

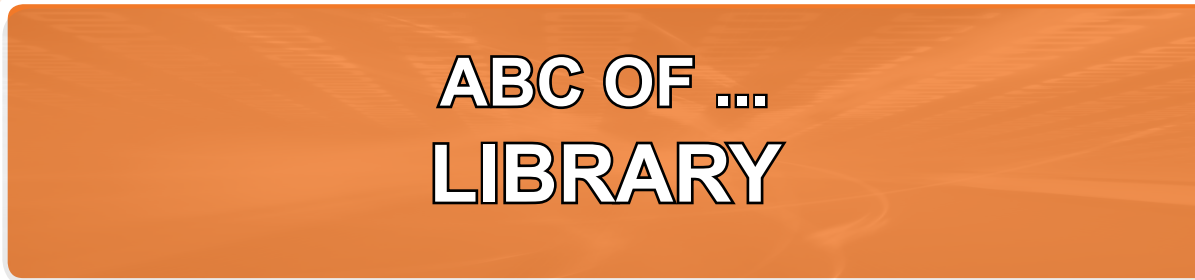


EVERY CHILD IS A NATIONAL ASSET

# ABC OF ... LIBRARY

M  
O  
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L  
E

15



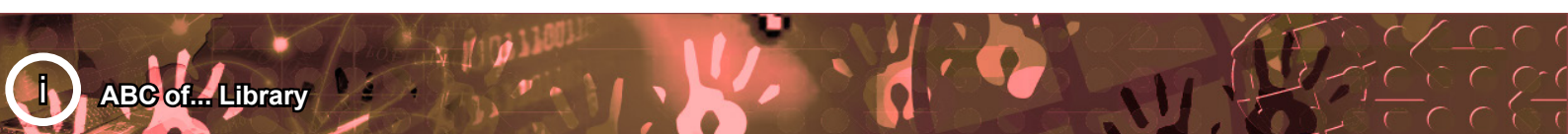
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## 1. Introduction

