

Library Management System

User Manual

Version 1.0

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Revision History

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Document Approval

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1 Introduction

Thank you for choosing the Library Management System for your library. The Library Management System has been designed to make managing your library's collection and its [members](#) a straightforward and simple task. Please read the *How to Use This Manual* section to help you familiarize yourself with the layout and conventions throughout the document.

2 How to Use This Manual

This user manual is intended to be read by [librarians](#) who will be using the Library Management System to manage the library's collection and [member](#) databases. The Library Management System will help [librarians](#) assist library [members](#) in finding books in the [collection](#), checking-out or checking-in books, and paying fees.

The Library Management System consists of two smaller systems. The first is the System for managing the library's [collection](#), its [members](#), and loan activities. The second is the System that is accessible to library [patrons](#) for the purposes of searching the [collection](#). You will find each system thoroughly documented in *Using the System*.

2.1 Conventions

In the rest of this manual the Library Management System will be referred to simply as the System. The search interface available to [members](#) will be referred to as the [Web Interface](#) and the management system available to [librarians](#) will be referred to as the Library Interface.

Throughout this manual you will find references to various parts of the System's user interface. When one of these user interface elements is mentioned it will appear in **this** typeface.

When selecting a book or [member](#) from a list of search results, you can either double click the entry or click the entry once and then click the appropriate select button.

3 Using the System

In this section you will learn how to use the System. Each subsystem is detailed in its own section.

3.1 Barcode Scanner

Each library computer is equipped with a hand-held barcode scanner. You can use the barcode scanners to scan a [member](#)'s ID card or to scan the library barcode that has been affixed to the back of each book in the library's collection.

Scanning the barcode enters the [Universally Unique Identifier \(UUID\)](#) of the book or member into the currently focused field in the interface. Throughout the rest of the user manual, if entering a [UUID](#) is mentioned you can always accomplish this by scanning the barcode.

3.2 The Library Interface

This section of the manual refers to the Library Interface which is only available to [librarians](#).

3.2.1 Starting the Program

To start the application, double click on the desktop icon labelled *Library Management System*. The application window will appear (figure 1).

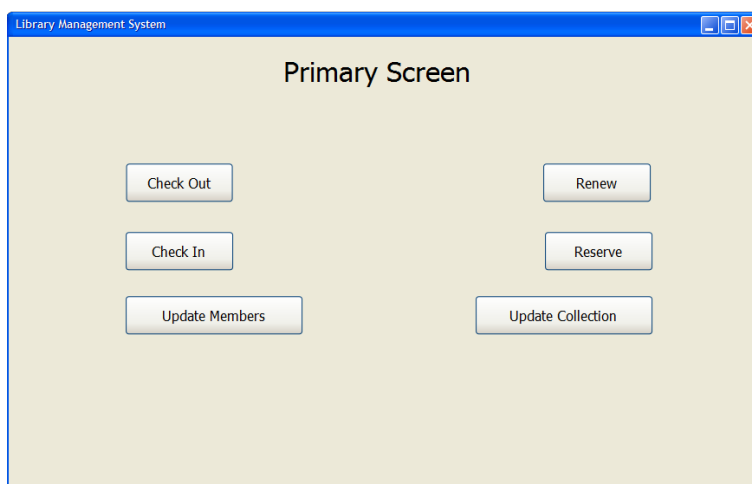


Figure 1: The Primary screen.

3.2.2 System Security

You will occasionally be required to step away from the computer to help library [patrons](#). This may leave sensitive [member](#) information on the screen. You should always be mindful of keeping sensitive information secure. Before stepping away from the computer, always lock the computer first. Depending on the operating system this can be done in several different ways. Typically, pressing CTRL+ALT+DEL will bring up a screen from which the computer can be locked. Ask your IT department if you need help.

3.2.3 Updating the Collection

You can add, remove, or update books in the [collection](#) by selecting the `Update Collection` button from the Primary screen.

Adding a Book From the Update Collection Interface screen, (figure 2), choose **Add a Book**. The Edit Book screen (figure 3), will appear. Fill out the fields with the information corresponding to the book you are adding. Then click **Save Book**.

