



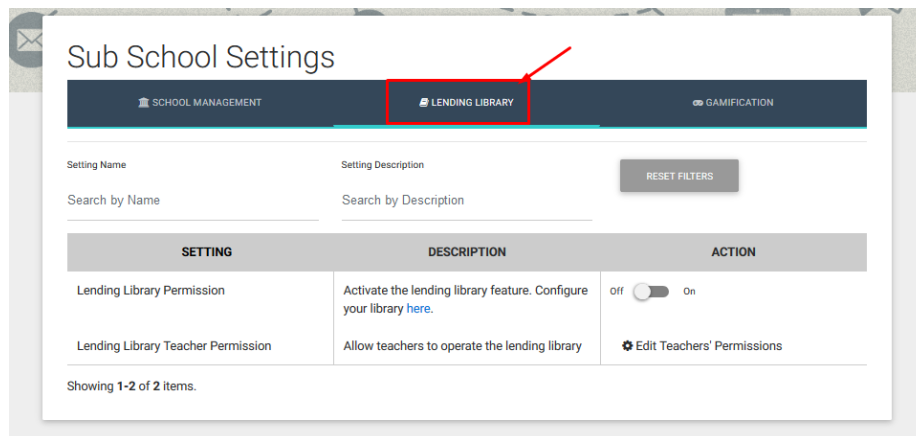
# Lending Library Manual

Another function of the Express Digibooks platform is the Lending Library.

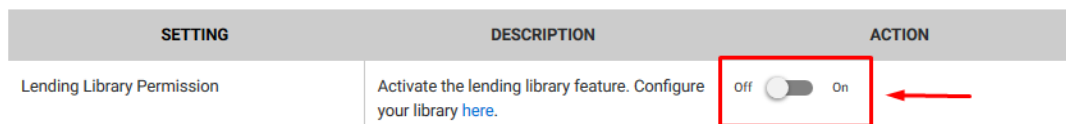
If your school has a lending library for your students to use, you can now organise it via the platform.

To activate this function select

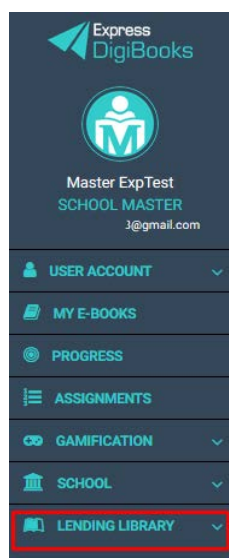
Dashboard→School→School Settings→Lending Library (second tab)



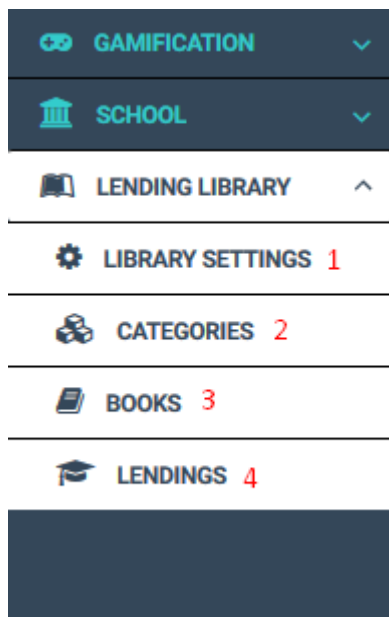
Turn Lending Library Permission to On



Refresh your page. The Dashboard will now include the Lending Library selection.



## EXPLANATION OF THE LENDING LIBRARY MENU



1→ **Library settings:** settings for the Lending Library.

