



EVERY CHILD IS A NATIONAL ASSET

ABC OF ... LIBRARY

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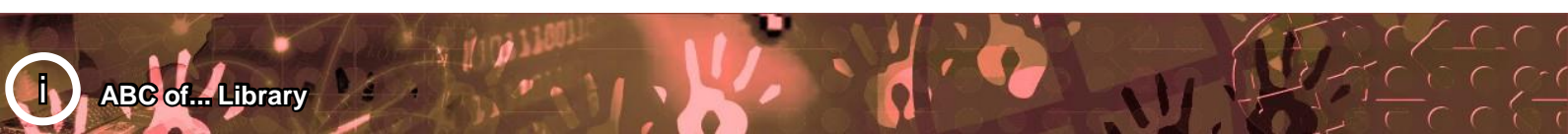
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1. Introduction

The library module in SA-SAMS was developed to ensure that Librarians or Library Administrators at all schools can administer the day to day running of a school library facility. This document serves to assist Librarians on how to use the library module. In more detail the document will explain how to:



- create and manage a school item catalogue
- manage library users
- issue, return and renew library items
- manage fines
- manage reservations
- manage history records for library users
- search items and view reports

2. Library Module Main Menu

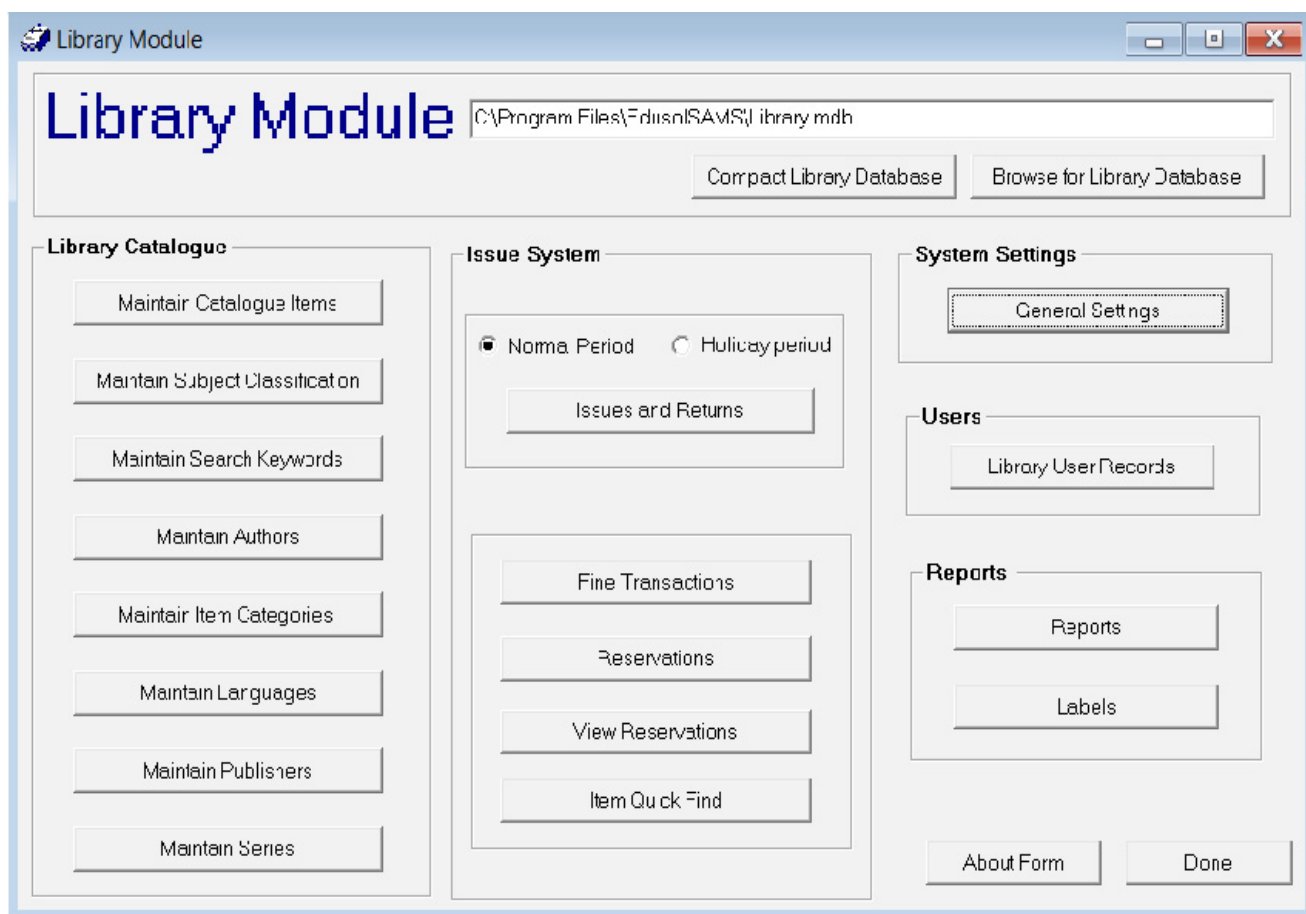


Figure 15.1: library module main menu page

3. General Settings

LIBRARY SYSTEM SETTINGS

LOAN DETAILS

SHORT LOAN

Type of User	Number of days for short loan period	Maximum items on short loan	Fine amount	Fine interval (number of days)
Learners				
Staff				

NORMAL LOAN

Type of User	Number of days for normal loan period	Maximum items on normal loan	Fine amount	Fine interval (number of days)	Number of days for extensions
Learners					
Staff					

LONG LOAN

Type of User	Number of days for long loan period	Maximum items on long loan	Fine amount	Fine interval (number of days)
Learners				
Staff				

ISSUE RESTRICTIONS

Maximum number of extensions per item

Maximum number of reservations per item

Maximum number of reservations per user

Print Settings Save Settings Close

Figure 15.2: Library System Settings page

This section provides an interface to capture general loan details for learners and staff (both educators and general staff members). The library administrator must set-up the number of loan days, maximum loan items, fine amount and fine interval on the general settings page to get started with the Library module.



- Short Loans:** Shortest periods an item can be loaned out to Library users (short loan periods are determined by the school library loan policies).
- Normal Loans:** Schools must determine an average number of days a user can loan an item out. The period must then be captured as normal loans on the library system.
- Number of days for extensions:** Maximum days allowed for a loan extension.
- Long Loans:** Extended period (of normal loans) for item loans. It is normally during school holidays that long loans apply.
- Fine Amount:** The amount of money which a user will be entitled to pay in case of exceeding the number of days allocated for a loan.
- Fine Interval:** A number of days after which a fine will be repeated if an item which is due for return remains unreturned.

7. **Issue Restrictions:** Captures all restrictions attached to the issue of an item. An item will not be issued if all restriction values are not met. There are 3 restrictions for issuing an item on this library system:
- **Number of extensions per item :** Number of times a loan can be extended for an item
 - **Number of reservations per item:** Number of times an item can be reserved, e.g. one book can be reserved by 2 learners at a time.
 - **Number of reservations per user:** Number of items a user can reserve, e.g. one user can reserve 2 items at one time.
8. When all values have been captured, click **save settings** button and then **done** button to return to the main menu.