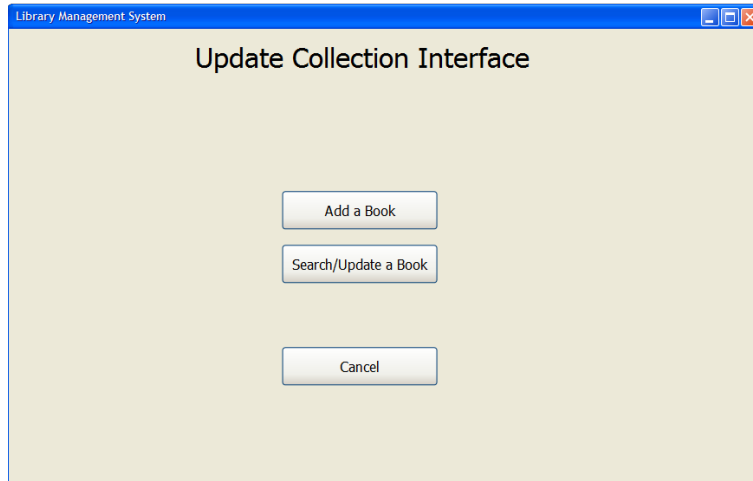


Figure 2: The primary screen of the [Update Collection Interface](#).

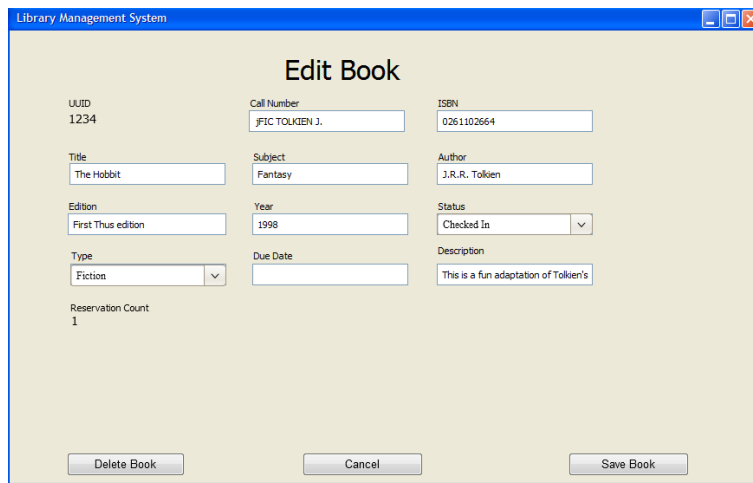


Figure 3: The Edit Book screen.

Updating a Book To update an existing book in the [collection](#), choose **Search/Update a Book** from the Update Collection Interface. In the Search screen that appears (figure 4), enter the search terms you would like to search for.

If you have the physical book the easiest method to search is to enter the [UUID](#) of the book. This can be done by either scanning the book's barcode or manually entering the [UUID](#) that is printed beneath the barcode.

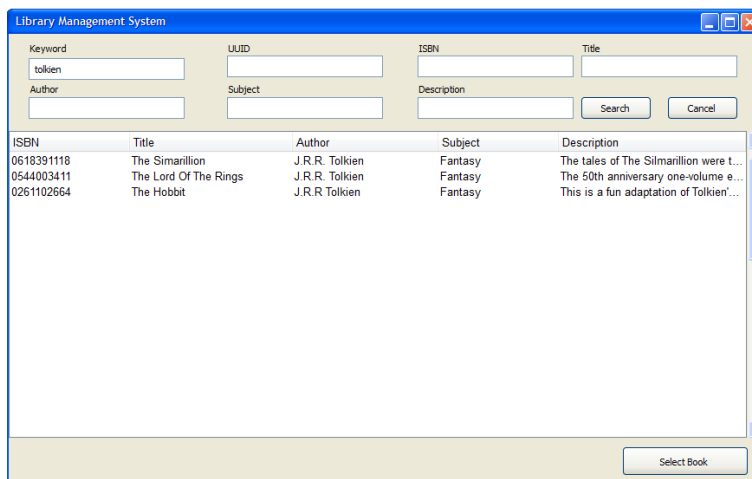


Figure 4: The Book Search screen.

When the search results appear you can select the [collection](#) entry that you want to update by double clicking it. This will bring up the Edit Book screen (figure 3) where you can update the book's information. When you are finished updating the book click the Save Book button.

Removing a Book To remove an existing book from the [collection](#), choose Search/Update a Book from the Update Collection Interface. In the Search screen that appears (figure 4), enter the search terms you would like to search for.