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

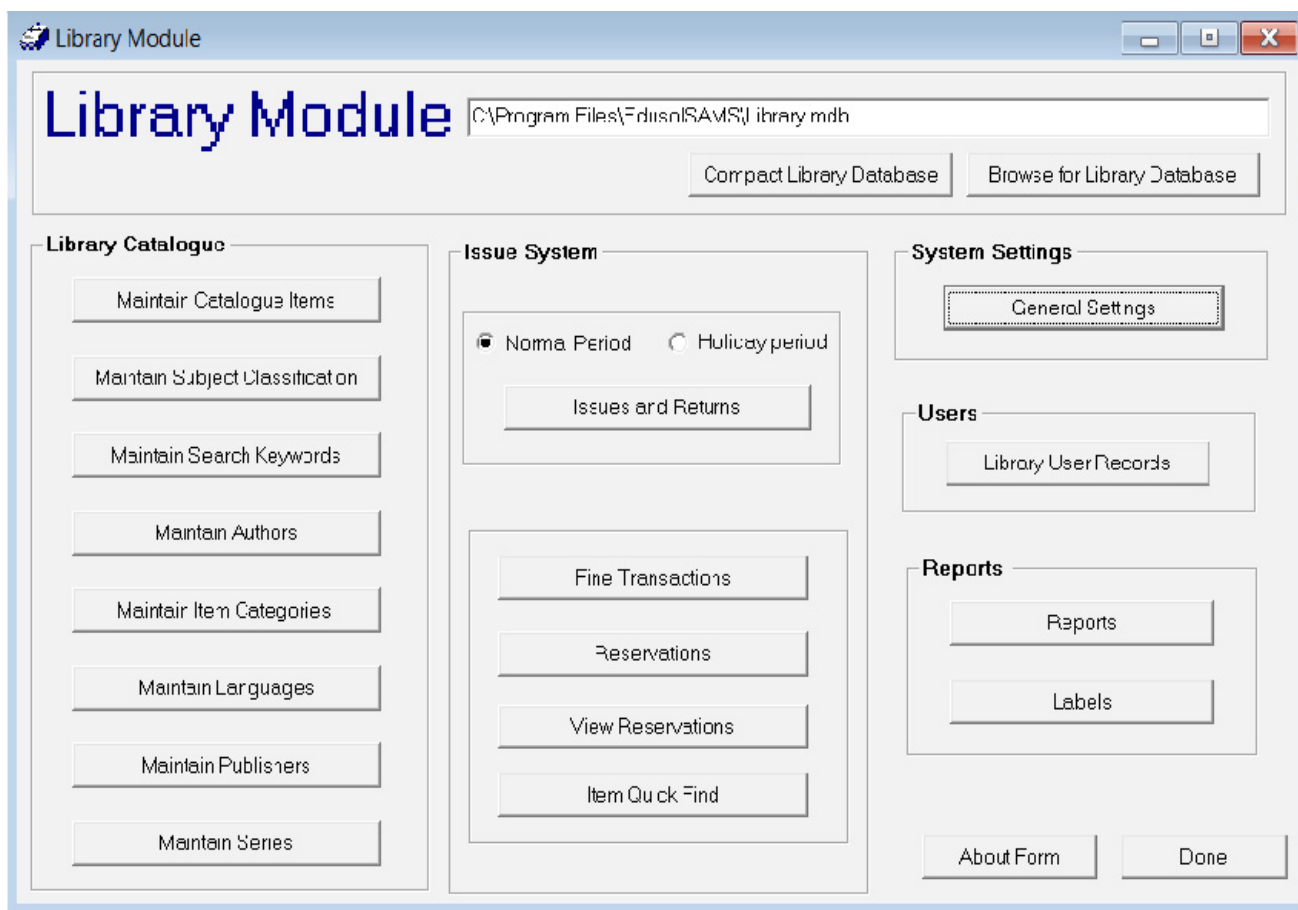


Figure 15.1: library module main menu page

### 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      Done

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

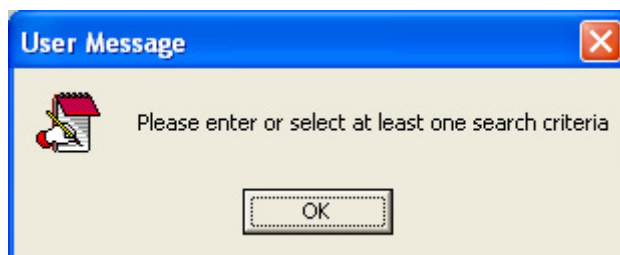


Figure 15.3: Search Criteria

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

**Library Catalogue**

**Search For Library Items**

Item Accession No:  Author Name:

Category:  Author Surname:

Sub Category:  Title:

Classification No:   Restricted Items  Short Loan Items  Items removed from the catalogue

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

Restrict All

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)

