## 

**System Requirements & Specifications**

**Team 3**

**Victor Munoz**

**Aidan Henry**

**Nana Ofosu Budu**

**Muyiwa Coker**

Public Library System

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1. Introduction

## Purpose

The current library system has become outdated and underperforming. The web portal lacks sections for book suggestions and library events. Book searching has limited options and can be made more user-friendly. A new system that is more efficient and has added features will be developed. This document will describe the overall design of a public library system. Including detail information on book characteristics needed for searching, and functions allocated to librarians, library attendants, patrons, and administrators needed to maintain user and book records, lend media, and maintain the library catalogue. Vendor interaction will be limited and will not be considered in this release.

## Product Scope

Two separate web portals will be maintained one for patrons, and one for librarians, attendants, administrators. One URL will be used for log in. After login the appropriate user type will be determined based on the username and the user will be redirected to the appropriate web portal. All user types will interact with the same database under varying levels of access. Staff will have the option to switch between the patron portal and the staff portal.

Patrons will be able to:

* Create an online account with Library Card
* Securely Log in and Out of the System
* Perform media searches
* Make reservations
* Reset passwords and recover forgotten usernames

Library Attendants will be able to:

* Securely Log in and Out of the System
* Perform media searches
* Make reservations
* Reset passwords and recover forgotten usernames
* Search patron records
* Check out media
* Return media
* Pay late fees
* Add printing funds

Librarians will be able to:

* Securely Log in and Out of the System
* Perform media searches
* Make reservations
* Reset passwords and recover forgotten usernames
* Search patron records
* Check out media
* Return media
* Pay late fees
* Add printing funds
* Update media records
* Update patron records

Administrators

* Securely Log in and Out of the System
* Perform media searches
* Make reservations
* Reset passwords and recover forgotten usernames
* Search patron records
* Check out media
* Return media
* Pay late fees
* Add printing funds
* Update media records
* Update patron records
* Delete records

See Appendix B 35.1 to view a table of the user requirements. The staff does not need to register through the system as this will be done by the administrator interacting directly with the database. This is done for increased security. After being hired staff will need to fill out a form signed my management that authorizes access to the system. The administrator will then create the accounts with temporary passwords that staff will be able to change the first time they login. Library attendants will not have rights to update media or patron records. Only librarians and administrators will be able to do this. Librarians will be able to delete media records, but not delete patron records. Patron records can only be deleted by administrators.

## Definitions, Acronyms, Abbreviations

|  |  |
| --- | --- |
| Term | Definition |
| Administrator | Makes changes to system, performs updates, adds features |
| HTML | Scripting language used to create framework of webpages |
| Librarian | Manages patron’s accounts, maintains catalogue of media resources |
| Library Attendant | Facilitates book/media checkout, receives payment, issues library cards |
| Media | Any library material, books, magazines, newspapers, journals, video, and audio |
| Patron | Library card holder that makes use of library resources |
| PHP | Web Server language used to validate data, and interact with database |
| SQL | Language used to manipulate database |
| Vendor | Sells books and other media as requested by librarian |

## References

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## Overview

This document describes the different user requirements and how they will be implemented in the system. It will make use of case tables to provide a description of each of the functions. Activity diagrams for each of the use cases will further help in explaining the system requirements.

1. Overall Description

## Product Perspective

The Library System is intended to be used by the city’s public libraries. The system is to be used by five types of users, patrons, librarians and administrators.

## Product Functions

The library system will provide basic functions needed in the day to day activities of a library. This includes transactional activities such as checking out and returning media, paying for late fees and printing. It will also include search functions such as media and patron record searching. For searching media, it will include a basic search as well as an advanced search. It will also provide for a way to update media and patron records. Under some restrictions addition and deletions of records will also be part of the functionality.

See section three to gain a further understanding of all the functions considered in the user requirements.

## User Characteristics

There will be four different types of users, patrons, librarians, library attendants, and administrators. Patrons and staff members will have separate web portals, with different functions and features.

Before being able to create an online account, patrons will need to obtain a library card from the library. Once this is obtained patrons will be able to create an online account and log in to the system. Once logged in patrons may search media, make reservations, log out of the system. On the first release patrons will not be able to pay late fees or add printing funds online. This will be done by librarians and attendants, at least initially until a further release is developed.

Librarians and library assistants must be employees and authorized by management to use the system. Once they have been authorized and an account has been created by an administrator they may log in to the system. Library attendants will be able to check out books, receive payments, search media, search patrons. Librarians will have all functions allotted to library attendants plus have the ability to edit or add book records, update patron records, and purchase books and other media.

Administrator have all functions that librarians have, except that of checking out books, processing payments and ordering books. In addition, administrators may delete records from the database, add new staff members to the database, perform password resets for everyone only if needed, and perform general maintenance on the database.

## Constraints

The system will be entirely web based and there will be no need to install software on any individual computer.