If you have the physical book the easiest method to search with is to enter the [UUID](#) of the book. This is done by either scanning the book's barcode or manually entering the [UUID](#) that is printed beneath the barcode. Otherwise, you can use any information you have available to search for the book you want.

When the search results appear you can select the [collection](#) entry that you want to remove by double clicking it. This will bring up the Edit Book screen (figure 3). Click Delete Book and the book will be deleted from the [collection](#).

3.2.4 Updating Members

You can update library [member](#) information by clicking the Update Members button from the Primary screen (figure 1).

Add a Member When the Update Members Interface appears (figure 5), click the Add a Member button. The Edit Member screen will appear, (figure 6), and you can then enter the new [member](#)'s information into the fields.

When all of the information has been entered, click Save Member to add the [member](#). A confirmation (figure 7) will indicate that the [member](#) was added successfully.

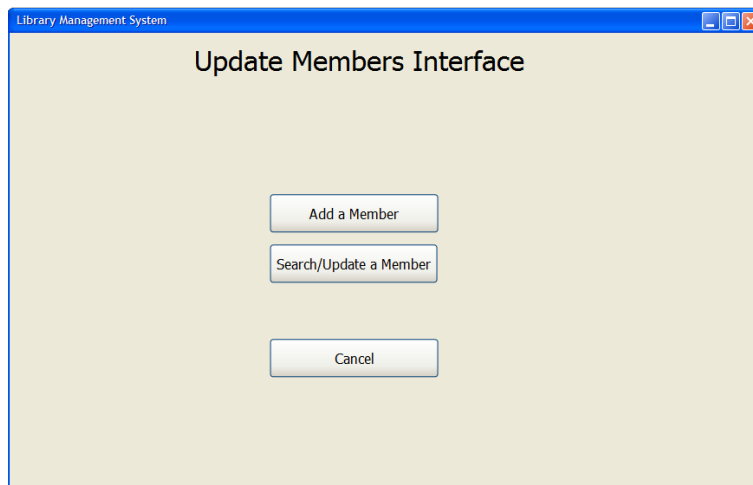


Figure 5: The primary screen of the [Update Members Interface](#).

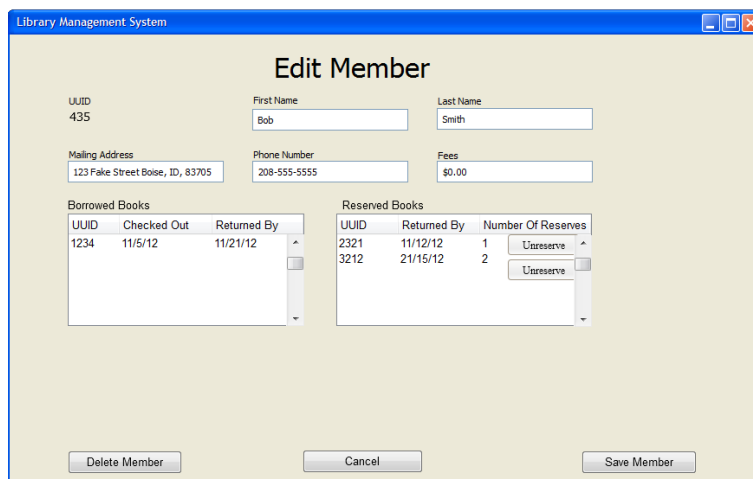


Figure 6: The Edit Member screen.

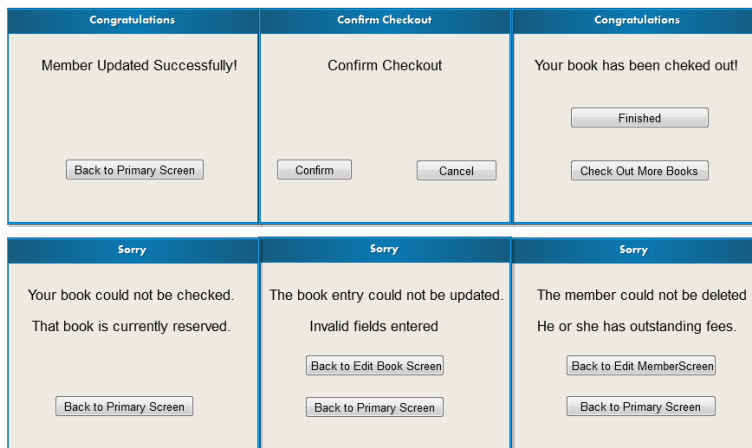


Figure 7: The Confirmation screen.