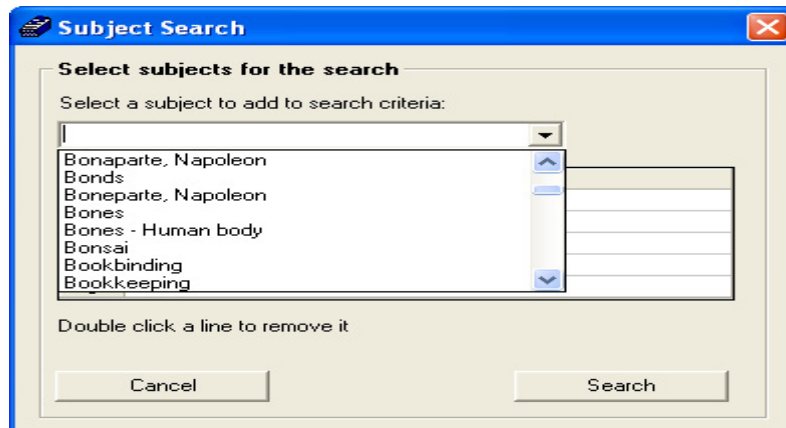


Figure 15.5: Subject Search

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

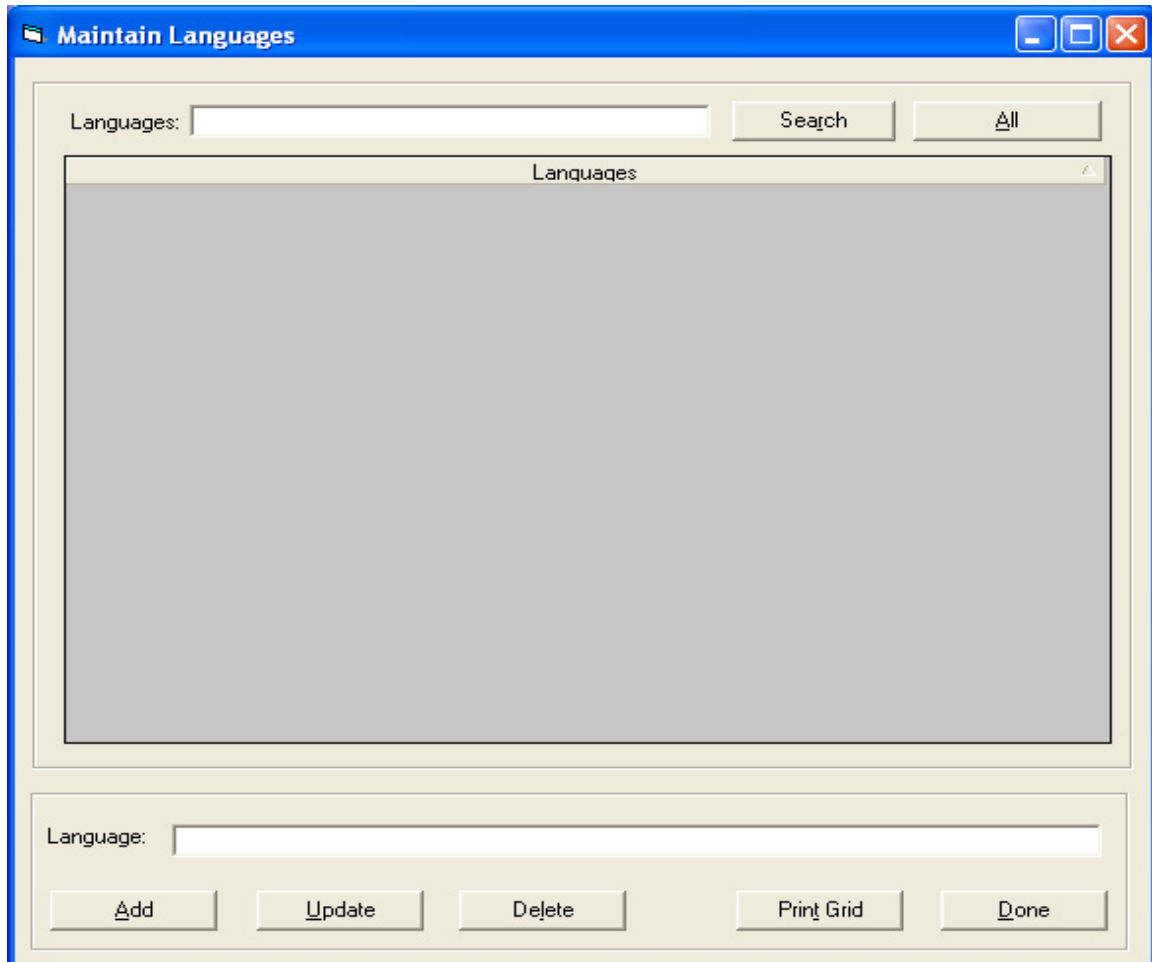
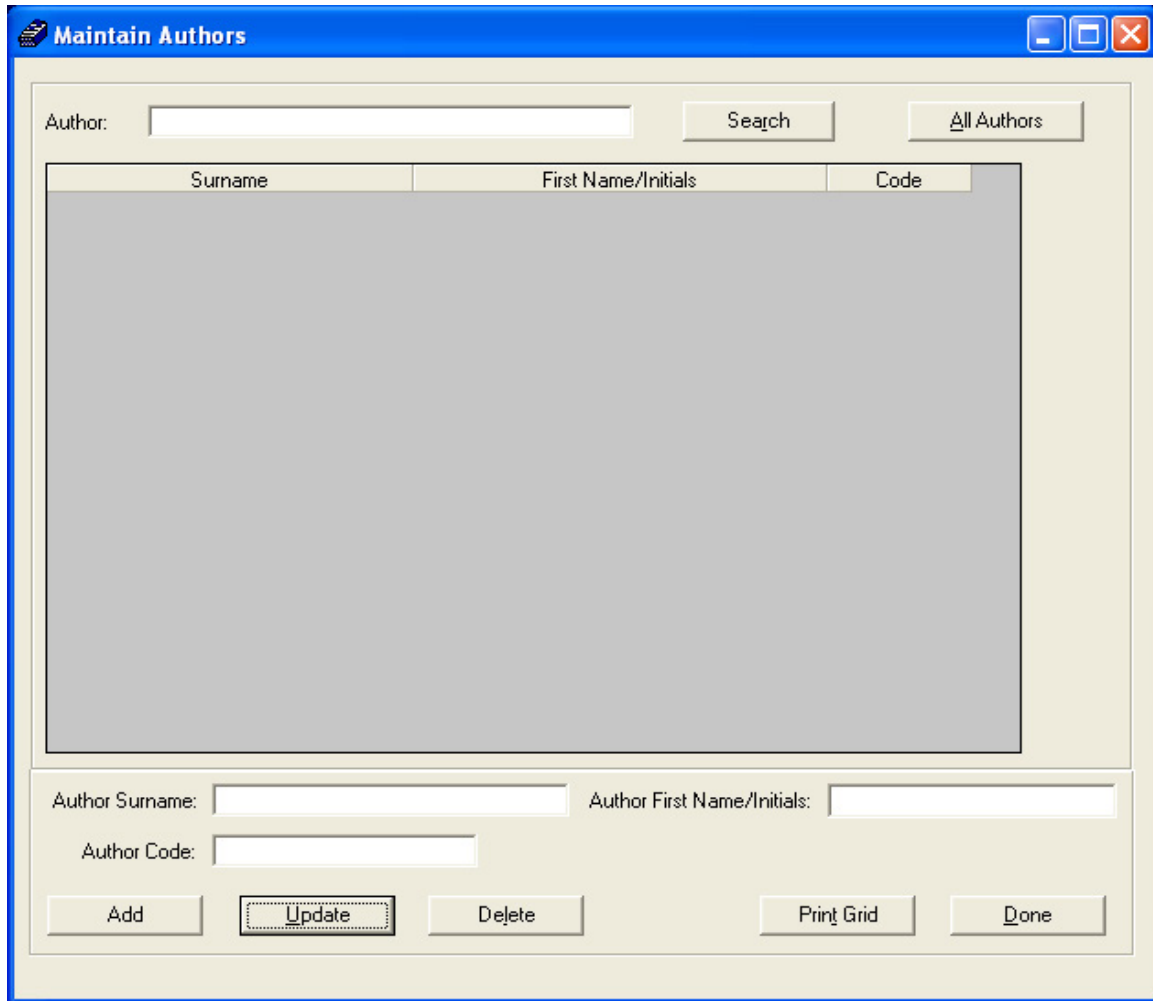