## Assumptions

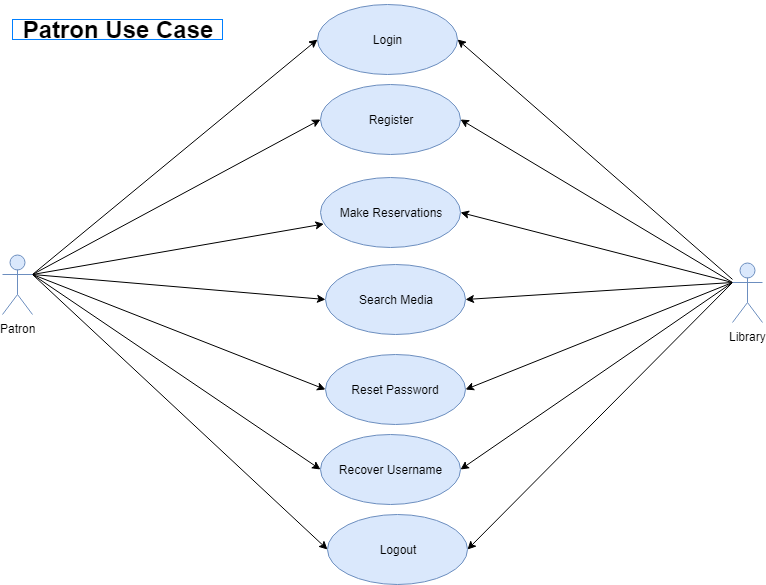
System will be compatible with all web browsers and can be used from a wide variety of devices.

1. User Requirements

The Library is to be used by four user types: patrons, librarians, library attendants and administrators.

## Patron User Requirements

Patrons will have functions such as registering, searching for books, making reservations, and resetting passwords. For registration to occur patrons must have a library card and no amount owed for late fees.



## Librarian User Requirements

Librarians will be able to search and update media and patron records and be able to accomplish transactions such as checking out media, process returns, and process payments for late fees and printing funds.

A close up of a logo

Description generated with high confidence

## Library Attendant User Requirements

Attendants will be able to search media and patron records; however, they will not be able to edit them. Similarly, to librarians they will be able to check out media, process returns, and process payments for late fees and printing funds.

A close up of a logo

Description generated with very high confidence

## Administrator User Requirements

Administrators will be able to search and edit media and patron records and will be the only user type with the ability to delete records. Record deleting will be done by interacting directly with the database and will not be part of the system design.

A close up of a logo

Description generated with very high confidence

## 

1. Registration System Requirements

|  |  |
| --- | --- |
| USE CASE | LOG IN |
| Description | Create online account for patrons. Staff accounts will be created by administrators only and are not part of the system requirements. To obtain a library card patrons must present proof of identity and residency to librarian or library assistant in person at a library location. The required information to create an account will be first/last name, library card number, home address, telephone number, and e-mail address. Username is autogenerated. Password must meet requirements: Eight characters in length, at least one upper case letter, one lower case letter and one special character. |
| Actors | Patrons |
| Preconditions | Patrons must have a library card |
| Basic Flow | 1. User selects register option 2. Enter personal information, first/last name, library card number, home address, telephone number, email address 3. The username is autogenerated 4. User clicks submit 5. Account is created 6. Login page opens |
| Post-conditions | Account is activated. Username and password are stored in the database. Appropriate level of access is given. After login patron will be directed to the patron portal. |
| Alternate flows | Option 1 – the account already exists   1. As the patron finishes inputting in the library card number the information is validated and if the account has already been registered a message will inform the user that the account already exists   Option 2 – Input is invalid or incomplete   1. As the fields are filled in they are validated by the system. If information is incomplete or invalid a message will appear next to that field. |

1. Registration System Models

## Registration Activity Diagram

A picture containing device

Description generated with very high confidence

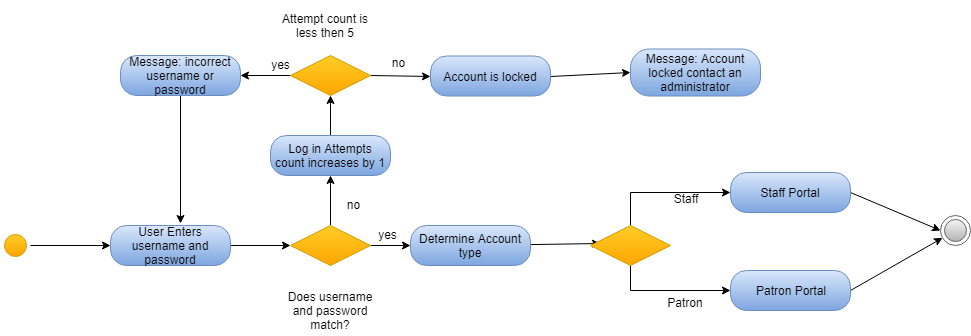
The diagram describes the process of creating a patron’s online account. After being issued a library card, patrons may navigate to the library’s website, where they will click the register button. A new page will open, and users may fill out the fields in the form. Library card number will be the first field as the patron finishes typing the number the information will be validated, if the library card has already been registered a message will be displayed stating that an online account already exists. If this is the case patrons may go back to the log in page and attempt to log in. At login there will also be options to recover the username and reset the password. Next the user will fill out personal information on the form, such as first and last names, home address, telephone, and email address. Home address must be within the library’s area of service. Telephone number must include the three-digit area code and seven-digit phone number. The email address must include the at symbol and at least one dot. A username will be generated, and the patron will be asked to create a password. The password must be eight characters in length, have at least one upper case letter, one lower case letter and one special character. If any of the information is left blank or if it does not meet the requirements a message will be displayed stating which field needs to be completed or corrected. Having passed all validation requirements, users may click the submit button. An account will be created, and the user will be redirected to the log in page.