Update a Member From the Update Members Interface (figure 5), click the **Search/Update a Member** button. The Member Search screen will appear, (figure 8), and you can then enter the search criteria into the fields.

If you have the **member's** ID card you can simply scan the barcode or enter the **UUID** number into the **UUID** field and click **Search**. Otherwise, enter the information you want to search on and click **Search**.

A list of **members** matching the search criteria will be listed. Double click on the one you want to update to bring up the Edit Member screen (figure 6).

When all of the new information has been entered, click **Save Member** to update the **member**.

Remove a Member From the Update Members Interface (figure 5), click the **Search/Update a Member** button. The Member Search screen will appear, (figure 8), and you can then enter the search criteria into the fields.

If you have the **member's** ID card you can simply scan the barcode or enter the **UUID** number into the **UUID** field and click **Search**. Otherwise, enter the information you want to search on and click **Search**.

A list of **members** matching the search criteria will be listed. Double click on the one you want to remove to bring up the Edit Member screen (figure 6).

Click the **Delete Member** button to delete the **member**.

3.2.5 Checking-out a Book

To check out a book for a **member** start from the Primary screen. Click on the **Check Out** button. The System enters the Member Search screen. You can search for the

UUID	First Name	Last Name	Mailing Address	Phone Number
122333	Bob	Smith	123 Fake Street Boise, ID, 83705	208-555-5555
12321	Bob	Johnson	5678 Made Up Lane, La Grande, OR, 97850	541-555-5555
456323	Bob	Bobson	9 Nonexistant Row, Boise, ID, 83705	208-555-5556

Figure 8: The Member Search screen.

[member](#) by entering individual search terms into the fields. The easiest way to bring up the [member](#), though, is to enter their [UUID](#).

Select the correct [member](#) by clicking on the [member](#) in the search results and clicking the **Select Member** button. The System then enters the Book Search screen. From the Book Search screen you can enter search terms to search for the book the [member](#) wants to check out. The easiest way to bring up the correct book is to enter the book's [UUID](#). When the search results appear select the correct book and then click **Select Book**.

At this point you must confirm the checkout process by clicking the **Confirm** button. A confirmation screen will appear and you will be prompted to finish the check out or to continue checking out more books. If you are finished click **Finished** and you will be taken back to the Primary screen. Otherwise, click **Check Out More Books** and you will be taken back to the Book Search screen where you can search for additional books.

3.2.6 Checking-in a Book

When a book has been returned to the library by a [member](#), a [librarian](#) needs to check the book in so that it is available for other [members](#) to check out. To check a book in start at the Primary screen.

Click on the **Check In** button. This brings up the Book Search (figure 4) screen. Enter the [UUID](#) of the book by scanning its barcode or manually entering it. You can also search for the book by entering search terms into any of the fields.

When the search listing comes up select the book you want to check in. Click the **Select Book** button.

3.2.7 Renewing a Book

When a [member](#) needs to keep a book past the loan period they need to renew the book to avoid incurring a fee. To renew a book for a [member](#) start at the primary screen.

Click on the **Renew** button. This brings up the Book Search (figure 4) screen. Enter the [UUID](#) of the book by scanning its barcode or manually entering it. You can also search for the book by entering search terms into any of the fields.

When the search listing comes up select the book you want to renew. Click the **Select Book** button.

3.2.8 Look Up Which Books a Member has Checked-Out

Members may occasionally inquire as to which books they currently have checked out. You can check which books a [member](#) has checked out by pulling up their account information.

From the Primary screen click on the **Update Members** button. Then click on **Search/Update Member**. Enter the search criteria you want to use to search for the [member](#). Entering the [member's UUID](#) is the easiest way to find a specific [member](#).

When the search listing appears select the [member](#) you are interested in. The Edit Member screen (figure 6) appears which contains a list of currently checked out books.

3.2.9 Paying a Fee

If a [member](#) fails to return a book before the loan period expires they incur a fee. The fee is imposed daily at midnight and the cost is \$0.25 per book per day late.