Note: If above settings are not captured then fine amounts, return dates, user and item restrictions will not apply.

9. To print settings, click on **print settings** button.

4. Maintain Library Items

4.1 Search for Library Items



1. To maintain the library items, click on **maintain library items** button



Figure 15.3: Search Criteria

2. To search for an item on the catalogue a user must at least enter one criteria

Accession No	Classification	Main Author	Title	Ref	Restricted	Loan Type
2009-1	826	smith, ad smith	mr		<input type="checkbox"/>	N
2009-2	591.9	seioso, s	mr		<input type="checkbox"/>	N
2009-3	796.39	smith, ad smith	mrs		<input type="checkbox"/>	N
2009-4	796.39	smith, ad smith	mrs		<input type="checkbox"/>	N

Figure 15.4: Search and Maintain Item page

3. User can search for an item by a using combination of the following search criterions :



- **Accession number:** A unique number that is allocated to an item when it is added to the catalogue. The number consists of the year of capture stroke (-) a number that is incremented per new item. e.g. 2009-1 for the first item that was captured in the year 2009. Accession numbers are automatically allocated by the system.
- **Category:** An item category can be a magazine, book, etc
- **Sub category:** A sub category can represent a sports, family, woman, etc.magazine within a magazine category
- **Classification no:** Subjects are classified according to their area of study. A classifications number is allocated to all subjects of study. The system will automatically allocate a classification number to each item when it is added to the catalogue.
- **Author name:** The author's first name.
- **Author surname:** the author's last name
- **Title:** the item name.
- **Restricted items, Short loan items and Items removed**
- **Subject search :** user can search by subject (i.e. Bonds)



Figure 15.5: Subject Search

4. Click **Show All** button to view all the available items in the catalogue.

4.2 Maintain Library Items



Catalogue Details			
Category:	Book	ISBN:	0
Sub-Category:	Non-Fiction	Publisher:	
Author 1:	smith, ad smith	Year Published:	2009
Author 2:	reed, df	Language:	Zulu
Author Code:	SMIT	Barcode:	0
Title:	mrs		
By Line:		Cost:	R0.00
Subject:	Rugby	Reference Item:	<input type="checkbox"/>
Classification No.:	796.39	Date Purchased:	11/03/2009
Series:			
Accession Number:	2009-3	Shelf Number:	796.39SMIT

Figure 15.6: Maintain library Item

- As illustrated on figure 4: to maintain an item, select an Item and click on **edit item**.
- Figure 6 (above) will appear showing more details of the item.
- Capture all necessary fields and click on **save**.
- Click on **done** to exit the library item maintenance page.

5. Maintain Languages Function

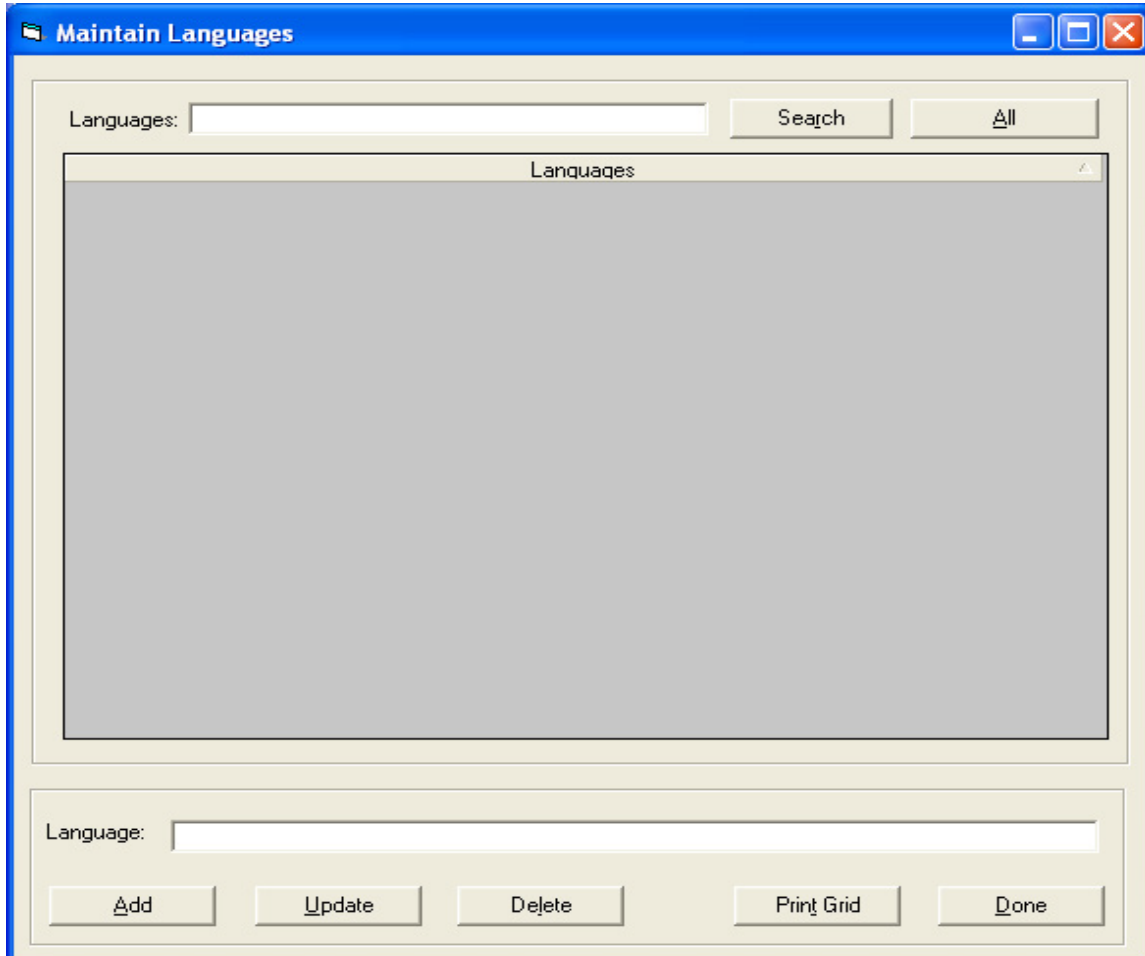


Figure 15.7: Maintain languages page

1. In maintain languages section, user can **add, update or delete** a language.
2. Type the language you wish to maintain on the textbox provided and select the functions to be performed (**add, update or delete**).
3. User can search for available languages by using the search function provided. To search for available languages, type a phrase of the language on the top textbox and click on **search**.
4. Use **print grid** button to print the list of available languages.
5. Click **all** button to list all the available languages.
6. Click **done** button to exit the language window.

6. Maintain Authors



Surname	First Name/Initials	Code
---------	---------------------	------

Figure 15.8: maintain authors page

1. In maintain authors section, user can **add, update or delete** authors.
2. Type the **author surname** and/or **author first name/initials** and/or **author code** you wish to maintain on the textboxes provided and select the function to be performed(i.e. **add, update** or **delete**)
3. User can search for available authors by using the search function provided. To search for an author, type a phrase of the author's name and click on **search** button.
4. Click **all authors** button to list all the available authors on the catalogue.
5. Use **print grid** button to print the list of available authors.
6. Click **done** button to exit the maintain author page.