1. Login System Requirements

|  |  |
| --- | --- |
| USE CASE | LOG IN |
| Description | This function allows users to gain access the system with varying levels of privileges. Patrons will redirected to the patron module while staff will be redirected to the staff module. |
| Actors | Patrons, Librarians, Attendants, Administrators |
| Preconditions | Librarians, assistants and administrators share same log in portal.  Patrons have a separate log in portals  Patron must have a Library Card and be registered in the database  Librarians, assistants and administrators must be employed and authorized by management  Username not case sensitive. |
| Basic Flow | 1. Go to log in page 2. User types in user name and password 3. Information is validated 4. Appropriate Web portal opens |
| Post-conditions | Username and Password must match data in database. |
| Alternate flows | Option 1 – username or password incorrect   1. Go to log in page 2. User types in user name and password 3. Username or password are incorrect 4. Attempt count increases by one 5. If count is less than 5 show message ‘incorrect username or password’ 6. Process restarts   Option 2 – More than 4 login attempts   1. Go to log in page 2. User types in user name and password 3. Username or password are incorrect 4. Attempt count increases by one 5. account is locked 6. Message is displayed stating that the account is locked and to contact the administrator 7. Process ends. User cannot continue until an administrator unlocks the account |

1. Log in System Models

## Log in Activity Diagram



The log in page will be used by patrons and staff members. Users need to type in their username and password. The username and password must match what is in the database. If either the username or password do not match, the count for the number of attempts will increase by one. If the number of attempts is less than five, the user will receive a message stating that the username or password are incorrect. The user can then try to log in again. If the number of attempts is equal to or exceeds five the account will be locked, and users will receive a message stating that the account is locked and that they need to contact the system administrator. In the case that username and password match users will be directed to the appropriate portal according to user type. Patrons will be redirected to the patron portal, while staff members will be redirected to the staff portal.

1. Reset Password System Requirements

|  |  |
| --- | --- |
| USE CASE | BASIC SEARCH |
| Description | Patrons who have forgotten their passwords or wish to change their passwords can click on ‘forgot username/password’. Users select option to reset password. Users will be prompted to select the method used to receive a security code. Users can select call, text or email. The security code is typed in and submitted. The users type in new password and retype it to confirm. |
| Actors | Patrons, Librarians, Attendants, Administrators |
| Preconditions | None |
| Basic Flow | 1. On the log in screen select ‘forgot username/password’ 2. Select change password 3. Select option to receive security code 4. Security code is sent 5. Type in security code 6. Type in password 7. Confirm password 8. New password is updated in the system 9. User can log in with the new password |
| Post-conditions | Password is updated in the database |
| Alternate flows | Option 1 – Incorrect security code is input   1. On the log in screen select ‘forgot username/password’ 2. Select change password 3. Select option to receive security code 4. Security code is sent 5. Type in security code 6. If the security code is incorrect the attempts count increases by one 7. Display message ‘number does not match’ 8. Process restarts   Option 2 – More than 4 incorrect codes inputted   1. On the log in screen select ‘forgot username/password’ 2. Select change password 3. Select option to receive security code 4. Security code is sent 5. Type in security code 6. If the security code is incorrect the attempts count increases by one 7. Account is locked 8. Display message ‘account locked, contact an administrator’ 9. Process ends |

1. Reset password System Models

## Reset password Activity Diagram

A picture containing device, meter, sky

Description generated with high confidence

Users who wish to change their passwords or have forgotten their passwords can click on the ‘forgot username/password’ option in the log in screen. The users will then be prompted to select either recover username or reset password. If reset password is selected the user will then be prompted to select a method to receive the security code. The options are call, text, or email. The security code in entered and the user enters the new password. After retyping the password to confirm the user clicks on reset password button. The password is updated in the database and the log in page opens.

