'Book Management' section.

Click on "Add Book" and fill in the necessary details.

Specify the book's genre and availability status.

Editing and Deleting Books

Editing Books

Edit book records to update information or availability.

Remove books that are no longer in circulation.

### **2. User Management**

User Account Management

Create user accounts for library patrons.

Manage user roles and permissions as needed.

Tracking Borrowings

Access the 'Borrowing History' section to track user borrowings.

Manage overdue books and send notifications to users.

### **3. Resolving Book Requests**

Review and approve borrowing requests made by users.

Update book availability status upon returns.

### **4. Reporting and Analytics**

Generate reports on book usage, overdue books, and user borrowing patterns.

Utilize analytics to optimize library resource management.