



LMS USER MANUAL

(LIBRARY MANAGEMENT SYSTEM)

1. Library Dashboard

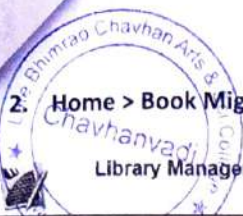
SR NO.	FORM NAME
1	Data Entry
2	Migration
3	Database Back Up
4	Periodical Data Entry



Library Management System

1. Home > Data Entry :- It is the form where we do direct entry of books in library software which contains Register, Prefix/authors, classification no., book title etc.

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2. Home > Book Migration:- Here we can migrate or import our data in library software.

Library Management System

MODULES

Welcome - admin Settings Sign Out English

General Module

Library Dashboard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Home > Book Migration

Add Save Search Cancel Edit

Migration

Please Select Excel File:

Choose File No file chosen

Import Data

Migration

3. Home > Database BackUp:- It is used to take the backup of our software.



Library Management System

MODULES

Welcome - admin Settings Sign Out English

General Module

Library Dashboard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Home > Database BackUp

Add Save Search Cancel Edit

Database Backup

BackUp Drive

D:\

File Name

Library18/5/2023_111104

Back Up


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Home > Periodical Data Entry:-Periodicals cover events more quickly and concisely than books. Books are usually better at giving thoughtful, historical or background information. Magazines and newspapers provide current, focused information, and specialized magazines and journals provide in-depth coverage Here we can do the entries like Newspapers, Journals, Comics etc

Library Management System

MODULES

- General Module
- Library Dashboard
- Reports
- Utility Module
- Acquisition
- Member
- Budget
- Circulation
- Fee Fine
- OPAC

Welcome -admin Settings Sign Out English

Home > Periodical Data Entry

Add Save Search Cancel Edit

Periodical Data Entry

Order No: 13 Order Date: 18/03/2023 Vendor: ☐ New Vendor Mode of Delivery:

Mode of Payment: Order Given By:

*Periodical (☐ New Periodical) Periodicity: *From Date: *To Date:

2. Acquisition Module

SR NO.	FORM NAME (Acquisition Module)
1	Book Subject Master
2	Register Master
3	Author Master
4	Change Book Location
5	Book Department Master
6	Classification Master
7	Book Publisher
8	Generate Accession No
9	Holiday Master
10	Vendor Master
11	Weekly Off
12	Cancellation Of Accession
13	Book Order
14	Book Status Master
15	Change Register Of Accession
16	Library Card Type
17	Book Type Master
18	Book Inward
19	Binding Type Master
20	Book Title
21	Stock Verification
22	Stock Verified Period


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MODULES

- General Module
- Library Dashboard
- Reports
- Utility Module
- Acquisition
- Member
- Budget
- Circulation
- Fee Fine
- OPAC

List of Menu's
Home > Menu's

Book Subject Master	Register Master	Author Master
Change Book Location	Book Department Master	Classification Master
Book Publisher	Generate Accession No	Holiday Master
Vendor Master	Weekly Off	Book Title
Book Order	Book Inward	Book Status Master
Cancellation Of Accession	Change Register Of Accession	Stock Verified Period
Stock Verification	Binding Type Master	Book Type Master

1. Home > Book Subject Master:- Add subject here

Library Management System

MODULES

- General Module
- Library Dashboard
- Reports
- Utility Module
- Acquisition
- Member
- Budget
- Circulation
- Fee Fine
- OPAC

Home > Book Subject Master

Add Save Search Cancel Exit

Book Subject Master

Book Subject Name	Remark
-------------------	--------


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Register Master:- We can add register here



Library Management System

MODULE 1

Welcome admin Settings Sign Out English

General Module

Library Dashboard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Home > Register Master

Register Master

Register Name Prefix Name Separator

3. Home > Author Master:- We can add author here

Library Management System

MODULE 1

Welcome admin Settings Sign Out English

General Module

Library Dashboard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Home > Author Master

Author Master

*Author Name Email ID Remark


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Home > Book Title:-We can add book title here

Library Management System

MODULES

General Module

Library Dashboard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Home > Book Title

Add Save Search Cancel Exit

Book Title Master

*Book Title	Book Department --Select--	*Classification No. --Select--	Subject Name --Select--
I S.B.N. No.	Book Type --Select--	Language Of Book --Select--	Issued On ☐
Binding Type --Select--	Size	Electronic Media --Select--	Contain Page --Select--
Edition	Volume	Publishing Year	Pages

Search Keyword

Cover Page
 No file chosen

Contain Page
 No file chosen

5. Home > Library Card Type:-We can add card here like student, employee etc.

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MODULES

Library Dashboard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Welcome Library

Settings Sign Out English

Home > Library Card Type

Add Save Search Cancel Exit

Library Card Type

*Library Card Type Name	*Prefix
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☒ Student ☐ Employee ☐ Other Member


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Home > Book status Master:- Entries like lost, damage, Active, available etc are store here.