7. Maintain Publishers

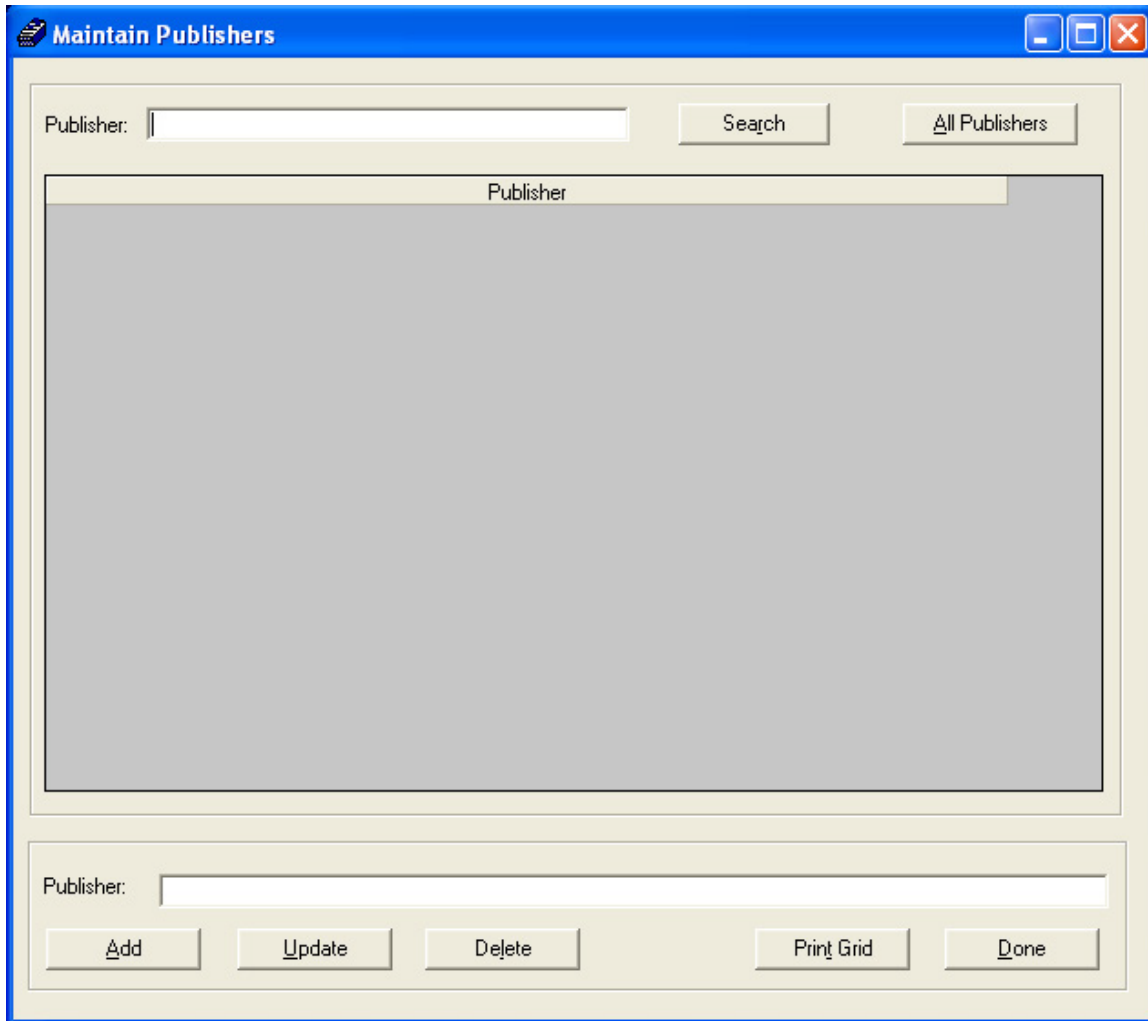


Figure 15.9: Maintain publisher page

1. In maintain publishers section, user can **add, update or delete** a publisher.
2. Type the publisher you wish to maintain on the textbox provided and select the functions to be performed (**add, update or delete**).
3. User can search for available publishers by using the search function provided. To search for available publisher, type a phrase of the publisher's name and click on **search** button.
4. Click **all publishers** to list all the available publishers.
5. Use **print grid** button to print the list of available publishers.
6. Click **done** to exit maintain publisher page.

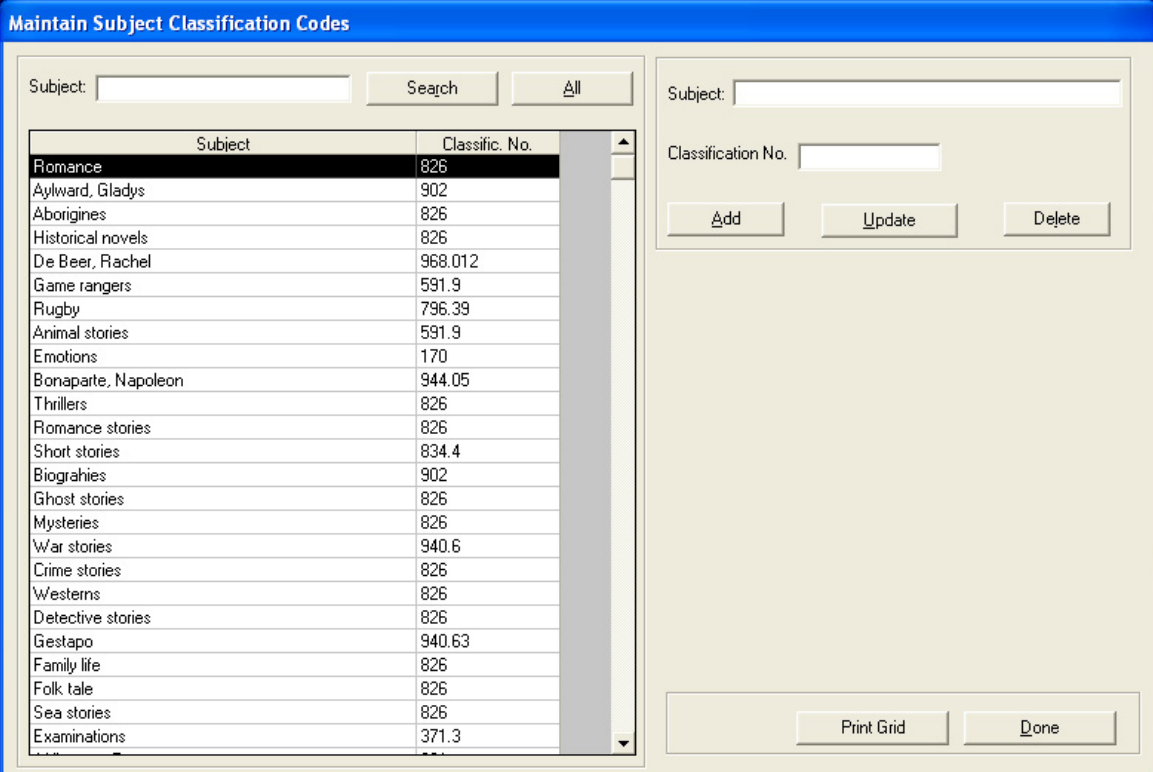
8. Maintain Series

A screenshot of a software window titled "Maintain Series". The window has a blue title bar with a close button (X) in the top right corner. Inside the window, there is a search section at the top with a text input field labeled "Series:", a "Search" button, and an "All Series" button. Below this is a large, empty rectangular area with the word "Series" centered at the top, intended for displaying a list of series. At the bottom of the window, there is another "Series:" text input field and five buttons: "Add", "Update", "Delete", "Print Grid", and "Done".