Figure 15.7: Maintain languages page

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

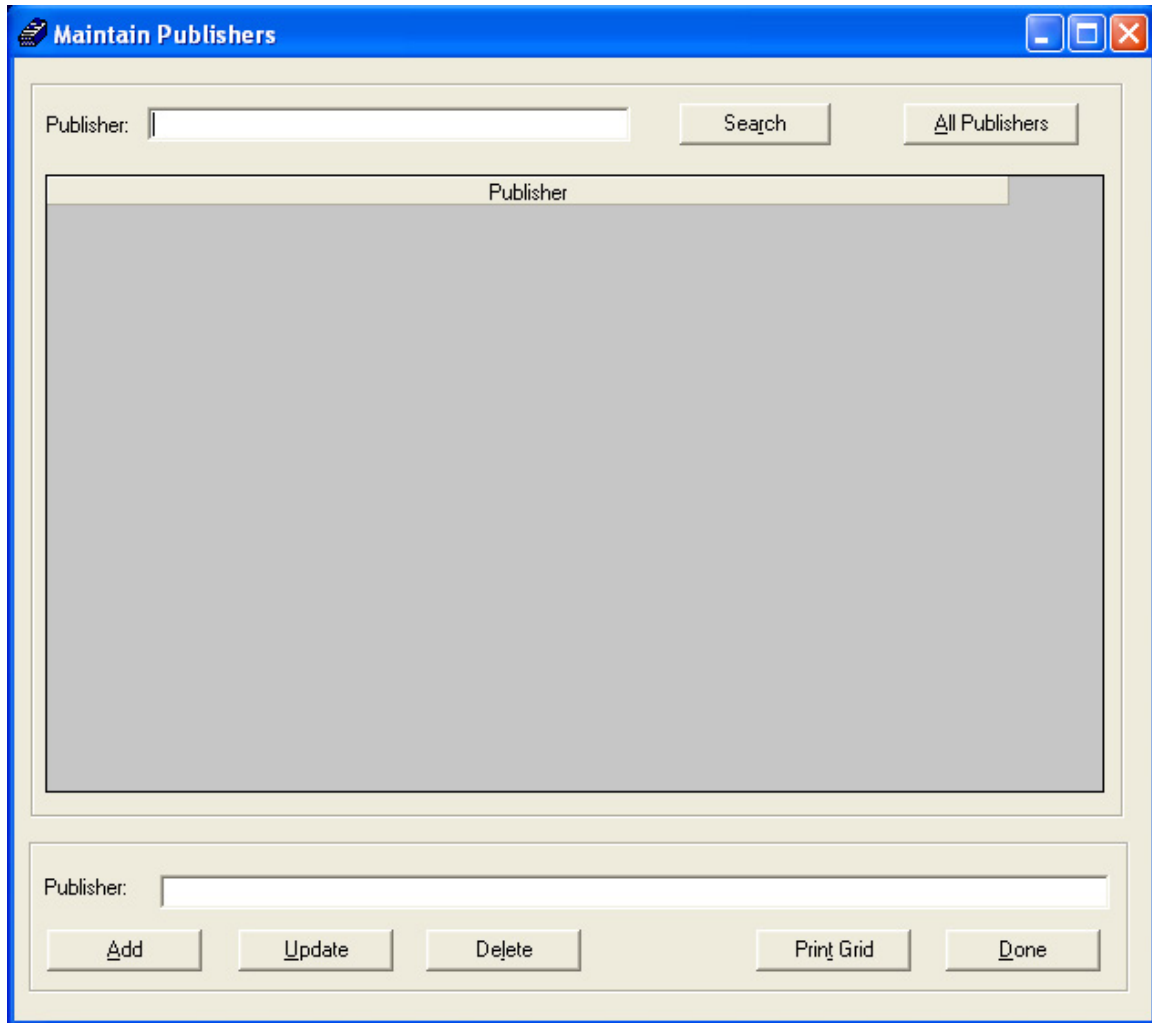


Figure 15.9: Maintain publisher page

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 labeled "Series" at the top, which is 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



**Maintain Subject Classification Codes**

Subject:  Search

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

Subject:  Classification No.

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]

[Add]    [Update]    [Delete]

[Done]

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



The screenshot shows the 'Issue System' window with the following sections:

- Quick Returns:** Return Date (17/03/2009), Book Accession No. (empty), Return, Renew Item buttons.
- Issue an Item:** Issue Date (17/03/2009), Due Date (empty), Learner/Educator/Staff member radio buttons, Book Accession No. (empty), Member Number (empty), Validate, Done buttons.
- Select member if member number unknown:** A list box containing names and IDs: APHANE Angelinah 0301300983089 GRFB, APHANE Julia 9802260506084 5B, APHANE Kagiso 9903305295087 3B, APHANE Kgaugelo 9607250875088 6D, APHANE Khutso 020545884082 1A, APHANE Malebe 9804036003081 4B, APHANE Mohau 960729 5A, APHANE Semakaleng 0012015239085 2C.
- Table:** A table with columns: AccessionNo, Transaction, User ID, User, Fine, Date. Rows 1-17 are empty.
- Form Fields:** Name, Grade, Class text boxes.
- Loan Information:** Type of loan, Loan Period, Max Items, Fine Amount, Fine Interval, Extension. Legend: S = Short, N = Normal, L = Long.