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Home > Book status Master

Buttons: Add, Edit, Search, Cancel, Exit

Book Status Information

*Date	Barcode	Register --Select--	*Book Title --Select--
*Status	Resolution No.	Resolution Date	Price
Author Name I	Author Name II	Author Name III	Publisher Name
Reason			

Member Type: ☒ Student ☐ Employee ☐ Other Member

7. Home > Cancellation Of Accession:- Here we can cancel any accession no.

Library Technologies

Home > Cancellation Of Accession

Buttons: Add, Cancel, Edit

Cancellation Of Accession

Accession No. **Show**

☐	Sl No	Inward No	Accession No	Date	Book title
--------------------------	-------	-----------	--------------	------	------------

Close All


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3. Home > Stock Verification:- Here we are identifying stock for a period of time

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Home > Stock Verification

Stock Verification

Verification Period: Verified Date: Verified By:

Accession Type:

☒ Single Accession ☐ Multiple Accession

Single Accession

Barcode: Book Title & Accession No: Location:

9. Home > Book Inward Master:- Here we can do inward entries of book.

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Home > Book Inward Master

Book Inward

☒ Select Books Those Ordered ☐ Select Books If Other ☐ Is Donated

Inward No: Inward Date: Order No: Order Date:

DC No: DC Date: Vendor:

Bill No: Bill Date: Transport No:

Remark:

*Book Title: *Budget Head:


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Home > Change Location Of Book:- Here we can allocate book location like row etc



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MODULES

Library Dashboard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Ending

Periodical

Home > Change Location Of Book

Register: Prefix: From: To:

*Please Enter Number Only

Book Name: From: To:

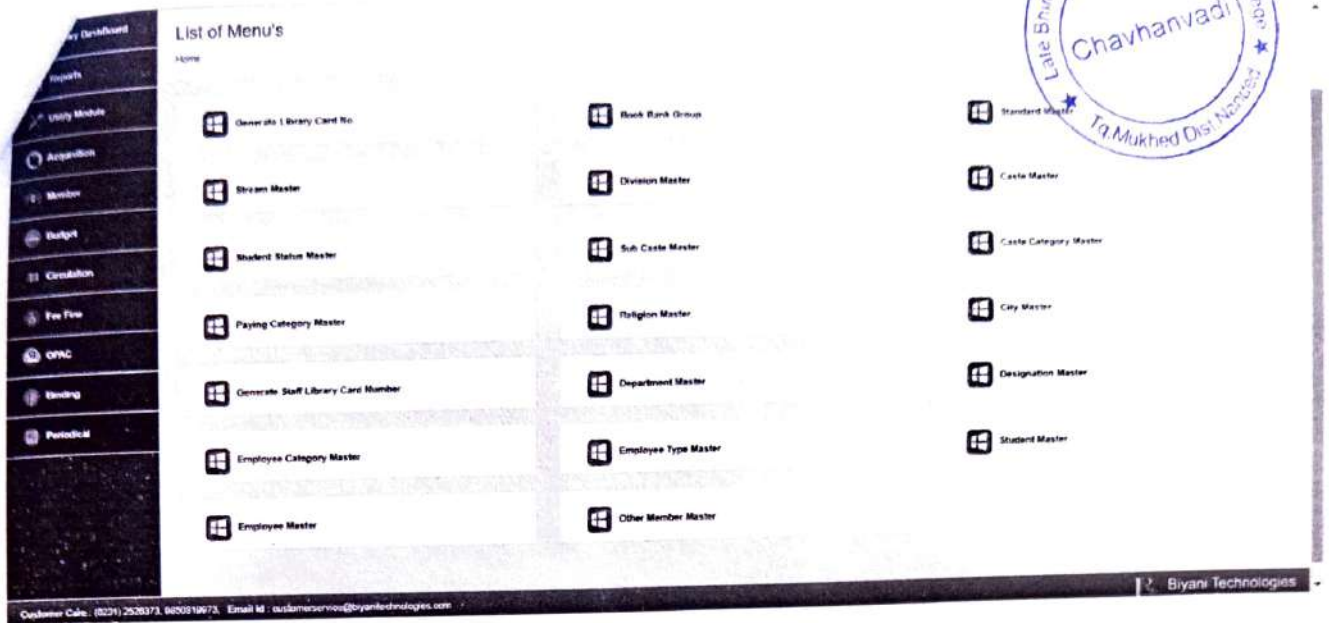
Location

3.Member Module

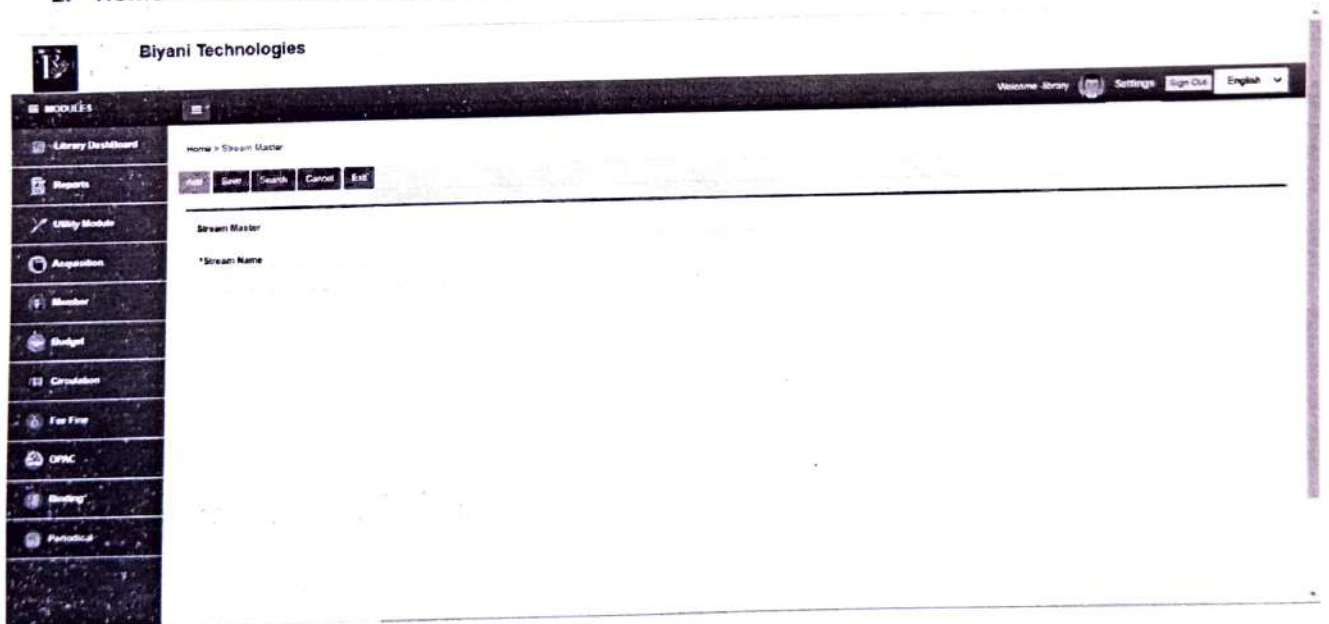
SR NO.	FORM NAME (Member Module)
1	Generate Library Card No
2	Book Bank Group
3	Standard Master
4	Stream Master
5	Division Master
6	Caste Master
7	Student Status Master
8	Sub Caste Master
9	Caste Category Master
10	Paying Category Master
11	Religion Master
12	City Master
13	Generate Staff Library Card Number
14	Department Master
15	Designation Master
16	Employee Category Master
17	Employee Type Master
18	Student Master

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1. **Home > Stream Master:-** Here we have to add stream like BCA, MBA, Poly Etc.



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Home > Standard Master:- Here we can add classes like FE,First Year, I Year etc.