When a [member](#) wants to pay their fee you must pull up their [member](#) account information by starting at the Primary screen and clicking on **Update Members**. Search for the [member](#) by entering search terms or entering his or her [UUID](#). Select the [member](#) by clicking on the appropriate entry in the search results and then clicking **Select Member**.

The Edit Member screen will appear. There is a field labelled **Fees** which will show the total amount of fees the [member](#) has incurred. Enter the amount the [member](#) wants to pay and click the **Save Member** button. The payment will be applied to the [member's](#) account.

3.3 The Web Interface

The [Web Interface](#) is available to library staff, [members](#), and the general public. It is used to search the library's [collection](#). The [Web Interface](#) will be available to anyone from within the library itself via computer kiosks, as well as from the World Wide Web, at the following address: <http://www.podunk-library.com>.

3.3.1 Searching the Collection

Visitors to the library can use a computer kiosk with a Web search interface to help them find books in the [collection](#).

The Web Search screen (figure 9) includes a keyword search box (for general searches), a search box for the other searchable fields and a **Search** button. Once the user clicks **Search**, a list of books that match the criteria will appear under the search fields.

The user can select a book from the list to display detailed information for the book. The Book Information screen (figure 10) lists all the fields for the selected book.

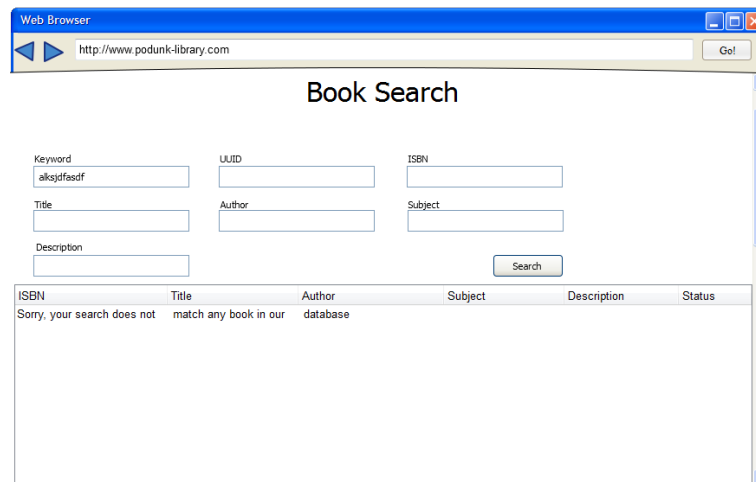


Figure 9: The Web Search screen.

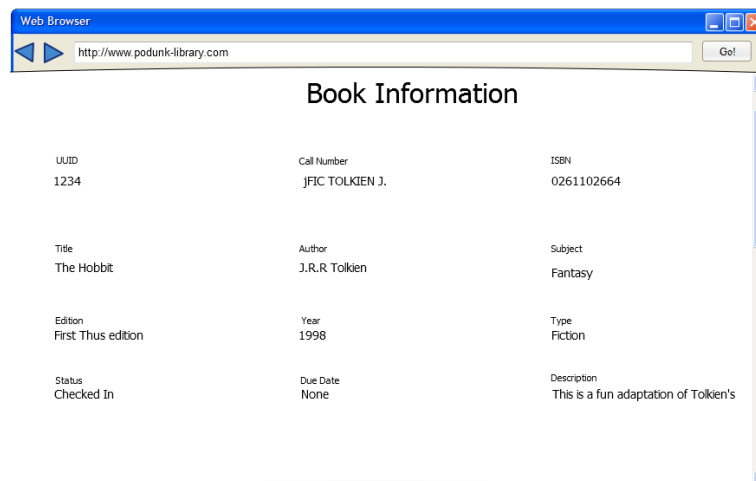


Figure 10: The Book Information screen.