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



**User Message**

 => Item found, and  
=> The learner exists, but the identity photo was not found.

OK

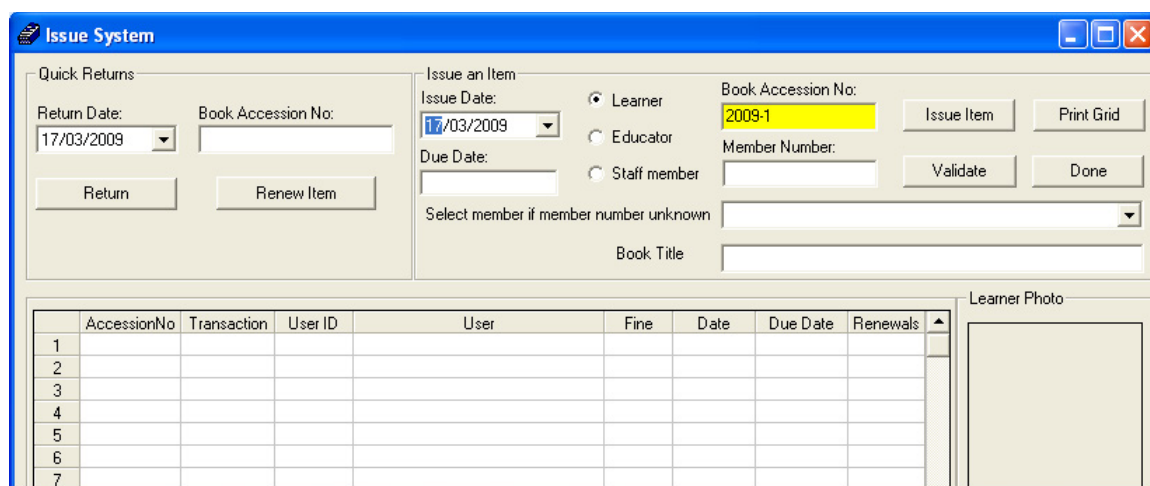
Figure15.13.1: Validation

The validation button is used to checks for:

- Learner 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**

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



**Fine Payments**

Learner  
 Educator  
 Staff member

Member ID: 16019

Find Fine Record

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:

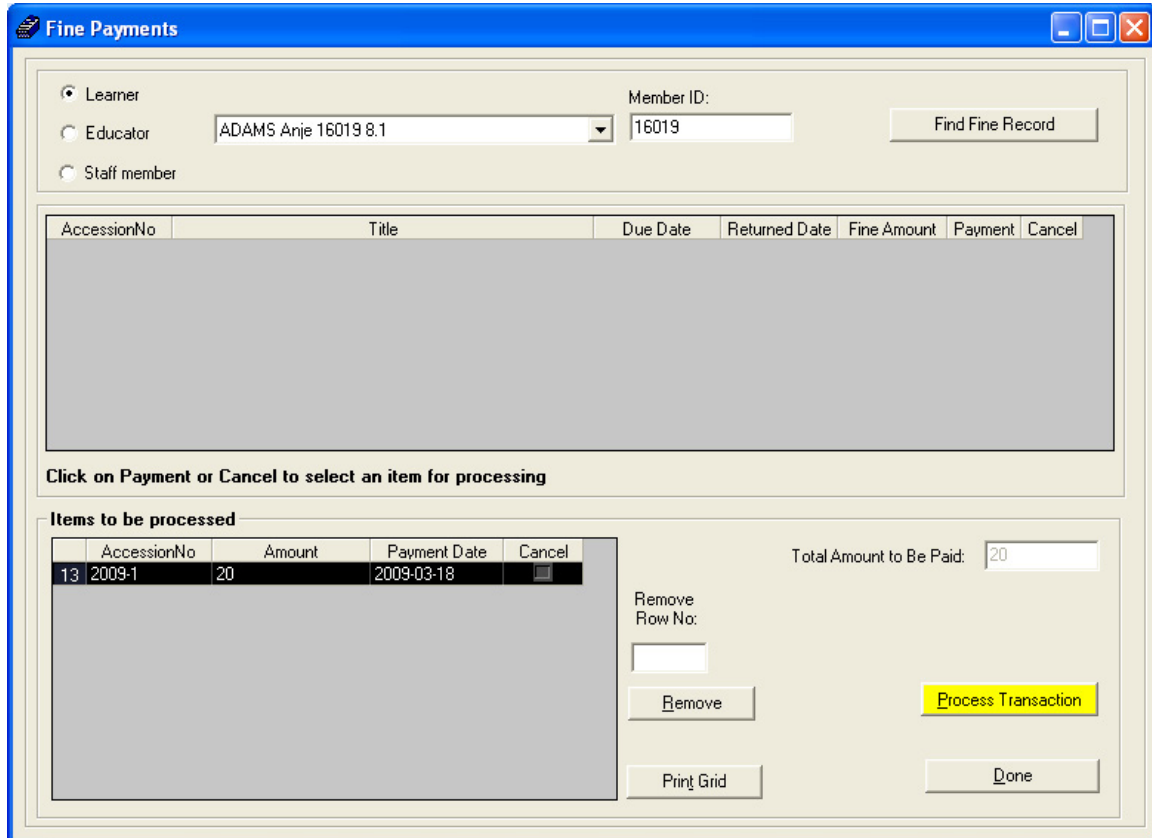
Remove Process Transaction

Print Grid Done

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	<input checked="" type="checkbox"/>