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MOBILES

Welcome library Settings Sign Out English

Library Dashboard

Home > Standard Master

Save Cancel Edit

Standard Master

* Standard Name

3. Home > Student Status Master:- Here we have to allocate Students status like Active, Fail, Left etc

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Welcome library Settings Sign Out English

MOBILES

Library Dashboard

Home > Student Status Master

Save Cancel Edit

Student Status Master

* Status


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Home > Student Master:- Here we have to fill the information of student and save the form



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Library Dashboard

Home > Student Master

Reg No Prefix *Reg No Numeric *General Registration No

*First Name *Middle Name *Last Name *Mother Name

*Stream Name *Standard Name *Semester Name *Roll No

Division Name Academic Term *Student Status Gender

Date of Birth Caste Name Religion Name Category Name

5. Home > Generate Library Card No:- Now we have to generate the library card considering registration no. or with different prefix having no. of days, limit according to requirement.

Library Dashboard

Home > Generate Library Card No

*Stream *Standard *Sort By

Library Card No Generations Criteria

☒ Generate Library Card No. With Prefix, Start No.

☐ Set Registration No. As Library Card No.

☐ Set Old Library Card No. As New Library Card No.

Generate Library Card No.

*Card Type Prefix Start No.

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Home > Book Bank Group: - Here we can create group if we want to issue books in bulks for a long period of time.

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Home > Book Bank Group

Library Dashboard | Reports | Utility Module | Acquisition | Member | Budget | Circulation | Fee Fee | OPAC | Binding | Periodical

Book Bank Group

*Group Name: *Stream: *Standard:

Remark:

*Student:

ADD

Sr No: Roll No: Student Name:

7. Home > Employee Master:-Here we have to fill the information of Employees and save the form.

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Home > Employee Master

Library Dashboard | Reports | Utility Module | Acquisition | Member | Budget | Circulation | Fee Fee | OPAC | Binding | Periodical

Employee Master

Employment No: *Employee Type: Employee Category: *Employee Designation:

*Employee Department: *Date Of Joining:

Photo Path: No file chosen | Thumb Path: No file chosen | Sign Path: No file chosen

Upload Photo | Upload Photo | Upload Photo

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Home > Generate Staff Library Card Number:- Now we have to generate the library card considering registration no. or with different prefix having no. of days, limit according to requirement. (For Employees and Others).



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Home > Generate Staff Library Card Number

Generate Staff Library Card Number

Department Name: Sort By:

Library Card No Generations Criteria

☒ Generate Library Card No. With Prefix, Start No.

☐ Set Employee No. As Library Card No.

☐ Set Old Library Card No. As New Library Card No.

Generate Library Card No.

Card Type: Prefix: Start No.:

3.Circulation Module

SR NO.	FORM NAME (Circulation Module)
1	Book Issue
2	Book Return
3	Book Bank Return
4	Book Return(Multiple)
5	Book Renew(Multiple)
6	Periodical Return

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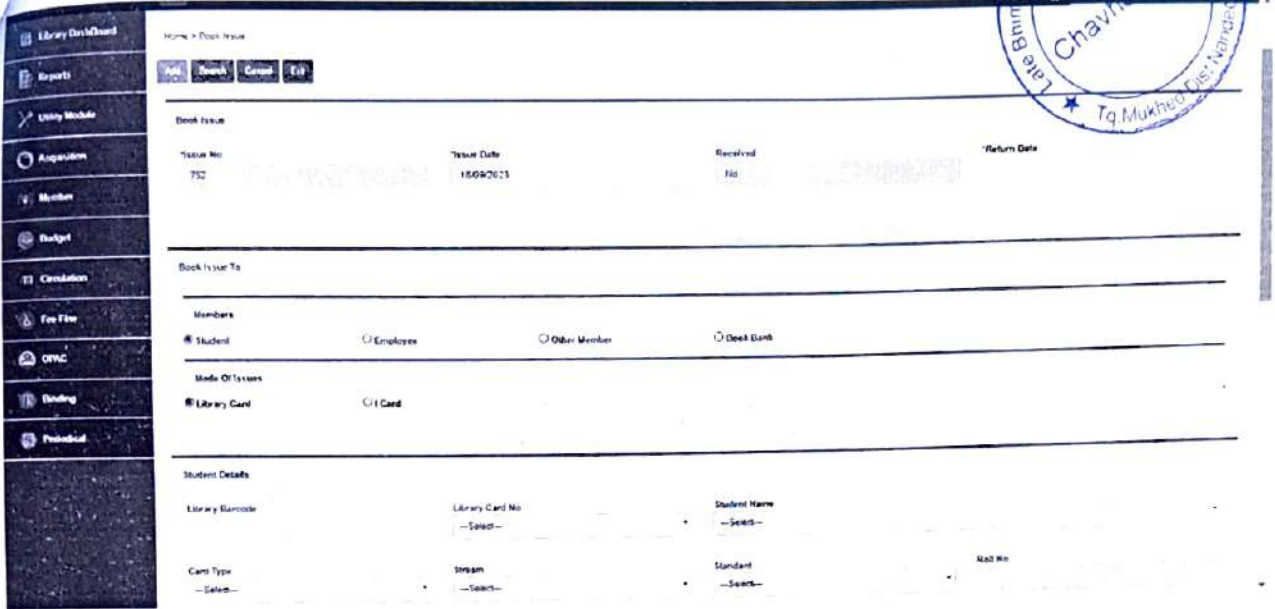
Home