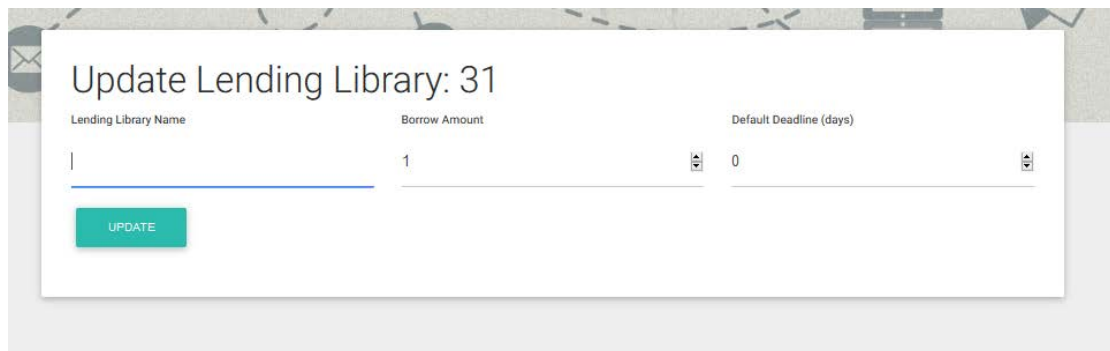
2→ **Categories:** categories of book

3→ **Books:** books

4→ **Loans:** page for managing book loans

## Library Settings

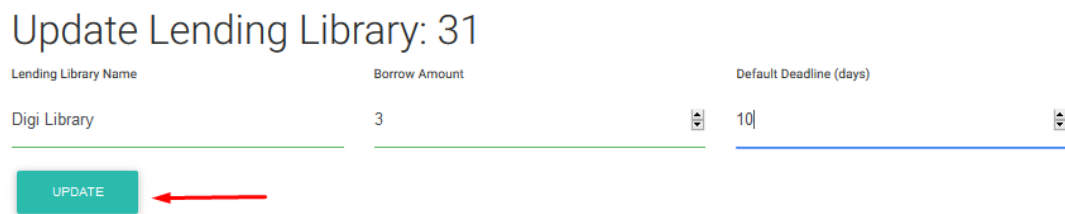
If you click on Library Settings, you will be taken to the following page:



The screenshot shows a form titled "Update Lending Library: 31". It has three input fields: "Lending Library Name" (empty), "Borrow Amount" (value 1), and "Default Deadline (days)" (value 0). A green "UPDATE" button is located below the fields.

Fill in the name of your lending library, the number of books a student can take out, and finally, the maximum time they can borrow them for.