1. Recover Username System Requirements

|  |  |
| --- | --- |
| USE CASE | BASIC SEARCH |
| Description | Patrons who have forgotten their username can click on ‘forgot username/password’ and select recover username. After entering their library card number the username will be displayed on screen. |
| Actors | Patrons, Librarians, Attendants, Administrators |
| Preconditions |  |
| Basic Flow | 1. On the log in screen select ‘forgot username/password’ 2. Select get username 3. Enter library card number 4. Enter last name 5. Information is validated 6. Username is displayed on screen 7. Click back to login button |
| Post-conditions | Username is displayed on screen |
| Alternate flows | 1. On the log in screen select ‘forgot username/password’ 2. Select get username 3. Enter library card number 4. Enter last name 5. Information is validated 6. The card number and last names do not match 7. Display message no username found 8. Process restarts |

1. Recover Username System Models

## Recover Username Activity Diagram

A close up of a red light

Description generated with very high confidence

To recover the password, users select the recover password option. The library card and last name of the user is entered. If the two inputs match with the data in the database, the username is displayed, and the user can click a button to go back to the log in screen.

1. Basic Search System Requirements

|  |  |
| --- | --- |
| USE CASE | BASIC SEARCH |
| Description | The basic search box allows users to ‘search by keyword’ by default, however special commands can be used to perform a more detailed search. The basic search box is located at the top center of main patron portal. Defaults to search all media. Basic search box defaults to search by keyword but will search by ISBN if detected. Users have the ability to perform advanced searches by typing special commands, a colon, and the search criteria. For example to search by title users must type this in the search box, -- title:Java a Complete Guide--. Commas, separate search categories, e.g. --title:Java a Complete Guide, year: 2015--. Operators such as ‘and’, ‘or’ and ‘not’ may also be used, e.g. --title: Java and Guide, year: 2015 or 2016--. To Avoid ambiguity or if search criteria includes keywords quotations marks can be used, e.g. --title: “Java” and “Guide”--. |
| Actors | Patrons, Librarians, Attendants, Administrators |
| Preconditions | User must log in to the system. Staff must switch to patron portal. |
| Basic Flow | 1. Select basic search box 2. Type in keyword or ISBN 3. Browse through results 4. Order results by ‘relevant’, ‘popular’ ‘date published’ ‘author’ ‘title’ 5. Filter out results by using filters: format (book, newspaper, magazine, journal etc.), author, year(select between what years), subject(history, science etc). |
| Post-conditions | User will receive a list of results that can be ordered. Options to filter out list will also be available. |
| Alternate flows | Use advanced search by including special commands such as: title, keyword, year, author, ISBN, format, subject |

1. Basic Search System Models

## Basic Search Activity Diagram

A picture containing red, device

Description generated with very high confidence

When doing a basic search, users will type in a keyword and a search by keyword will be performed. This type of search will look at title, subject, author, description and other media information that contains the keyword and return a list of results. Users can also specify the type of search performed by using special commands. For example, to search by title users would type in --title: [author’s name]. Operators such as ‘and’, ‘or’ and ‘not’ can be used to be even more specific. A more detail description is found in the use case description table. After the user clicks on the search button a list of results matching the criteria will be shown.

1. Advanced Search System Requirements

|  |  |
| --- | --- |
| USE CASE | ADVANCED SEARCH |
| Description | If a more detailed search is desired users can select the advanced search option below the basic search box. Clicking the advanced search box will redirect user to a new page that will include two rows with fields to control a search. Additional rows may be added to get an even more detailed search. The first field in a row will be a dropdown that will include all search categories: title, keyword, year, author, ISBN, format, subject and location. The second field will be a search box where the search criteria may be typed. At the end of the row a button with a minus sign will be used to remove the row. Below the search box there will be buttons to select operators, ‘and’, ‘or’, ‘not’. The operator buttons will also serve to add rows. For example, if a search for an author must include both ‘John’ and ‘Perry” users may select author from first dropdown field, type in John on the first search box, click on ‘and’ button to add new row. On the second row first field from the dropdown menu again select author. Type in ‘Perry” and click search. This search will find only books that with an author name that includes both John and Perry. |
| Actors | Patrons, Librarians, Attendants, Administrators |
| Preconditions | User must log in to the system and click on the advanced search option. Staff must first switch to patron portal. |
| Basic Flow | 1. Select search category from dropdown menu 2. Type in search criteria 3. Use operator buttons (‘and’, ‘or’, ‘not’) to add more searching rows as needed 4. Click search 5. Order results by ‘relevant’, ‘popular’ ‘date published’ ‘author’ ‘title’ 6. Filter out results by using filters: format (book, newspaper, magazine, journal etc.), author, year (select between what years), subject(history, science etc.). |
| Post-conditions | User will receive a list of results that can be ordered. Options to filter out list will also be available. |
| Alternate flows |  |