Figure 15.10: Maintain series page

1. In maintain series section, user can **add, update or delete** a series.
2. Type the series you wish to maintain on the textbox provided and select the function to be performed. (**add, update or delete**)
3. User can search for available series by using the search function provided.
4. To search for a series, type a phrase of the series and click on **search** button.
5. Click **all series** to list all the available series.
6. Use **print grid** button to print the list of available series.
7. Click **done** to exit the maintain series page.

9. Maintain Subject Codes



Subject	Classific. No.
Romance	826
Aylward, Gladys	902
Aborigines	826
Historical novels	826
De Beer, Rachel	968.012
Game rangers	591.9
Rugby	796.39
Animal stories	591.9
Emotions	170
Bonaparte, Napoleon	944.05
Thrillers	826
Romance stories	826
Short stories	834.4
Biographies	902
Ghost stories	826
Mysteries	826
War stories	940.6
Crime stories	826
Westerns	826
Detective stories	826
Gestapo	940.63
Family life	826
Folk tale	826
Sea stories	826
Examinations	371.3

Figure 15.11: Maintain subject classification codes

1. In maintain subject codes section, user can **add**, **update** or **delete** a subject code.
2. Type or select the subject and classification number for the subject you wish to maintain on the textbox provided and select the function to be performed (**add update or delete**).
3. User can search for available subject code by using the search function provided. To search for available subject codes, type a phrase of the subject code and click on **search** button.
4. Click **all subject code** to list all the available subject code.
5. Use **print grid** button to print the list of available subject code.
6. Click **done** button to exit the maintain subject classification codes page.

10. Maintain Categories



Maintain Stock Categories

Item Categories and Sub-Categories

Filters

Show All Categories

Filter by Category: [Dropdown]

Book

- Fiction
- Non-Fiction
- Reference Material

Magazine

Media

Expand all Categories Collapse all Categories

Add/Edit/Delete Categories and Sub-Categories

Category: [Text Box]

Sub-Category: [Text Box]

Figure 15.12: Maintain stock categories page

1. In maintain subject categories, user can **add, update or delete** categories and sub-categories.
2. Type or select the category or/and subcategory and for the category or/and subcategory you wish to maintain on the textbox provided and select the function to be performed (**add update or delete**).
3. Select show all categories to view a full list of available categories.
4. Use **filter by** drop list to select a specific category of items.
5. Use **expand all categories** to view sub-categories
6. Use **collapse all categories** to view only main categories
7. Click on **done** to exit maintain stock category page.

11. Issue System



	AccessionNo	Transaction	User ID	User	Fine	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Figure 15.13: Issue system page

1. To issue an item to a learner, click on the **learner radio** button and select the learner from **select member if member numbers unknown** drop down list. Type the learner number on **member number** text box if you know the number.
 2. Type **book accession number** on the space provided.
- Note : The return due date is calculated according to short loan, long loan and normal loan settings as they appear under **general settings**.
- If **validation** (see 11.1) is successful, click **issue item** to loan the item out to user.

11.1 User and Item Validation

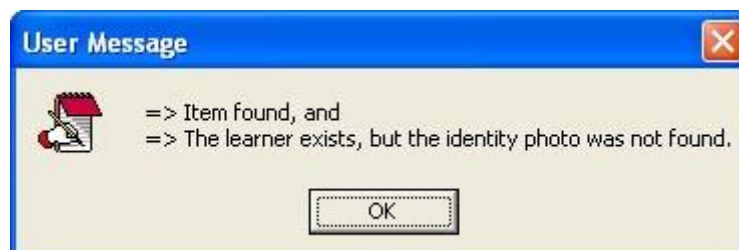


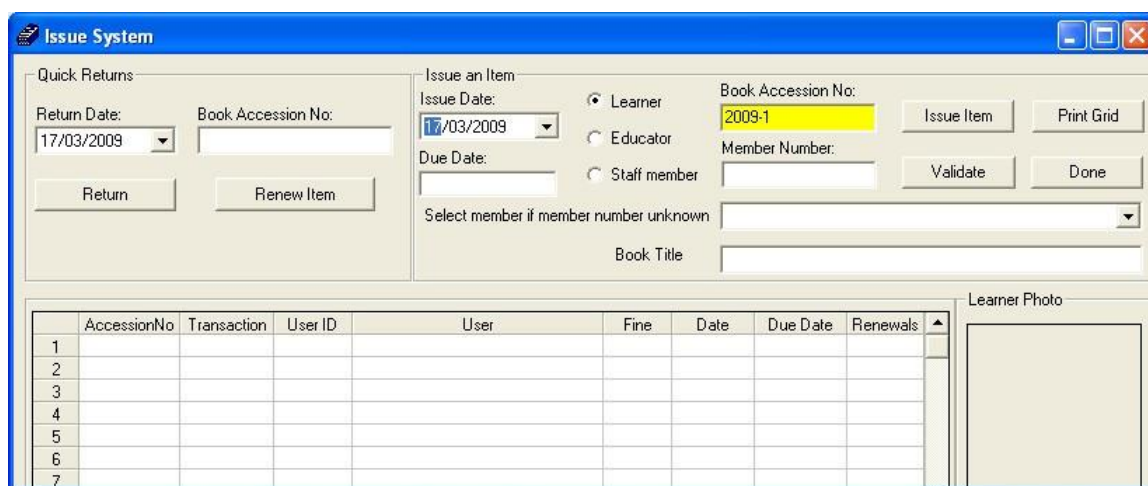
Figure15.13.1: Validation

The validation button is used to checks for:

- Leaner existence
- The grade and class of the learner.
- Availability of Item accession number requested in the catalogue
- Learner Identity Photograph

Note: Validation does not apply for educator and staff users and the validate button will not be active in that case. Issue date is automatically extracted from the system date but it can also be manually captured.

11.2 Return Item



	AccessionNo	Transaction	User ID	User	Fine	Date	Due Date	Renewals	Learner Photo
1									
2									
3									
4									
5									
6									
7									

Figure 15.14: Issue System Page

1. To return Items, type the book accession number on allocated text box under **quick returns** and click on **return** button.