Book Issue Book Return Book Bank Return

Book Return(Multiple) Book Renew(Multiple) Periodical Return

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Home > Book Issue:- Here we can issue book at first we have to select the member then library card no. or search name then enter book title or barcode no. after this issue book which is available



Library Dashboard

Home > Book Issue

Issue No: 752 Issue Date: 16/09/2023 Received: No Return Date:

Book Issue To

Members

☒ Student ☐ Employee ☐ Other Member ☐ Book Bank

Mode Of Issues

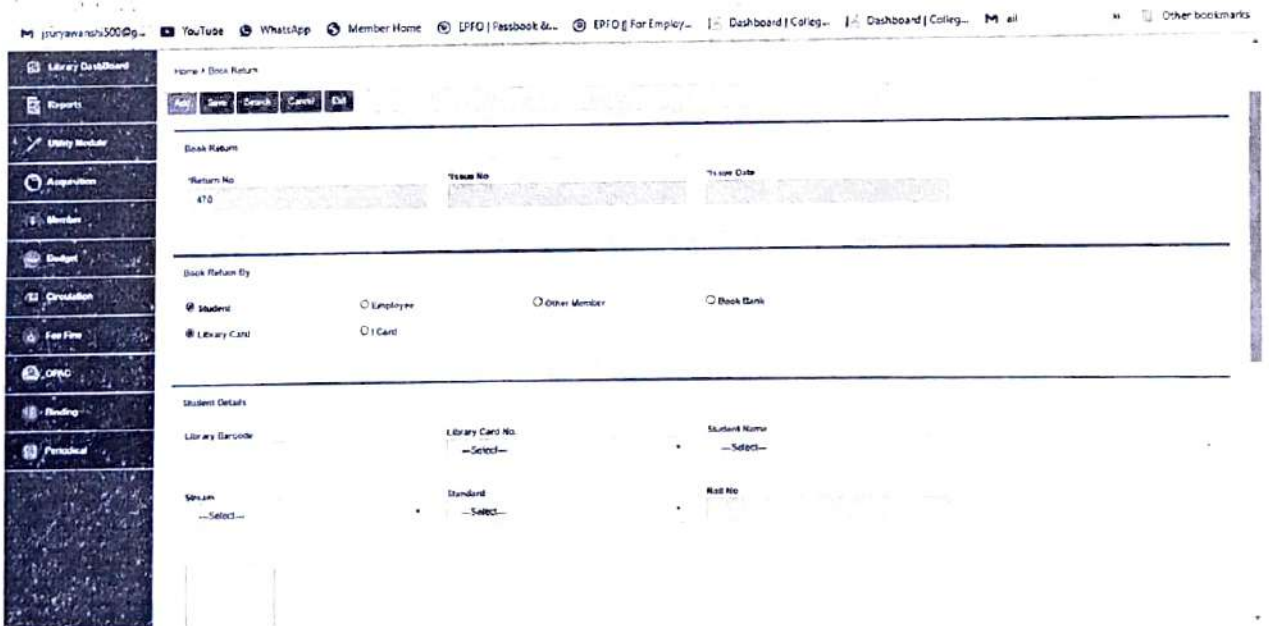
☒ Library Card ☐ I Card

Student Details

Library Barcode: Library Card No.: Student Name:

Card Type: Stream: Standard: Roll No:

2. Home > Book Return:- Here we can return the book which is issued to student just select the member then library card no. select pending book and save.