1. Advanced Search System Models

## Advanced Search Activity diagram

A picture containing device, meter

Description generated with very high confidence

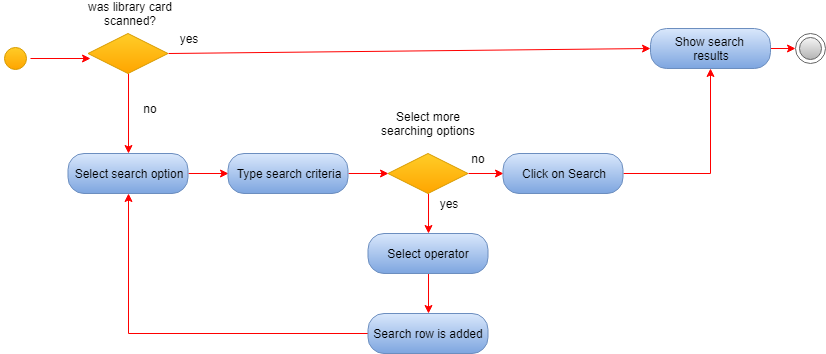
The advanced search option allows users to add more search rows by using the operator buttons. First users must select search option from the dropdown menu. The options are: keyword, author, title, year, media type, subject and ISBN. After all desired search rows have been added and all search criteria has been input user can click on the search button and obtain the results.

1. Patron Search System Requirements

|  |  |
| --- | --- |
| USE CASE | SEARCH PATRON RECORDS |
| Description | Staff will often need to lookup patron records to verify the status of the account. Staff will be able to see how much is owed in late fee’s, how much money remains in printing funds, home address to verify residency information is up to date, and telephone in case patron needs to be contacted. The search by library card number row will be static and sit at the top. At checkout, after scanning the card the number will be input into this search box. When using other criteria such as first name and last name the library card search can be left blank. Clicking on the operators will add a new search row. Clicking on a record will redirect to the full record page of the patron. Once here additional functions may be performed such as paying late fees, adding printing funds, or checking out books. |
| Actors | Librarians, Attendants, Administrators |
| Preconditions | Users must be staff members and be given special privileges to access data in the database. After log in staff members will be redirected to the Staff Portal. Once in the portal staff will have list of names ordered alphabetically showing 20 records per page. At the top of the list there will be search options. |
| Basic Flow | 1. Staff logs in and is redirected to Staff Portal 2. Staff selects search option from drop down (First Name, Last Name, Telephone number, Library Card Number, etc.) 3. Click on operator to add another search row if desired 4. Once patron record is found click on it to access patron record page 5. From patron record page staff can process payments, add funds or checkout media |
| Post-conditions |  |
| Alternate flows | Option 1- Library card is scanned   1. Static search box to lookup by library card is populated 2. Once patron record is found click on it to access patron record page 3. From patron record page staff can process payments, add funds or checkout media |

1. Patron Search System Models

## Patron Search Activity Diagram



After logging in, staff will be taken to the Staff portal. The first search row is set to search by card number and cannot be changed. If a card is scanned it will receive the number as input and produce a search result. Staff can also type in the number manually. If the card number cannot be read the next search row can be used. The user will select the search type: last name, first name, year of birth, telephone, etc. In the search box the user will type in the search criteria. If more search rows are desired, they may be added by using the operator buttons.

1. Reservations System Requirements

|  |  |
| --- | --- |
| USE CASE | MAKING RESERVATIONS |
| Description | After patron logs in and finds a book he or she may make a reservation for the book. First users will select the pickup location and then click on ‘make reservations’. If the reservation is not located at the pickup location it will be delivered from another system library. The reservation period of 7 days starts after the reserved media has been delivered to the pickup location. On the webpage for a specific book there will be a picture of the book and below the picture there will be basic information such as title, author, year and ISBN. A short description will also be included towards the bottom of the page. To the right there will be a button to make a reservation and select the pickup location. A notification is added under the notifications area. The notifications area can be accessed by clicking on the notifications icon(bell) at the top right of the page. The notification will include where to pick up the book, availability/delivery status, and time period left to pick up the reservation. The icon will also have a number indicating how many notifications exists. Notifications will also be added 2 days before the 7 day pick up period to remind users to pick up their reservations. Once a reservation has been made the librarian or attendant will receive a request to grab the reservation from the shelves and bring it to the front desk. Reservations will be kept at the front desk for up to 7 days. Reservations are only for books and exclude all other media. |
| Actors | Patrons |
| Preconditions | User must log in to the system and find the desired book |
| Basic Flow | 1. Click reserve 2. Select pick up location from pop up 3. Pop up will indicate if media is available for pickup today or a delivery wait period 4. Click OK 5. Media will be added to the patron’s reservations list |
| Post-conditions |  |
| Alternate flows |  |

1. Reservations System Models

## 19.1 Reservations Activity Diagram

A picture containing device, red, indoor, meter

Description generated with very high confidence

After the user finds the media to checkout he or she can click on the reserve button. Next the user will select the pickup location. Once a user picks a location a message will appear showing how soon the media is available for pickup, if this is acceptable to the user he or she can click OK and if not click cancel. If OK is clicked the reservation is made and the media is added to the user’s reservation list.