11.3 Fine Accumulation.



Issue System

Quick Returns

Return Date: 25/03/2009 Book Accession No:

Issue an Item

Issue Date: 25/03/2009 Learner Educator Staff member

Book Accession No:

Member Number:

Select member if member number unknown:

Book Title:

	AccessionNo	Transaction	User ID	User	Fine	Date	Due Date	Renewals
1	2009-2	Return	L717	AKRASI-BOATENG, Carin SNE	R20.00	25/03/2009	22/03/2009	0
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

Loan Information

Type of loan	N	Loan Period	4	Max Items	4	Fine Amount	R20.00	Fine Interval	4	Extension	2
--------------	---	-------------	---	-----------	---	-------------	--------	---------------	---	-----------	---

S = Short
N = Normal
L = Long

Learner Photo

Name:

Grade:

Class:

Figure 15.15: Calculate Fine

- Fine amount is calculated and charged to user when maximum loan days are exceeded.
- When an item is returned, the system checks the recorded return due date for the item. If due date has expired, then a fine is calculated according to the **loan period**, **fine amount** and **fine interval** that were captured on the **general settings** section.

12. FINE TRANSACTIONS



AccessionNo	Title	Due Date	Returned Date	Fine Amount	Payment	Cancel
2009-1	The rise of a King	25/03/2009	26/03/2009	£20.00	<input type="checkbox"/>	<input type="checkbox"/>

Click on Payment or Cancel to select an item for processing

Items to be processed

AccessionNo	Amount	Payment Date	Cancel
-------------	--------	--------------	--------

Total Amount to Be Paid:

Remove Row No:

Figure 15.16: Fine Transaction Page

1. To view current fines for learners, educators or staff members, select a member from the drop down list or type **member id** on text box provided and click on **find fine record** button.
2. To pay fine click on **payment**. The fine will move to items to be processed (see figure 17)

12.1 Process Payment



Fine Payments

Learner
 Educator
 Staff member

Member ID: 16019

Find Fine Record

AccessionNo	Title	Due Date	Returned Date	Fine Amount	Payment	Cancel
-------------	-------	----------	---------------	-------------	---------	--------

Click on Payment or Cancel to select an item for processing

Items to be processed

AccessionNo	Amount	Payment Date	Cancel	
13	2009-1	20	2009-03-18	[X]

Total Amount to Be Paid: 20

Remove Row No: []

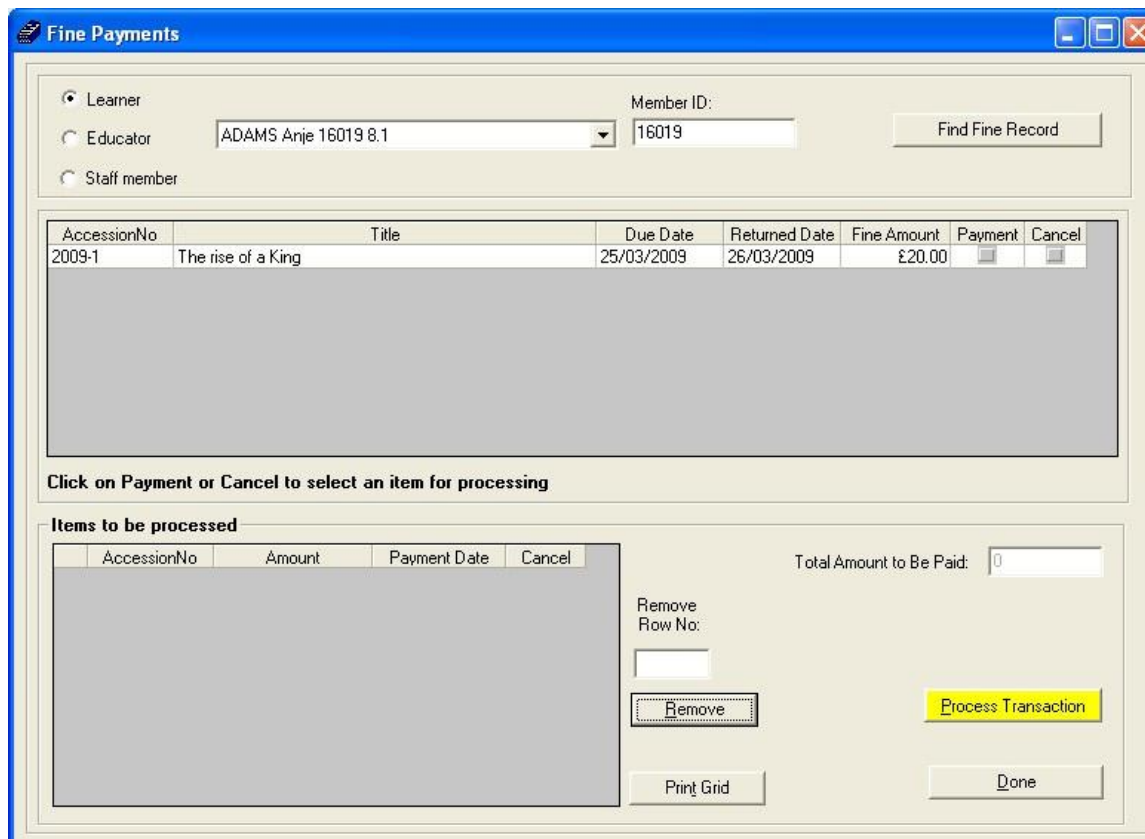
Remove [] Process Transaction []

Print Grid [] Done []

Figure 15.17: Process Payment Page

- Total fine amount will show on **total amount to be paid** text box
- To complete the payment, click on **process transactions** button.
- To remove the fine from **items to be processed**, click on the fine to select it and click **remove** button. The fine will move back to the fine list.

12.2 Cancel Fine



The screenshot shows the 'Fine Payments' application window. At the top, there are radio buttons for 'Learner', 'Educator', and 'Staff member'. The 'Educator' option is selected. A dropdown menu shows 'ADAMS Anje 16019 8.1' and a text box contains '16019'. A 'Find Fine Record' button is to the right. Below this is a table with columns: AccessionNo, Title, Due Date, Returned Date, Fine Amount, Payment, and Cancel. The table contains one row: 2009-1, The rise of a King, 25/03/2009, 26/03/2009, £20.00, and two checkboxes. Below the table is the instruction 'Click on Payment or Cancel to select an item for processing'. Underneath is a section titled 'Items to be processed' with a table with columns: AccessionNo, Amount, Payment Date, and Cancel. To the right of this table is a 'Total Amount to Be Paid' field showing '0'. Below the 'Items to be processed' table is a 'Remove Row No:' field and a 'Remove' button. To the right of the 'Remove' button is a yellow 'Process Transaction' button. At the bottom of the window are 'Print Grid' and 'Done' buttons.

Figure 15.18: Cancel Fine Page

- To cancel the fine, click on cancel. The fine will move to **items to be processed**.
- Click on **process transaction** to cancel the fine
- To remove the fine from **items to be processed**, select a fine and click on **remove** button. The fine will move back to the fine list.
- Click **done** button to exit the cancel fine page.