4 Troubleshooting

1. How do I correct book information that has been entered incorrectly?
 - Follow the instructions in *Updating the Collection* specified in this document.
2. How can I un-reserve a book for a specific member?
 - Follow the instructions in *Updating Members* specified in this document.
 - The [member](#) entry will contain a list of reserved books. Click the **Unreserve** button next to the book you want to unreserve.
3. How do I remove a book from circulation without deleting it?
 - Follow the instructions on updating a book specified in this document.
 - Update the *Status* field of that book to restricted if you want to keep that book in the library. Update the *Status* to damaged if the book is not to be viewed by any patron.
4. How can I search for a book when the Web Interface is down?
 - The librarian can search for a book by entering the Update Collection Interface then clicking the **Search/Update a Book** button.
 - Use this screen to search as if you were updating the [collection](#). When you are done, you may simply click **Cancel** at any time.
5. I checked a book out to the wrong [member](#). How do I now check that book out to the correct member?
 - Follow the instructions on checking in a book specified in this document, and check the book back in from the incorrect [member](#).
 - Follow the instructions on checking out a book, and check it out to the correct [member](#).
6. A [member](#) requested to be deleted from the System but now wants to be added back. Can I restore their old account?
 - An old [member](#) account cannot be restored. This is done to protect their information.
 - To add them back to the System, follow the instructions on adding a new member presented in this document.
7. How do I correct member account information that was entered incorrectly?
 - Follow the instructions for updating a member in section [3.2.4](#).

8. How do I ensure that member information is secure if I step away from the computer?
 - Before stepping away from the computer you should lock the screen using the CTRL+ALT+DEL key combination and choosing **Lock Computer**.

5 FAQ

The following are the most frequently asked questions about the System.

1. What is the Library Management System?
 - The Library Management System, or the System, is a software product that enables libraries to track their [collection](#) and [members](#) efficiently. It securely holds both your [collection](#) and your [members'](#) data, and includes a Web interface to allow online searches of the [collection](#).
2. Our library already has a software system for tracking our [collection](#) and [members](#). What does this system offer us?
 - Our system is a comprehensive library management system. It was designed to be both intuitive and simple to use. Users of our software will appreciate the clean and intuitive in-library system. The interfaces were designed to allow [librarians](#) to be productive with their time on the System by reducing the number of navigable pages and putting all of the most used features together. The Web interface is also an asset to the System, providing easy access to powerful search technology.
3. We have a small library that does not currently use a software system for managing our [collection](#) or [member](#) information. Is this system worth the cost of acquiring the necessary hardware to have it installed?
 - For a library that does not currently have a software and hardware system base for managing the [collection](#) and [members](#), this software is the ideal management solution. By going digital, libraries will save on both librarian time spent on managing assets and paper use. Our System is environmentally friendly and provides convenient access for searching the [collection](#). This online search capability will allow [patrons](#) to search from home making the library much more convenient. On the administrative side, this system requires little training to use, so no expensive consultants will be required to teach your current librarian staff how it works.
4. How is sensitive [member](#) data protected on the System?
 - Our System was designed with member privacy in mind. This System does not contain more information than is necessary about a member, and it is only available to [librarians](#) at the library. Another member privacy feature of this System is that it does not track past book checkouts by [members](#). Only the books a member currently has checked out are connected to their account. This ensures that sensitive member data is respected.

5. Our library wants **members** to be able to access their accounts online, is this a function of this System?
 - Online account access is not provided with our System. By not allowing online access to member accounts, major security problems can be avoided. In this way member data will be more secure and libraries will not have to handle **members** who are having trouble accessing their accounts. If online access is a must for your library, then this system may not be for you.

6 Getting Help

If you need help with the System beyond what is offered in this User Manual, please feel free to contact Four Guys Library Software, Inc. using the following contact methods.

Four Guys Library Software, Inc.
420 Paper St
Boise, ID
+1 208 867 5309
fourguys@fourguyslibrarysoftware.com

Glossary

collection The set of books that the library owns for the purpose of loaning to library members. [1-4](#), [8-10](#), [12](#)

librarian A librarian is an employee or volunteer in the library. [1](#), [2](#), [7](#), [12](#)

member A person who is registered in the member database for the purpose of borrowing books from the library. [1](#), [2](#), [4](#), [6-8](#), [10](#), [12](#), [13](#)

patron Any person who uses the Web interface to search the collection. [1](#), [2](#), [12](#)

Update Collection Interface A user interface within the System which allows a librarian to update the information in the collection. [3](#)

Update Members Interface A user interface within the System which allows a librarian to update member information or search for members. [5](#)

UUID An identifier that is guaranteed to be unique among all of the identifiers in a set. [2-4](#), [6-8](#)

Web Interface The online search system. Usable by anyone with access to the library's Website to search for a book. [1](#), [8](#)