1. Media Checkout System Requirements

|  |  |
| --- | --- |
| USE CASE | ADD PRINTING FUNDS |
| Description | Librarians or attendants will first need to scan the library card to find the patrons record. This record is used for transactions and can only be edited by librarians and administrators. The record will have a list of media currently checked out, a list of reservations made and a checkout cart where items are placed before checkout. The media will then be scanned and added to the checkout cart, if the scanned media matches one in the reservations list it will be taken off the reservations list before going into the checkout cart. If the media cannot be scanned it will have to be searched and added to the reservations list. From the reservations list it is also possible to add to the checkout cart by clicking on the add button. Once all media are in the checkout cart staff will click checkout. The media will disappear from the checkout cart and go into the currently checked out list. |
| Actors | Librarians, Attendants |
| Preconditions | Account must be in good standing with no overdue amounts |
| Basic Flow | 1. Library Card is scanned 2. Patron’s record is opened 3. Media are scanned 4. Scanned media found in reserved list are removed from that list 5. Scanned books are added to checkout 6. Check out button is clicked 7. Books are removed from cart and added to currently checked out table 8. Close patient record |
| Post-conditions | Media will stay on the currently checked out table until they are returned |
| Alternate flows | Option 1 - book cannot be scanned   1. Library Card is scanned 2. Patron’s record is opened 3. Search book using the search box 4. Add books to reserved list 5. Add from reserved list to the checkout cart 6. Checkout button is clicked 7. Books are removed from cart and added to currently checked out table 8. Book status is changed from ‘in stock’ to ‘checked out’ in the database 9. Close patient record |

1. Media Checkout System Models

## Media Checkout Activity Diagram

A picture containing device, meter

Description generated with very high confidence

During checkout staff will first scan the patron’s library card to open the patron’s record. Staff will then scan the media being checked out. If the media is not reserved, it will be moved to the checkout cart. If the media is reserved and is not found the patron’s reserved list, a message will display stating that the media has been reserved by another patron. Staff can then proceed to scan more media. In the case that the scanned media is reserved, and it matches media in the patron’s reservation list, the media will be removed from that list and placed in the cart. After all media has been scanned staff can click on the checkout button. After this is done media is removed from cart and sent to checked out list in the patron’s record. The state of the media is changed to ‘checked out’ in the database. Lastly the patient’s record page is closed.

1. Media Return System Requirements

|  |  |
| --- | --- |
| USE CASE | ADD PRINTING FUNDS |
| Description |  |
| Actors | Librarians, Attendants |
| Preconditions |  |
| Basic Flow | 1. Library Card is scanned 2. Patron’s record is opened 3. Media is scanned 4. Scanned media is compared to media in the currently checked out list 5. Matches are removed from currently checked out list to the returns cart 6. The return button is clicked 7. Book status is changed from ‘checked out’ to ‘in stock’ in the database 8. Patron’s record is closed |
| Post-conditions | The status of the book will be changed to ‘in stock’ |
| Alternate flows | Option 1 - book cannot be scanned  The book’s ISBN will have to be manually input  Option 2 – book is not found in the currently checked out list  Book return cannot proceed, and a message appears on screen, ‘this book is not the list of currently checked out books’ |

1. Media Return System Models

## Media Return Activity Diagram

A picture containing device, meter

Description generated with high confidence

For returns staff will first scan the patron’s library card to open the patron’s record. Staff will then scan the media being returned. If the media is not found in the patron’s checked out list a message will display stating that the media is not checked out by this patron. If the media is found in the patron’s checked out list it will be added to the returns cart. After all media has been scanned staff can click on the return button. This will cause items to be removed from the checked-out list and sequentially from the returns cart. The state of the media is changed to ‘in stock’ in the database. Lastly the patient’s record page is closed.

1. Printing Funds System Requirements

|  |  |
| --- | --- |
| USE CASE | ADD PRINTING FUNDS |
| Description | Librarians, and attendants can add funds to patron’s accounts for printer usage. The price will be .10 cents per B/W page. Color printing is not available. Top amount allowed in the prepaid account will be 20 dollars. Users must use their library cards to print or make copies. After pages have been printed the charge will be deducted from the prepaid account. Staff can receive payment in the form of cash or by credit card. Credit card information may be saved with the patron’s consent to facilitate future addition of funds. |
| Actors | Librarians, Attendants |
| Preconditions | Patron record must exist, and staff must have rights to add funds. |
| Basic Flow | 1. Open patron record page 2. Input amount to be paid 3. Click add funds 4. Select cash on pop up window 5. Click Process Payment 6. Funds are added |
| Post-conditions | Entered amount will be charged to credit card. Prepaid account funds will increase by the same amount. |
| Alternate flows | Option 1- Saved Credit Card   1. Open patron record page 2. Input amount to be paid 3. Click add funds 4. Select Credit on pop up window 5. Select saved credit card 6. Click Process Payment 7. Funds are added   Option 2 – input credit card info manually   1. Open patron record page 2. Input amount to be paid 3. Click add funds 4. Select Credit on pop up window 5. Enter credit card information 6. Click Process Payment 7. Funds are added   Option 3 – Credit Card reader   1. Open patron record page 2. Input amount to be paid 3. Click add funds 4. Select Credit on pop up window 5. Insert Card into credit card reader 6. Click Process Payment 7. Funds are added |

