USER MANUAL

There are two types of users in the program: Librarian and Patron. As the program is run it will show three options i.e. login as librarian, login as patron and exit the program. Choose the desired option.

Instructions for Librarian:

Login as admin by choosing the appropriate option in main menu. It will ask for username and password for ensuring that only a librarian accesses it. Currently the username is set as '0' and the password is '0'.

You will see possible tasks you can do. The tasks and their descriptions are:

Task	Description
Add patron	Creating a new patron to use the database by adding details of the patr
Delete patron	Deleting the patron details from database thereby denying him to acce
Issue book	To issue a book to a patron
Return book	To record the book returned by the patron
Add book	Add a new book to the database
Delete book	Delete an existing book from the database
Go back	Return to the main menu

1. To add a patron: a. Press '**1**' followed by 'ENTER'

b. Enter the ID of the new patron. It should **not be more than 10 characters**.

c. Enter the name of the new patron. New patron is now added.

2. To delete a patron: a. Press '**2**' followed by 'ENTER'

b. Enter the ID of the patron to be deleted. The patron is deleted.

3. To issue a book: a. Press '**3**' followed by 'ENTER'

b. Enter the reference number of the book to be issued.

c. Enter the ID of the patron to whom the book is being issued. The book is issued and the date and time of issue is   noted. The book must be returned within 30 days.

4. To return a book: a. Press '**4**' followed by 'ENTER'

b. Enter the reference number the book to be returned.

c. Enter the ID of the patron returning the book. The book is issued.

5. To add a book: a. Press '**5**' followed by 'ENTER'

b. Enter the reference number of the book to be added.

c. Enter the title of the book.

d. Enter the name of the author of the book.

e. Enter the course of the book. The book is now added.

6. To delete a book: a. Press '**6**' followed by 'ENTER'

b. Enter the reference number of the book to be deleted. The book is now deleted.

7. To go back to main menu: Press any other key.

Instructions for Patron:

➢ Patrons can avail the credentials of the library database management system by becoming a member – contact admin to register.
➢ Register with help of admin in the library for getting credentials to use the library database.
➢ You will have to give your roll number (id) and name to register.
➢ Every patron has user id which is his/her roll number.
➢ For searching the books available in the library fields can be described as below:

SEARCH BY	KEY TO BE PRESSED
Book Reference no.	1
Title	2
Courses related to	3
Author	4

To search by reference number: a. Press '1' followed by 'ENTER'

b. Enter the reference number of the book (maybe partial). The corresponding books will be displayed with their availability.

To search by its title: a. Press '2' followed by 'ENTER'

                b. Enter the title of the book (maybe partial). The corresponding books will be displayed with their availability.

To search by its course: a. Press '3' followed by 'ENTER'

                b. Enter the course of the book (maybe partial). The corresponding books will be displayed with their availability.

To search by its author: a. Press '4' followed by 'ENTER'

                b. Enter the author of the book (maybe partial). The corresponding books will be displayed with their availability.

➢ If the availability status of the book is "1" go to the library to get the book issued by the library admin.
➢ After issuing, return the book within the stipulated time (30 days).