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



**Fine Payments**

Learner  
 Educator  
 Staff member

Member ID: 16019

Find Fine Record

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: 0

Remove Row No:

Remove

Process Transaction

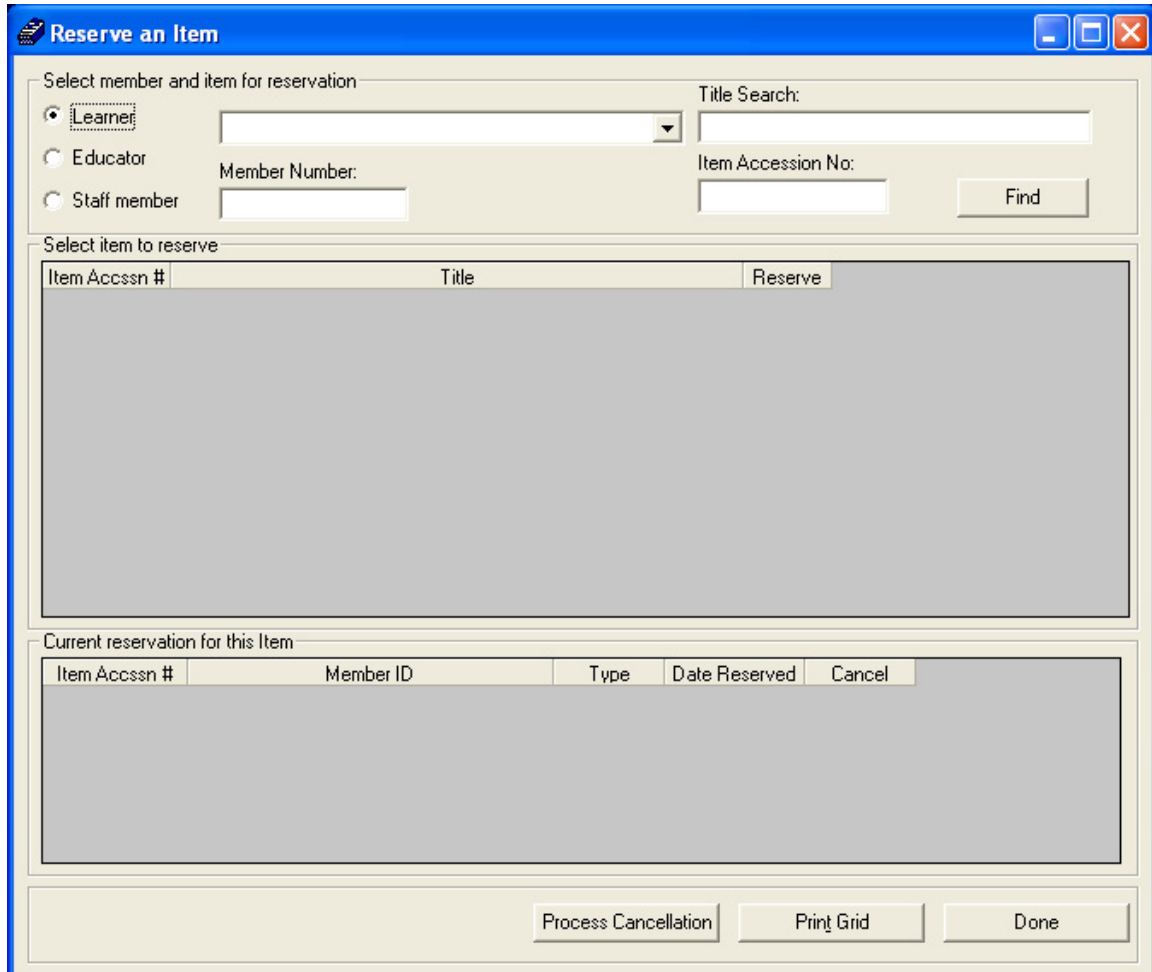
Print Grid

Done

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



The screenshot shows a web application window titled "Reserve an Item". It contains the following sections:

- Select member and item for reservation:** Includes radio buttons for "Learner" (selected), "Educator", and "Staff member". There is a dropdown menu for member selection and a "Member Number:" text box. To the right, there is a "Title Search:" text box and an "Item Accession No:" text box, with a "Find" button.
- Select item to reserve:** A table with columns "Item Accssn #", "Title", and "Reserve". The table is currently empty.
- Current reservation for this Item:** A table with columns "Item Accssn #", "Member ID", "Type", "Date Reserved", and "Cancel". This table is also empty.
- Buttons:** "Process Cancellation", "Print Grid", and "Done" are located at the bottom of the window.