Library Dashboard

Home > Book Return

Return No: 470 Issue No: Issue Date:

Book Return By

☒ Student ☐ Employee ☐ Other Member ☐ Book Bank

Library Card

☒ Library Card ☐ I Card

Student Details

Library Barcode: Library Card No.: Student Name:

Stream: Standard: Roll No:


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Home > Book Bank Return:- Here we can return the group of book bank which is issued to Book Bank Group.



Home > Book Bank Return

ADD, Edit, Search, Cancel, Exit

Book Bank Return

*Return No	*Receipt No	Issue Date	Exp Return Date
*Act Return Date	Fine Head		
*Group Name		Stream	Standard
Amount	No Of Late Days	Receipt No	Receipt Date

ADD

4. Home > Book Return Multiple:- We can return multiple books here



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MODULES

Welcome Library Settings Sign Out English

Home > Book Return Multiple

ADD, Edit, Search, Cancel, Exit

Book Return

*Return No: 470 *Return Date: 18-09-2023

Book Return By

☒ Student
 ☐ Employee
 ☐ Other Member
 ☐ Book Bank

☒ Library Card
 ☐ I Card

Student Details

Library Barcode	Library Card No	Student Name
	— Select —	— Select —
Stream	Standard	Roll No
— Select —	— Select —	

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Home > Book Renew Multiple:- We can renew or reissue multiple books here.

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Library Dashboard

Home > Book Renew Multiple

[Add](#) [Edit](#) [Search](#) [Cancel](#) [List](#)

Book Renew Multiple

*Renew No: 470 *Renew Date: 18/09/2023

Book Renew By

☒ Student ☐ Employee ☐ Other Member ☐ Book Bank

☒ Library Card ☐ I Card

Student Details

Library Barcode: Library Card No: Student Name:

Stream: Standard: Roll No:

6. Home > Periodical Return:-We can return periodicals like newspapers, Journals, Etc.

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Library Dashboard

Home > Periodical Return

[Add](#) [Edit](#) [Search](#) [Cancel](#) [List](#)

Periodical Return

*Return No: 45 *Issue No: *Issue Date:

Periodical Issued To

☒ Student ☐ Employee ☐ Other Member ☐ Book Bank

☒ Library Card ☐ I Card

Student Details

Library Barcode: Library Card No: Student Name:

Stream: Standard: Roll No:


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Reports:- Important Reports like

Biyani Technologies



ReportList
Home > Report List

Circulation Report

Accession No wise Book List & Cardbase	Book Authorwise Book Details	Book Bank Book Issue List	Book Bank Book Issue Return Details
Book Issued To Other Members	Book Issued To Staff	Book Returned By Other Members	Book Returned By Staff
Books Issued To Students	Books Returned By Students	Day Wise Issued Books	Day Wise Return Books
Late Return Book From Other Member	Late Return Book From Staff	Late But Not Return Book From The Other Member	Late But Not Return Book From The Staff
Late But Not Return Books From Students	Late Return Books From The Student	Late Return Books From The Staff	Not Return Book From Other Member
Not Return Book From Staff	Not Return Books From The Student		

Books Issued To Students

1 / 18 | 100% +

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BOOKS ISSUED TO STUDENTS

Sr. No.	Card No.	Name	Stream	Standard	Accession No.	Book Name	Issue Date	Expire Date	Returned
1	ye11	Gurav Digambar S	Science	FYBA	BRR1	Selenium Web Driver	30/08/2017	06/09/2017	YES
2	ye11	Gurav Digambar S	Science	FYBA	BRR4	Selenium Web Driver	30/08/2017	06/09/2017	YES
3	ye11	Gurav Digambar S	Science	FYBA	BRR4	Selenium Web Driver	30/08/2017	06/09/2017	YES
4	ye11	Gurav Digambar S	Science	FYBA	BRR4	Selenium Web Driver	30/08/2017	06/09/2017	YES
5	ye11	Gurav Digambar S	Science	FYBA	BR37	Rapidex English Speaking chemistry 1	23/09/2017	30/09/2017	YES
6	ye11	Gurav Digambar S	Science	FYBA	Az456	C++	23/09/2017	30/09/2017	YES
7	ye11	Gurav Digambar S	Science	FYBA		C++	26/02/2019	05/03/2019	YES
8	ye11	Gurav Digambar S	Science	FYBA	BR36	Rapidex English Speaking	06/03/2019	15/03/2019	YES
9	ye11	Gurav Digambar S	Science	FYBA	ARS1	secret of life	18/03/2019	29/03/2019	YES
10	ye11	Gurav Digambar S	Science	FYBA	MCA11	Visual C++	01/04/2019	06/04/2019	YES
11	ye11	Gurav Digambar S	Science	FYBA	MCA9	Fit	22/07/2018	29/07/2018	YES
12	ye11	Gurav Digambar S	Science	FYBA		C++	22/11/2018	29/11/2018	YES