1. Printing Funds System Models

## Printing Funds Activity Diagram

A picture containing device, meter

Description generated with high confidence

After the patron’s record is opened, the staff will type in the amount to be added to the printing fund. Staff will then be prompted to select payment method. If cash is selected, staff can proceed to click on the process payment button. Otherwise a credit card method will be used. If there is a saved credit card it may be used to process the payment by selecting it. If not the card will need to be inserted into the reader. The reader will input the necessary credit card information. It is also possible to input the information manually. After the payment is processed the amount will be added.

1. Late Fee System Requirements

|  |  |
| --- | --- |
| USE CASE | SEARCH PATRON RECORDS |
| Description | Once in the patron record page staff will be able to receive payment for late fees. |
| Actors | Librarians, Attendants |
| Preconditions | Patron record must exist. |
| Basic Flow | 1. Open patron record page 2. Input amount to be paid 3. Click pay fee 4. Select cash on pop up window 5. Click Process Payment 6. Amount due is updated |
| Post-conditions | If amount is not paid in full patron will not be able to use checkout, make reservations or print. |
| Alternate flows | Option 1- Saved Credit Card   1. Open patron record page 2. Input amount to be paid 3. Click pay fee 4. Select Credit on pop up window 5. Select saved credit card 6. Click Process Payment 7. Amount due is updated   Option 2 – input credit card info manually   1. Open patron record page 2. Input amount to be paid 3. Click pay fee 4. Select Credit on pop up window 5. Enter credit card information 6. Click Process Payment 7. Amount due is updated   Option 3 – Credit Card reader   1. Open patron record page 2. Input amount to be paid 3. Click pay fee 4. Select Credit on pop up window 5. Insert Card into credit card reader 6. Click Process Payment 7. Amount due is updated |

1. Late Fee System Models

## Late Fee Activity Diagram

A picture containing device, meter

Description generated with high confidence

After the patron’s record is opened, the staff will type in the amount to be paid for the late fee owed. Staff will then be prompted to select payment method. If cash is selected, staff can proceed to click the process payment button. Otherwise a credit card method will be used. If there is a saved credit card it may be used to process the payment by selecting it, and if not, the card will need to be inserted into the reader. The reader will input the necessary credit card information. It is also possible to input the information manually. After the payment is processed the amount will be deducted from the amount owed.

1. Update Patron Records System Requirements

|  |  |
| --- | --- |
| USE CASE | ADD/EDIT BOOK RECORDS |
| Description | Only librarians and administrators will have access to patron records. There will be two buttons near the bottom of the screen to apply changes, new record, and update. Clicking new Record will bring up a new blank record. Clicking update will apply changes made to the fields. |
| Actors | Librarians, Administrators |
| Preconditions | Only librarians and administrators will be able to access patron records |
| Basic Flow | 1. Open patron record 2. If the user is a librarian or administrator they will be able to make changes, otherwise fields and buttons to update will be grayed out 3. Make changes to fields 4. Click update 5. Data is updated in the database |
| Post-conditions |  |
| Alternate Flows | Option 1 – new record   1. Open patron record 2. If the user is a librarian or administrator they will be able to make changes, otherwise fields and buttons to update will be grayed out 3. Click new record 4. New blank record page is opened 5. Fill out required information 6. Click update 7. Record is added to the database |