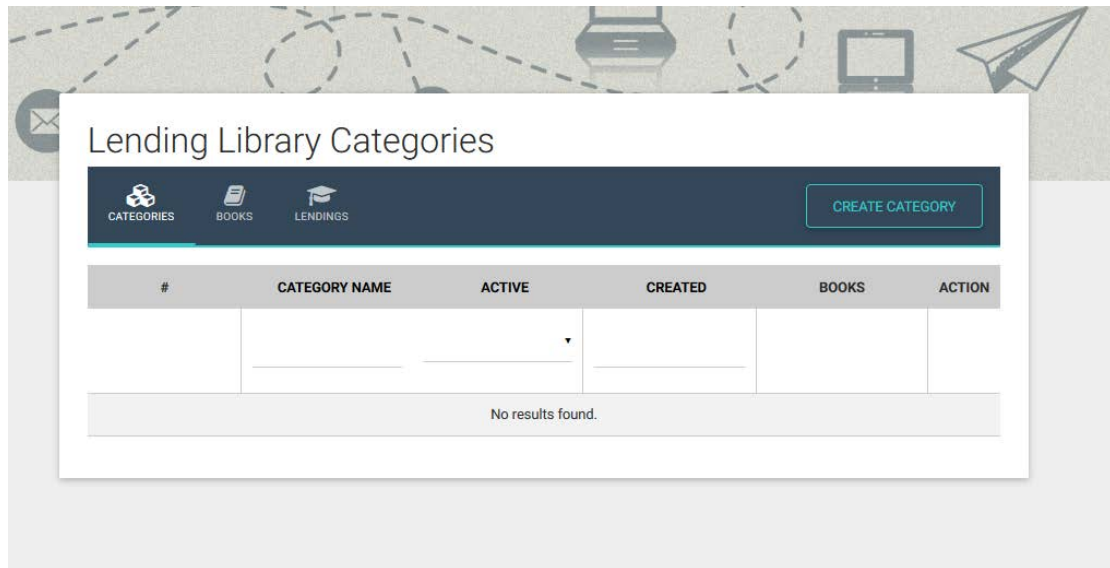
Click on Update



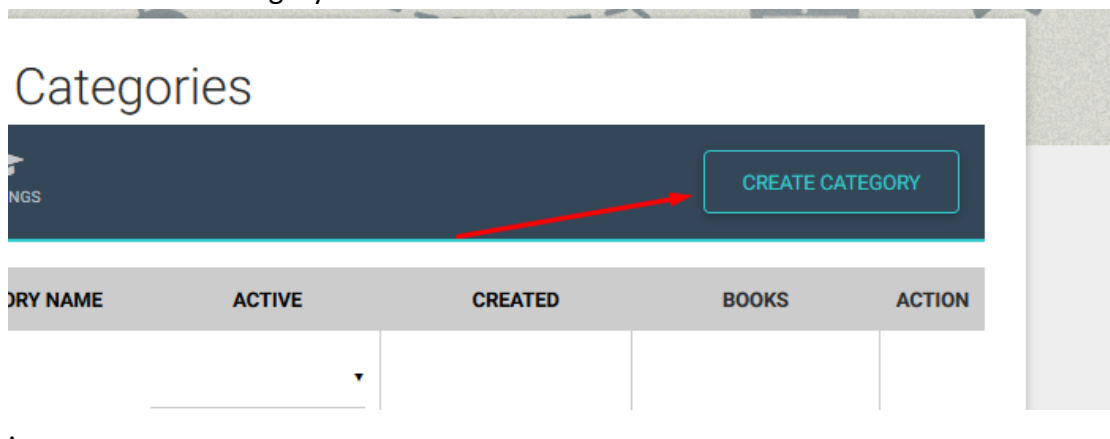
The screenshot shows the same form as above, but with the fields filled: "Lending Library Name" is "Digi Library", "Borrow Amount" is "3", and "Default Deadline (days)" is "10". A red arrow points to the green "UPDATE" button.

## Categories

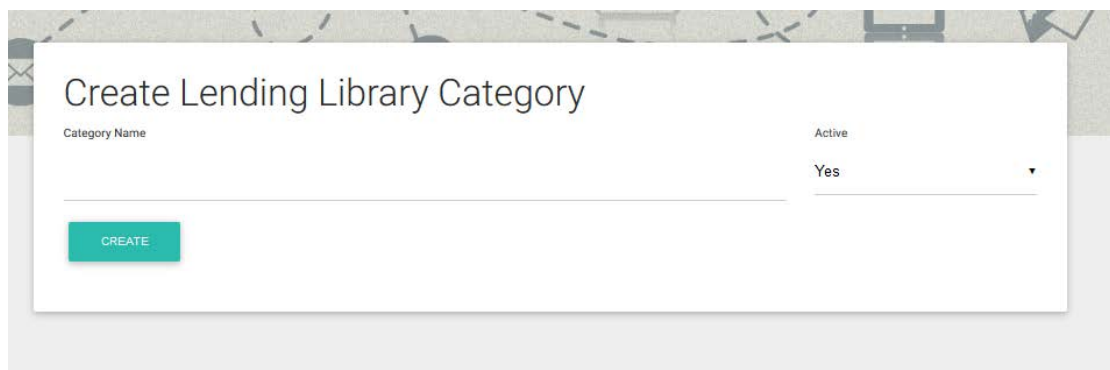
If you click on Category you will be taken to the following page:



Click on Create Category



Use this page to create the categories of books you have available in your Lending Library. For example, literature, essays, science, art, etc.



Fill in the name of the category and click on Create.

## Create Lending Library Category

Category Name

English Literature

CREATE



Follow the same procedure for all the categories you want.