4. Fee Fine Module

SR NO.	FORM NAME (Fee Fine Module)
1	Fine Type Master
2	Fine Calculation
3	Fine Register
4	Fine Receipt
5	Fine Refund
6	Over Dues Messages

[Signature]
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Home

Fine Type Master

Fine Calculation

Fine Register

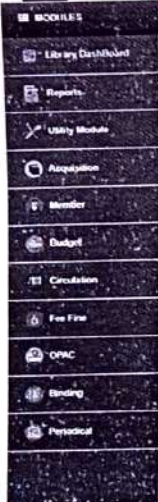
Fine Receipt

Fine Refund

Over Due Messages



1. **Home > Fine Register:-** Add Register Name and save like Library Register Etc.



Home > Fine Register

Add Save Search Cancel Edit

Fine Register

*Register Name

Register Alias

Description

Print Note


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Home > **Fine Type Master**:- Define Heads like late fees, lost, tear, damage etc.

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Library Dashboard

Home > Fine Type Master

Add Save Search Cancel Edit

Fine Type Master

*Fine Type	Amount	*Register Name --Select--
------------	--------	------------------------------

3. **Home > Fine Calculation**:- Allocate how much fine we have to take for no. of days or define charges of damage, lost etc.

Library Dashboard

Home > Fine Calculation

Add Save Search Cancel Edit

Fine Calculation

*Late Days From	*To	*Fine
-----------------	-----	-------


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Home > **Fine Receipt**:- Here receipt is generated for the student who return late books



Library Management System

MODULES

- General Module
- Library Dashboard
- Reports
- Utility Module
- Acquisition
- Member
- Budget
- Circulation
- Fee Fine
- OPAC

Home > Fine Receipt

Save Search Cancel Exit

Fine Receipt

Receipt No: 3 Date: 18/09/2023 Fee Register: --Select--

Book Issue To

☒ Student ☐ Employee ☐ Other Member ☐ Book Bank

Total Fine: Adjust Fine: Paid:

	Sl No	Return No	Fine Type	Late Days	Actual Fine	Adjust Amount	Previous Paid	Remaining Amount	Current Paid
Remarks:									

5. Home > **Fine Refund**:- Here refund is generated for the student who return late books

Library Management System

MODULES

- General Module
- Library Dashboard
- Reports
- Utility Module
- Acquisition
- Member
- Budget
- Circulation
- Fee Fine
- OPAC

Welcome-admin Settings Sign Out English

Home > Fine Refund

Save Search Cancel Exit

Fine Refund

Refund No: 2 Refund Date: 18/09/2023

☒ Student ☐ Employee ☐ Other Member ☐ Book Bank

Student Details

Library Barcode: Library Card No: --Select-- Student Name: --Select--

Stream: --Select-- Standard: --Select-- Roll No: --Select--


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Reports:- Fine Receipts



OFFICE COPY

Library Management System
Library Management System
FINE RECEIPT

Reg. No. : D-1 Lib Card No : D-1
Receipt No : 2 Receipt Date : 14/09/2023
Student Name : Suryawanshi Jeevan S
Stream Name : Gone - FE

Sr No	Particulars	Amount Rs.
1	Library Fines	80.00
Total :		80.00

Rs. In Words : Rupees Eighty Only

Remark :
Note :
Signature of the Student _____ Cashier _____

OFFICE COPY

Library Management System
Library Management System
FINE RECEIPT

Reg. No. : D-1 Lib Card No : D-1
Receipt No : 2 Receipt Date : 14/09/2023
Student Name : Suryawanshi Jeevan S
Stream Name : Gone - FE

Sr No	Particulars	Amount Rs.
1	Library Fines	80.00
Total :		80.00

Rs. In Words : Rupees Eighty Only

Remark :
Note :
Signature of the Student _____ Cashier _____

5.OPAC Module

SR NO.	FORM NAME (OPAC Module)
1	Book Search For Book Issue Details
2	Book Search With Accession
3	Book Search Without Accession
4	Periodical Search With Accession
5	Periodical Search Without Accession

Library Management System

Modules: General Module, Library Dashboard, Reports, Utility Module, Acquisition, Member, Budget, Circulation, Fee Fine, OPAC

Home > Menu's

List of Menu's

- Book Search For Book Issue Details
- Book Search With Accession
- Book Search Without Accession
- Periodical Search With Accession
- Periodical Search Without Accession

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Opac Module is mainly used for identifying books and periodical mostly for student to search the data and information they are needed.