1. Update Patron Records System Models

## Update Patron Records Activity Diagram

A picture containing device, meter

Description generated with very high confidence

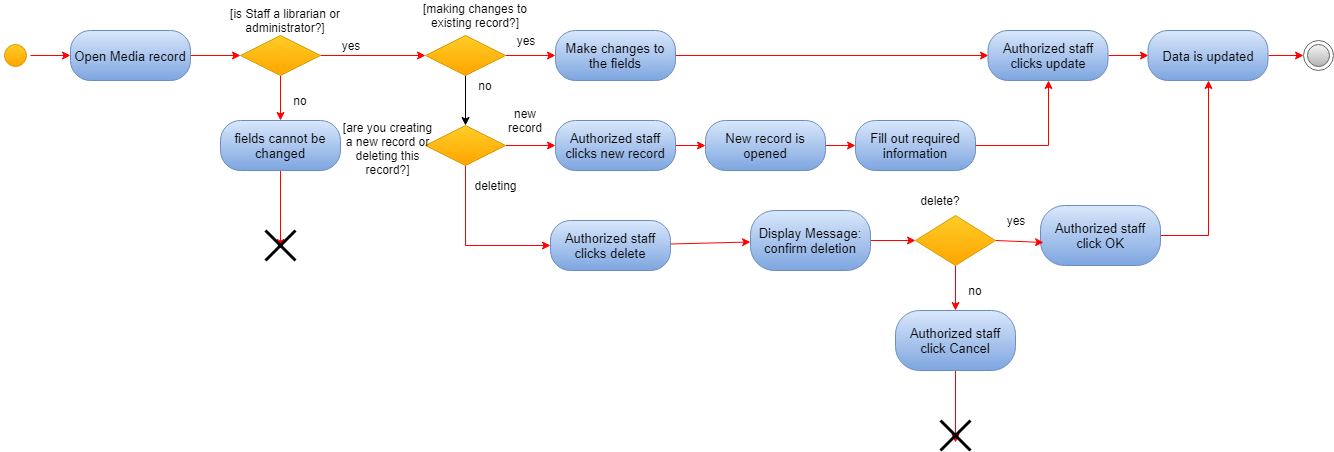
Only librarians and administrators are able to change or create new records. The fields are grayed out to library attendants. Update and new record button are also grayed out to attendants. After opening a record authorized staff are able to change the information in all fields. After the new information has been inputted, staff will click on the update button. Data will then be updated in the database. If a new record is to be created authorized staff will click the new record button. This will open a new blank record and after filling out the information and clicking on the update button a new record will be created in the database.

1. Update Media Records System Requirements

|  |  |
| --- | --- |
| USE CASE | ADD/EDIT BOOK RECORDS |
| Description | Only librarians and administrators will have access to book records. There will be three buttons near the bottom of the screen to apply changes, new record, delete, and update. Clicking new Record will bring up a new blank record. Clicking delete will delete the record. Clicking update will apply changes made to the fields. |
| Actors | Librarians, Administrators |
| Preconditions | Only librarians and administrators will be able to access book records |
| Basic Flow | 1. Open media record 2. If the user is a librarian or administrator they will be able to make changes, otherwise fields and buttons to update will be grayed out 3. Fields on the current record can be changed 4. Click update 5. Data is updated in the database |
| Post-conditions |  |
| Alternate Flows | Option 1 – new record   1. Open book record 2. If the user is a librarian or administrator they will be able to make changes, otherwise fields and buttons to update will be grayed out 3. Click new record 4. New blank record page is opened 5. Fill out required information 6. Click update 7. Record is added to the database   Option 2 – delete record   1. Open book record 2. If the user is a librarian or administrator they will be able to make changes, otherwise fields and buttons to update will be grayed out 3. Click delete 4. Message asks for confirmation 5. Click OK 6. Record is deleted from the database |

1. Update Media Records System Models

## Update Media Records Activity Diagram



Only librarians and administrators are able to change or create new records. The fields are grayed out to library attendants. Update, delete and new record button are also grayed out to attendants. After opening a record authorized staff are able to change the information in all fields. After the new information has been inputted, staff will click on the update button. Data will then be updated in the database. If a new record is to be created authorized staff will click the new record button. This will open a new blank record and after filling out the information and clicking on the update button a new record will be created in the database. To delete a record the delete button will be clicked. A pop up will warn that the record will be deleted and to confirm deletion. After clicking ok the record will be deleted from the database. If user clicks cancel the record will remain unchanged.

1. Log Out System Requirements

|  |  |
| --- | --- |
| USE CASE | BASIC SEARCH |
| Description | After user is done with the system they should log out of the system. |
| Actors | Library patron, librarian, attendant, administrator, and vendor |
| Preconditions | User must be log in to the system in order to logout. |
| Basic Flow | 1. Click on Account button while logged in. 2. Click the logout button. |
| Post-conditions | User will be returned to the home page. |
| Alternate flows | None |

1. Log Out System Models

## Log Out Activity Diagram

A close up of a logo

Description generated with very high confidence

When logging out the user will click on the account button and then select the log out option. This will effectively close the session and log out the user.

1. Appendix A

## Log in Page

A screenshot of a cell phone

Description generated with very high confidence

## Patron Portal Page



## Staff Portal Page

A screenshot of a cell phone

Description generated with very high confidence

## Media Search Page



## Search Results Page



## Book Record Page



## Patron Record Page

A screenshot of a social media post

Description generated with very high confidence

## Patron Record Page with Edit Buttons



1. Tables

## User Requirements Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Use Case** | **Patrons** | **Attendants** | **Librarians** | **Administrators** |
| Login |  |  |  |  |
| Logout |  |  |  |  |
| Register |  |  |  |  |
| Make Reservations |  |  |  |  |
| Search Media |  |  |  |  |
| Password Reset |  |  |  |  |
| Recover Username |  |  |  |  |
| Search Patrons |  |  |  |  |
| Checkout Media |  |  |  |  |
| Return Media |  |  |  |  |
| Pay Late Fees |  |  |  |  |
| Add Printing Funds |  |  |  |  |
| Update Media Records |  |  |  |  |
| Update Patron Records |  |  |  |  |
| Delete records |  |  |  |  |

## 