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 Accssn #	Title	Reserve
2009-1	The rise of a King	Reserve

Item Accssn #	Member ID	Type	Date Reserved	Cancel
2009-1	960729	L	19/03/2009 09:5	<input 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.*

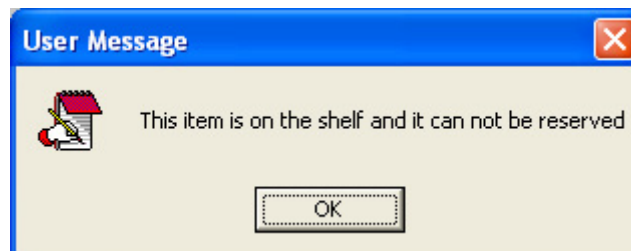


Figure 15.21: (Can't reserve: Available on shelve)

- 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



The screenshot shows a software window titled "View Reserved Items". It features a search section at the top with radio buttons for "Learner", "Educator", and "Staff member". The "Learner" option is selected. There are input fields for "Item Accession No.", "Member Number", and "Title Search". Date pickers for "From" (20/12/2008) and "To" (20/03/2009) are also present, along with "Find" and "All Reservations" buttons. Below the search section is a table titled "Reserved Items" with columns: "Item Accsxn #", "Title", "Date Res", "Member", "Type", and "Cancel". One row is visible with the following data: "2009-2", "mr", "2009-03-20", "RAHMAN Shafatul", "L", and a small square button. At the bottom of the window, there are buttons for "Cancel All", "Process Cancellation", "Print Grid", and "Done".

Item Accsxn #	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					

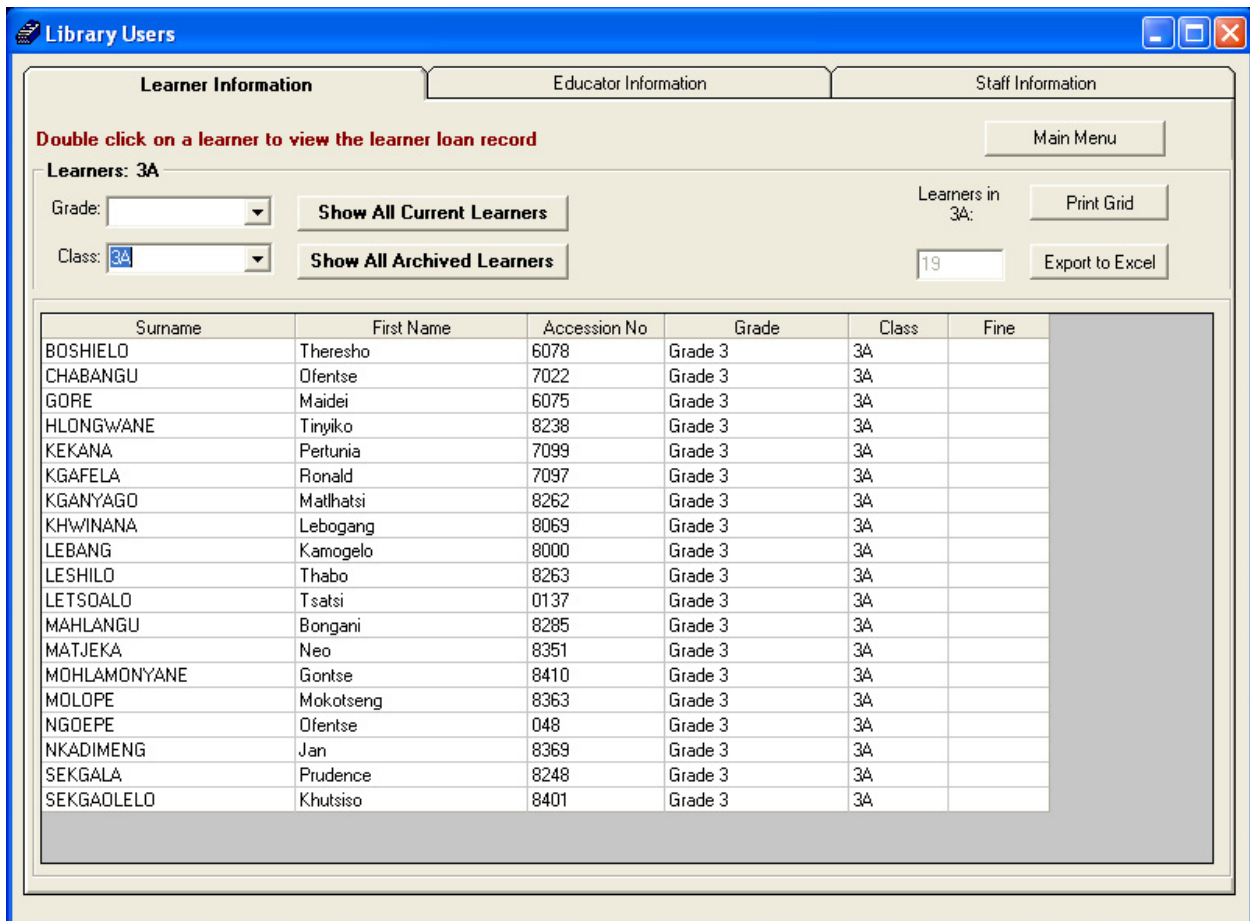
Figure 15.22: Quick Find Page

- 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 the 'Library Users' application window. 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', and 'Class: 3A'. There are buttons for 'Show All Current Learners', 'Show All Archived Learners', 'Main Menu', 'Print Grid', and 'Export to Excel'. A table displays a list of learners with columns for Surname, First Name, Accession No, Grade, Class, and Fine.