13. RESERVATIONS



Reserve an Item

Select member and item for reservation

Learner Educator Staff member

Member Number: []

Title Search: []

Item Accession No: [] **Find**

Select item to reserve

Item Accssn #	Title	Reserve
---------------	-------	---------

Current reservation for this Item

Item Accssn #	Member ID	Type	Date Reserved	Cancel
---------------	-----------	------	---------------	--------

Process Cancellation **Print Grid** **Done**

Figure 15.19: Reserve an Item Page

- To reserve items for learners, educators or staff members, select a member from drop down list or type **member id** on text box provided.
- Type the **title or item accession number** and click on **find** button to locate the item to be reserved.

13.1 Process Reservations



Item Accsn #	Title	Reserve
2009-1	The rise of a King	<input type="checkbox"/>

Item Accsn #	Member ID	Type	Date Reserved	Cancel
2009-1	960729	L	19/03/2009 09:5	<input checked="" type="checkbox"/>

Figure 15.20: Item Reservation Page

- When item is found on the catalogue, it will be displayed under **select item to reserve**.
- To reserve the item for user , click on the **reserve** button

Note: If item has already been booked, a list of current reservations will appear under current reservations for this item. Item cannot be reserved if it is available on the shelf.

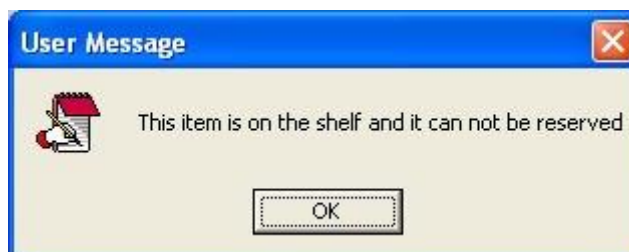


Figure 15.21: (Can't reserve: Available on shelve)

- To cancel a reservation, click on cancel check box next to the reservation you wish to cancel and click on **process cancellation**.
- Click **print grid** button to print reservations.
- Click **done** to exit the reservations page.

13.2 View

Item Accsn #	Title	Date Res	Member	Type	Cancel
2009-2	mr	2009-03-20	RAHMAN Shafatul	L	<input type="checkbox"/>

Figure 15.21: View Reserved Item Page

- To view all reservations, click on **all reservations** button.
- To view reserved items for learners, educators or staff members, select a member from drop down list or type member id on text box provided.
- To view reservations for a specific item, type **accession no** on the text box provided and click on **find** button.
- To search for a specific item, type title on **title search** and click on **find** button.
- To search for reservations made within a specific period, select a date **from** and date **to** and click on **find**.
- To cancel a reservation, click on **cancel** button next to the reservation on the list and click on **process cancellation**.
- To cancel all reservations, check **cancel all** check box and click on **process cancellation**
- To print reservations list, click on **print grid** button.
- To exit, click on **done** to exit the reservations page.

14. QUICK FIND



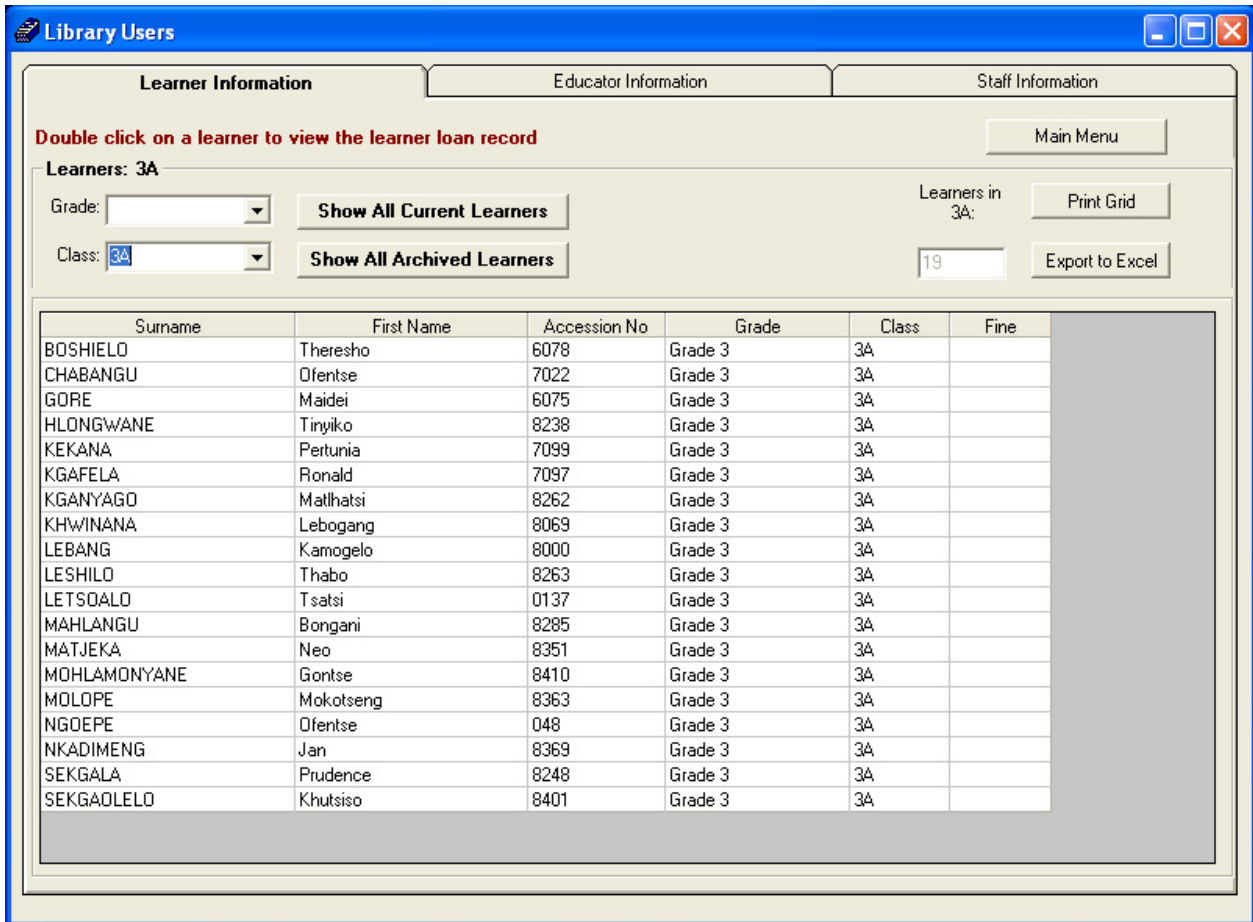
	AccessionNo	Status	Due Date	Shelf No	Title	
1	2009-1	Out	12/03/2009	826SMIT	mr	CANT, Melis:
2	2009-2	Out	21/03/2009	591.9SE10	mr	AIKEN, Laur
3	2009-3	Out	21/03/2009	796.39SMIT	mrs	KONDYLIS, .
4	2009-4	Available		796.39SMIT	mrs	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Figure 15.22: Quick Find Page

- Users can search for items using the **quick find for library item** function.
- Users can search by entering item **accession number** and/or **author surname** and/or **item title** and then clicking on **find**.
- A phrase of the item's name can be used to search for items e.g. user may enter letter "m" and click on **find** to list all the items starting with letter "m" as on figure 22 above.