### Lending Library Categories

CATEGORIES BOOKS LENDINGS CREATE CATEGORY

#	CATEGORY NAME	ACTIVE	CREATED	BOOKS	ACTION
1	English Literature	Active	2017-08-28 12:34:03	0	
2	Science	Active	2017-08-28 12:35:54	0	

Showing 1-2 of 2 items.

When you have finished creating the categories you want, you can change them using the Edit and Delete buttons shown below.

1	English Literature	Active	2017-08-28 12:34:03	0	
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## BOOKS

If you click on Books, you will be taken to the following page:

Lending Library Books

CATEGORIES BOOKS LENDINGS CREATE BOOK

Filter By Category: Type the name of Category

Filter By Book ISBN: Type the ISBN of the book

Filter By Book Title: Type the Title of the book

Filter by Level: Type the name of a Level

Filter by Status: Both

Filter by Maximum Stock: Select a Stock amount

Filter by Current Stock: Select a Stock amount

RESET FILTERS

ISBN	BOOK TITLE	ACTIVE	LEVEL	CATEGORY	STOCK	ACTION
No results found.						

At the top, there are filters to make it easier to search for a book in your library.

Lower down there is a list of your books. In the example above, the list is empty. You have to enter the books you want.

Click on Create Book

CREATE BOOK

Filter By Book Title

book

Type the Title of the book

Filter by Maximum Stock

You will be taken to the following page.

The screenshot shows a web form titled "Create Lending Libraries Books". The form is organized into several sections. At the top, there are three input fields: "Isbn 1", "Book Title 2", and "Level ID 3" (with a dropdown menu showing "Grade 1"). Below these are "Lending Library Cat ID 4" (with a dropdown menu showing "English Literature"), "Publishers 5", and "Authors 6". The next row contains "Keywords 7", "Pages 8", and "Bookshelf 9". A large text area for "Description 10" is located below the keywords. At the bottom, there are "Stock 11" and "Active 12" (with a dropdown menu showing "Yes") fields. A green "CREATE 13" button is positioned at the bottom left of the form.

Enter the details of the book you are looking for.

1 → The ISBN of the book (*required field*)

2 → The title of the book (*required field*)

3 → The level of the book, e.g. Grade 1, kindergarten

4 → The category to which the book belongs, e.g. English literature, science

5 → The publisher of the book (*required field*)

6 → The author (*required field*)

7 → Key words, so that you can search for book more easily

8 → How many pages the book has

9 → Where the book is; in which bookcase

10 → A description of the book

11 → How many copies of the specific book you have

12 → Yes, if you have the book, No if the book is no longer being lent out

13 → Button to complete the creation of a book


**IMPORTANT:** This process has to be carried out separately for each book you have in your lending library.

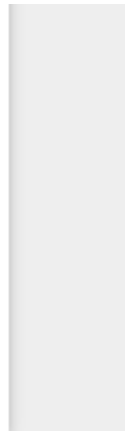


# Create Lending Libraries Books

Isbn	Book Title	Level ID
978-1-4715-0962-9	7 Engineering Wonders of the Modern World	Grade 4
Lending Library Cat ID	Publishers	Authors
Ciil Readers	Express Publishing	Virginia Evans- Jenny Dooley
Keywords	Pages	Bookshelf
engineering, wonders, modern world, ciil	56	5A
Description		
Take a trip around the globe to discover the greatest engineering genius of the 20th century and the will of modern man to achive the		
Stock	Active	
3	Yes	
<input type="button" value="CREATE"/>		

Once the process is complete, you can change the details of a book using the Edit and Delete buttons.

CATEGORY	STOCK	ACTION
Readers	3/3	 



## LOANS

This is the page from which you can manage your lending library.

**Lending Library Lendings**

CATEGORIES BOOKS LENDINGS LEND A BOOK

Filter By User: Type the name of the user or their ID

Filter By Book: Type the ISBN of the book

Search for later Lend Dates: Select a Date

Search for earlier Deadlines: Select a Date

Filter by Status: Pending

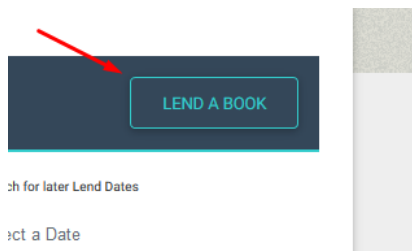
Search for later Return Dates: Select a Date

RESET FILTERS

USER	BOOK ISBN	LEND DATE	DEADLINE	STATUS	RETURN DATE	ACTION
No results found.						