Library Management System

MODULES

- General Module
- Library Dashboard
- Reports
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- Member
- Budget
- Circulation
- Fee Fine
- OPAC

Welcome admin | Settings | Sign Out | English

Home > Book Search Without Accession

Book Search (Without Accession)

Book Name
Gone Book (1st)

Author
--Select--

Publisher
--Select--

Department
--Select--

Volume
--Select--

Book Subject
--Select--

Search Keywords

Search

Sr No	Classification No	Register	Book Name	Author	Publisher Name	Department	Book Subject	Location	Price	Book Type	Total Books	Total Issued	In Stock
1	123456	Accession	Gone Book	Gone Author	Gone Publisher	English	English	Rack 01	150	General	8	1	7

Library Management System

MODULES

- General Module
- Library Dashboard
- Reports
- Utility Module
- Acquisition
- Member
- Budget
- Circulation
- Fee Fine
- OPAC

Welcome admin | Settings | Sign Out | English

Home > Periodical Search With Accession No

Periodical Search With Accession No

Register
B ARCH JOU

Department
--Select--

Issue No
--Select--

Accession No
BUX503

Subject
--Select--

Volume
--Select--

Periodical Name
Architect & Interiors India

Publisher
--Select--

Search Keywords

Periodicity
--Select--

Search

Sr No	Register	Periodical Name	Publisher Name	Accession No	Published Date	Is Issued	Volume	Department	Subject	Periodicity
-------	----------	-----------------	----------------	--------------	----------------	-----------	--------	------------	---------	-------------

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Reports Module:- Whatever data entry, forms we filled get reflected in Reports. We get all data reports with date other filter criteria in a click



Reports

Library Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

Acquisition Report

Accession No Not Issued	Accession No Wise Book Issue List	Accession No with Barcode	Accession Register
Author Wise Details	Authorwise Book Details	Book List With Barcode	Book Name Wise Book List
Book Publisherwise Book Details	Book Title	Book Titlewise Book Details	Books With Electronic Media
Classificationwise List of Books	Department Wise Summary Report	Departmentwise List Of Title	Departmentwise Typewise Book Details
Details Of Books	Details Of Departmentwise Purchased Books	Language Of Books	Library Account Register
Library At A Glance	Library Register	List Of Books	List Of Donated Books
List Of Purchased Books	List Of Type/wise Book Addition	Location Wise Book Details	No Of Times Accession No Issued
Non Stock Verified Books	Registerwise Details Of Book	Stock Verification Summary	Stock Verified Books
Student Details	Subjectwise List Of Title	Type Wise Summary Of Books	Typewise Details Of Books

Library Report

Employee Details

Library Management System

MODULES

General Module

Library Dashboard

Reports

Library Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

ReportList

Home > Report List

Circulation Report

Accession No wise Book List & Cardwise	Book Authorwise Book Details	Book Book Book Issue List	Book Book wise Issue Return Details
Book Issued To Other Members	Book Issued To Staff	Book Returned By Other Members	Book Returned By Staff
Books Issued To Students	Books Returned By Students	Day Wise Issued Books	Day Wise Return Books
Late Return Book from Other Member	Late Return Book from Staff	Late But Not Return Books From Students	Late Return Books From The Students
Library Receipt	Not Return Book From Other Member	Not Return Book From Staff	Not Return Books From The Student

Principal
 Late Bhimrao Chavan Art's &
 Science College Chavanvadi (Barahali)
 Tq. Mukhed Dist. Nanded

MOODLE'S

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ReportList

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Fine Report

Daily Fine Register	Dues Details	Fine Details	Fine Receipt
Refund Receipt	Type Wise Fine Paid	Type Wise Refund Details	Type Wise Refund Summary

localhost/LMS/Reports/FineReport/Index/6753?trAdd=VH/12Q%3D%3D&isModify=VH/12Q%3D%3D&isDelete=VH/12Q%3D%3D

The End


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