15. LIBRARY USERS

15.1 Library Learner Users



The screenshot shows a web application window titled "Library Users". It has three tabs: "Learner Information", "Educator Information", and "Staff Information". The "Learner Information" tab is active. At the top, there is a red instruction: "Double click on a learner to view the learner loan record". Below this, there are filters for "Learners: 3A", "Grade:" (a dropdown menu), and "Class: 3A" (a dropdown menu). There are two buttons: "Show All Current Learners" and "Show All Archived Learners". On the right side, there are buttons for "Main Menu", "Print Grid", and "Export to Excel". A "Learners in 3A:" label is followed by a text box containing the number "19". Below the filters is a table with the following columns: Surname, First Name, Accession No, Grade, Class, and Fine. The table contains 20 rows of learner data.

Surname	First Name	Accession No	Grade	Class	Fine
BOSHIELO	Theresho	6078	Grade 3	3A	
CHABANGU	Ofentse	7022	Grade 3	3A	
GORE	Maidei	6075	Grade 3	3A	
HLONGWANE	Tinyiko	8238	Grade 3	3A	
KEKANA	Pertunia	7099	Grade 3	3A	
KGAFELA	Ronald	7097	Grade 3	3A	
KGANYAGO	Matlhatsi	8262	Grade 3	3A	
KHWINANA	Lebogang	8069	Grade 3	3A	
LEBANG	Kamogelo	8000	Grade 3	3A	
LESHILO	Thabo	8263	Grade 3	3A	
LETSOALO	Tsatsi	0137	Grade 3	3A	
MAHLANGU	Bongani	8285	Grade 3	3A	
MATJEKA	Neo	8351	Grade 3	3A	
MOHLAMONYANE	Gontse	8410	Grade 3	3A	
MOLOPE	Mokotseng	8363	Grade 3	3A	
NGOEPE	Ofentse	048	Grade 3	3A	
NKADIMENG	Jan	8369	Grade 3	3A	
SEKGALA	Prudence	8248	Grade 3	3A	
SEKGAOLELO	Khutsiso	8401	Grade 3	3A	

Figure 15.23: Learner Library Users Page

- To view a list of library users, select **library users** from library main menu.
- Select learner **information** tab to view information for learner users.
- Click **show all current learners** to view a complete list of current learner library users.
- Click **show all archived learners** to view a complete list of archived learner library users.
- Use drop list for **grade** and **class** to filter down the learner list.
- Use **export to excel** to create an excel file of the list of users showing on the grid.
- Use **print grid** to print the user list.

15.2 Library Educator Users



Library Users

Learner Information **Educator Information** Staff Information

Double click on an educator to view the educator loan record

All Current Educators

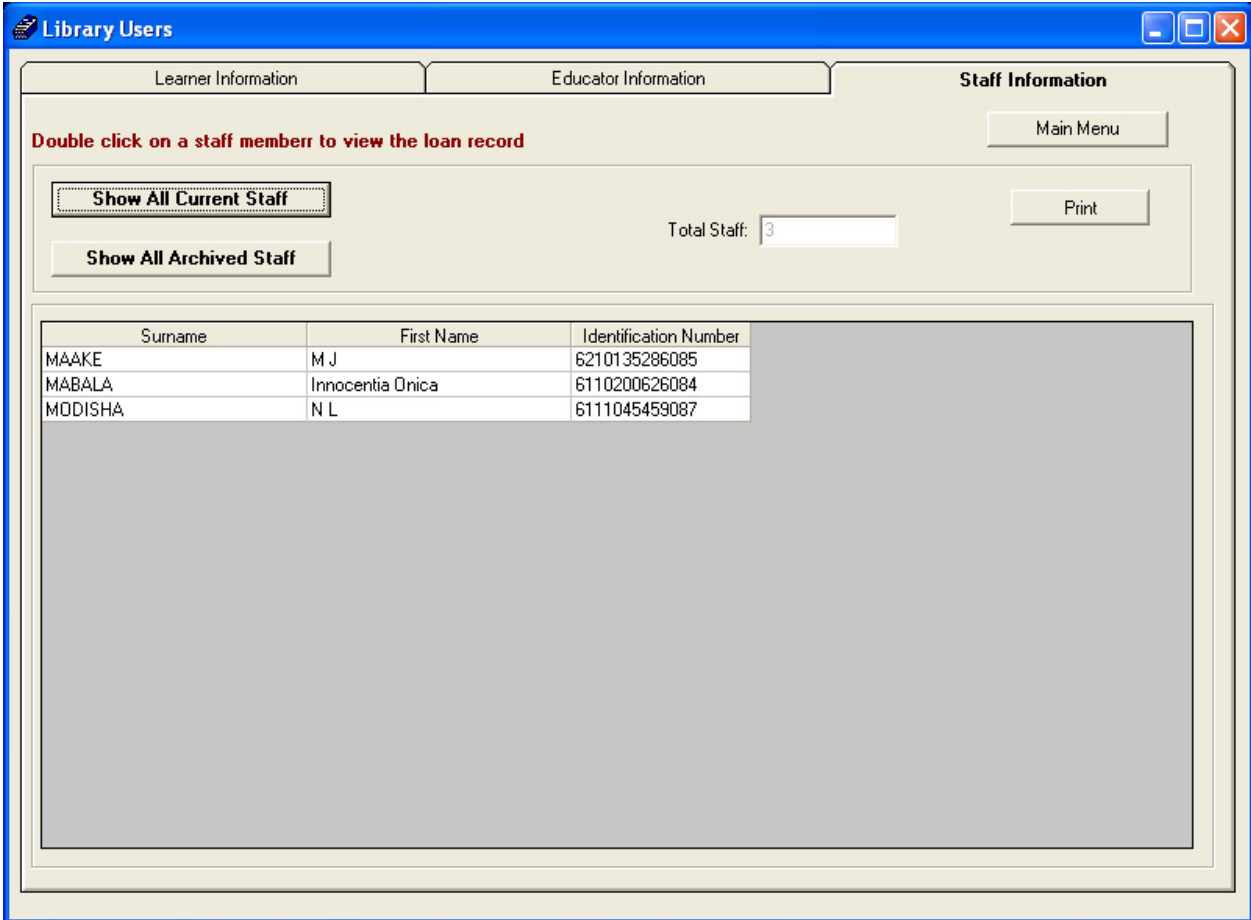
Filter By: Total Educators: 11

Surname	First Name	Identification Number	Register Class	Fine
MABOE	S K	6012256183087		
MALEBANA	P M G	7508200431083		
MALEMA	Ngoako	7107145410086		
MODISE	Cedric	601225123456		
NCUMALO	Thimaliswi Gloria	7308010566081		
NDHLOVU	A M	7103080429082		
PILLAY	M N	73033101933082		
SEGOLA	M A	5404090867085		
SHONGWE	S F	4801020723083		
SOKO	T D	6901070514081		
TALANE	P R	5501090740087		

Figure 15.24: Educator library Users Page

- Select **educator information** to view information for educator users.
- Click **show all current educators** to view a complete list of current educator library users.
- Click **show all archived educators** to view a complete list of archived educator library users.
- Use filter by drop list of a – z to filter down the educator’s surnames.
- Use **export to excel** to create an excel file of the list of users showing on the grid.
- Use **print grid** to print the user list.