Surname	First Name	Accession No	Grade	Class	Fine
BOSHIELO	Theresho	6078	Grade 3	3A	
CHABANGU	Ofentse	7022	Grade 3	3A	
GOPE	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	
NGOPE	Ofentse	048	Grade 3	3A	
NKADIMENG	Jan	8369	Grade 3	3A	
SEKGALA	Prudence	8248	Grade 3	3A	
SEKGADLELO	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:

**Show All Current Educators**

Total Educators: 11

**Show All Archived Educators**

Main Menu

Print

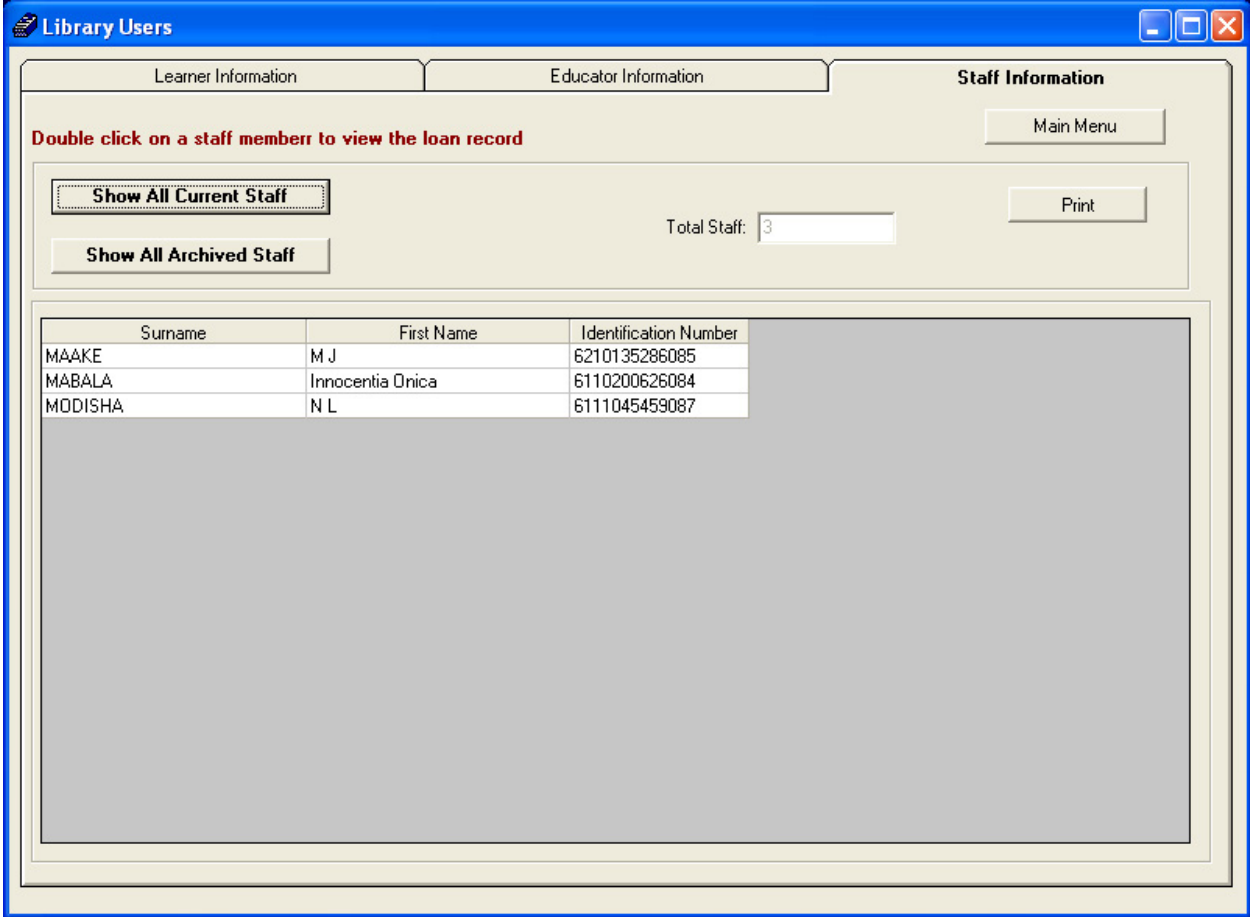
Export to Excel

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



Library Users

Learner Information Educator Information **Staff Information**

Double click on a staff member to view the loan record

Main Menu

Show All Current Staff

Total Staff: 3

Print

Show All Archived Staff

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: 24/12/2008    To: 24/03/2009

Grade:

Class:

View Report    Clear    Done

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:

School Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System Version:

District / Province:

Comment / Problem Details:

Send Email

## Contact Person

Frans Rampele

Carinne can der Westhuizen

## Telephone

012 357 3832

## Email

rampele.l@dbe.gov.za

vanderwesthuizen@dbe.gov.za



EVERY CHILD IS A NATIONAL ASSET



**basic education**

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**REPUBLIC OF SOUTH AFRICA**