15.3 Library Staff Users



The screenshot shows a web application window titled "Library Users". It has three tabs: "Learner Information", "Educator Information", and "Staff Information". The "Staff Information" tab is active. At the top right of the window is a "Main Menu" button. Below the tabs, there is a red instruction: "Double click on a staff member to view the loan record". Below this, there are two buttons: "Show All Current Staff" and "Show All Archived Staff". To the right of these buttons is a "Total Staff:" label followed by a text box containing the number "3" and a "Print" button. Below the buttons and labels is a table with three columns: "Surname", "First Name", and "Identification Number". The table contains three rows of data.

Surname	First Name	Identification Number
MAAKE	M J	6210135286085
MABALA	Innocentia Onica	6110200626084
MODISHA	N L	6111045459087

Figure 15.25: Staff Library Users Page

- To view a list of library users, select **library users** from library main menu.
- Select staff **information** to view information for staff users.
- Click show **all current staff** to view a complete list of current staff library users.
- Click **show all archived staff** to view a complete list of archived staff member library users.
- Use **print grid** to print the user list.

16. LIBRARY REPORTS



Library Reports

Select report to view

Issued Items Outstanding Items Outstanding Fines

Paid Fines Reserved Items

Member Type: Learner Educator Staff member

Members List:

Member ID:

Item Accession No:

Title Search:

From: To:

Grade:

Class:

Figure 15.26: Library Reports Page

- To extract reports from the library module, select **reports** from main menu.
- User can request a report for **issued items, outstanding items, outstanding fines, paid fines** and **reserved items**.
- To search for a report:
 - Select **member type : learner, educator or staff member**
 - Select **member list** Drop down list. Type the **member ID** number on text box provided if it is known.
 - Type **item accession no** on the provided text box if it is known.
 - Type the title on **title search** text box if you know the name of the item you are searching for.
 - Select the start date and end date on **from drop down list** and **to dropdown list**.
 - Select the **grade** on which u you like to conduct the search.
 - Select the **class** on which u you like to conduct the search.

Note: Grade and class search do not apply for educators and staff.

Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person

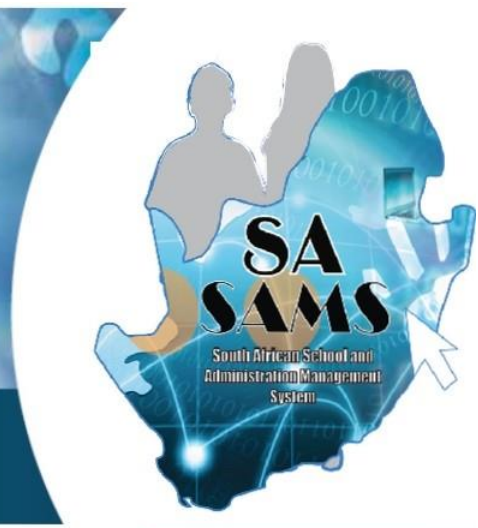
Carinne van der Westhuizen
Pauline Ramphele
Lebogang Mveke

Telephone

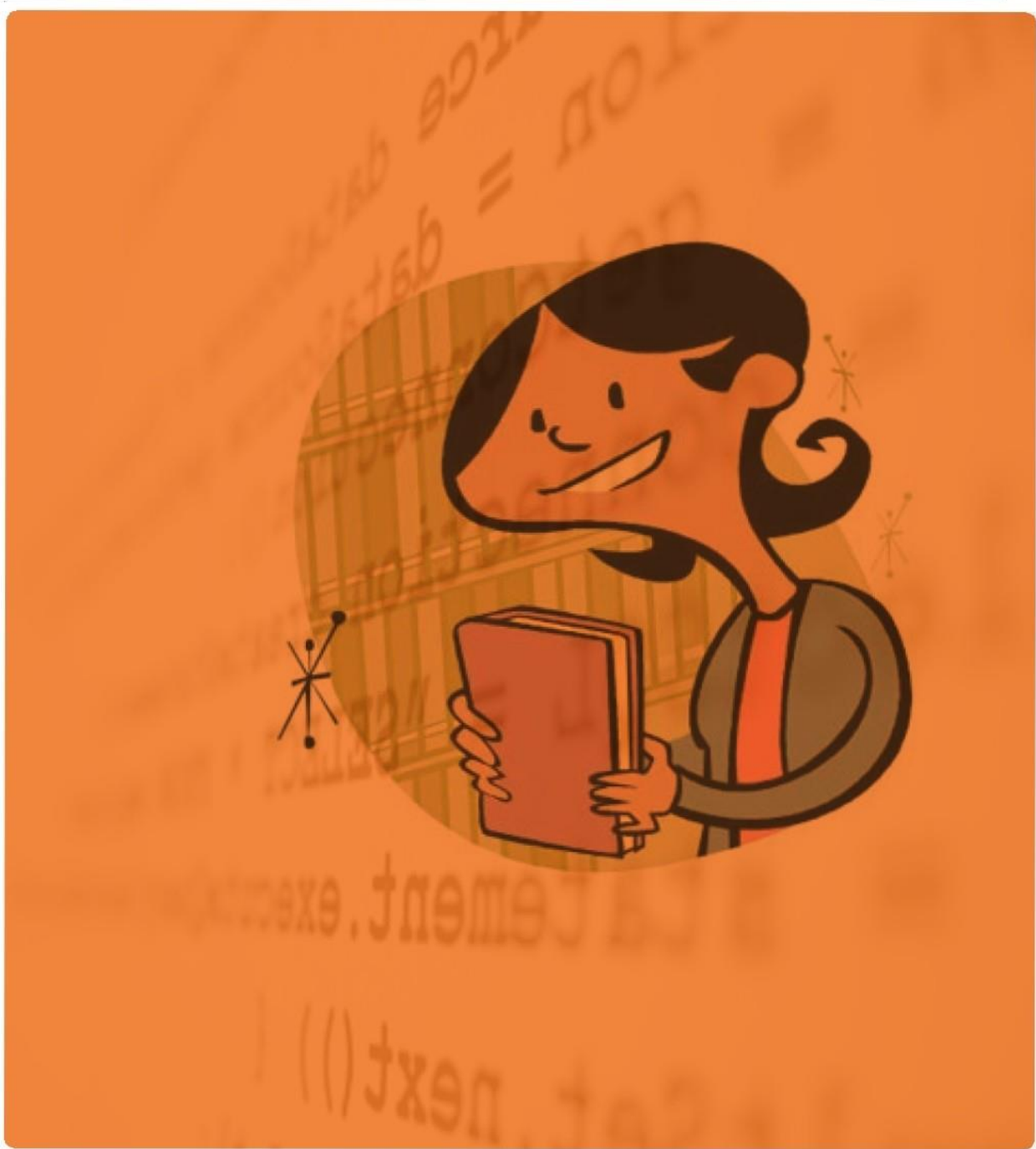
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