In this example, you have not lent any books.

Click on Lend a Book



You will be taken to the following page.

**Create Lending Libraries Lendings**

Lending Library Book ID <sup>1</sup>: Select Book

User ID <sup>2</sup>: Select User

Lend Date <sup>3</sup>: 2017-08-28

Deadline <sup>4</sup>: 2017-09-07

Active: Yes

CREATE <sup>5</sup>

- 1→ Choose the title of the book from the list
- 2→ Choose a Student from the list
- 3→ Date the Student borrowed the book
- 4→ Date loan ends
- 5→ Button to complete the process


### Create Lending Libraries Lendings

Lending Library Book ID User ID

7 Engineering Wonders of the Modern World(978-1-4715-0962-9), stock: 3... Student EXPtest(8836)

Lend Date Deadline Active

2017-08-28 2017-09-20 Yes

[CREATE](#) 

Once the process is finished, a list will appear with all the book loans you have made.

### Lending Library Lendings

[LEND A BOOK](#)




Filter By User Filter By Book Search for later Lend Dates

Type the name of the user or their ID Type the ISBN of the book Select a Date

Search for earlier Deadlines Filter by Status Search for later Return Dates

Select a Date Pending Select a Date

[RESET FILTERS](#)


USER	BOOK ISBN	LEND DATE	DEADLINE	STATUS	RETURN DATE	ACTION
Student EXPtest (8836)	978-1-4715-0962-9	2017-08-28	2017-09-07	Pending 	N/A	 

Showing 1-1 of 1 item.

If you need to make changes, click the Edit button.

This list will help you see what stage the lending process is at.


More specifically, the Status box

DLINE	STATUS	RETURN DATE
09-07	Pending 	N/A

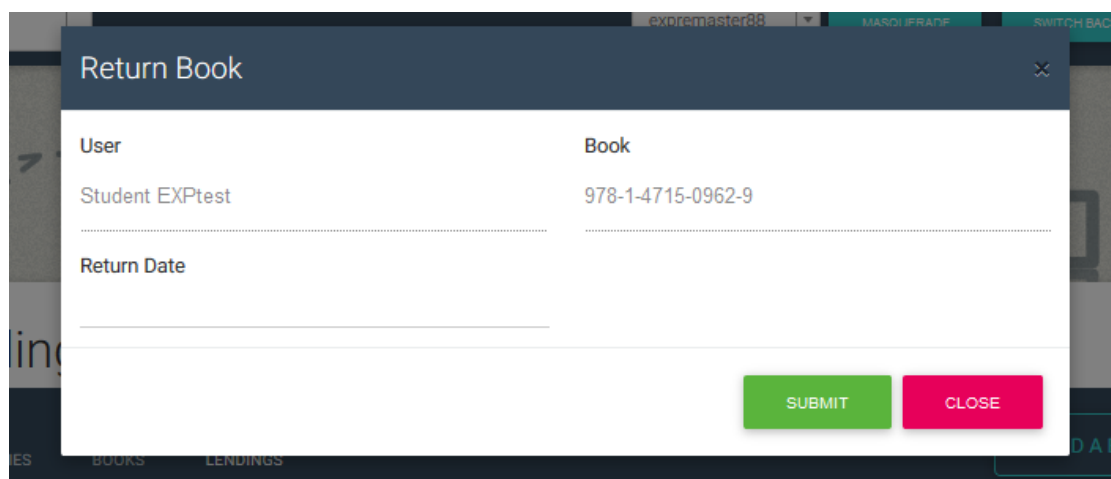
At the moment the loan is Pending in black letters.

This means that the book is current being loaned. When the loan comes to an end, the word Pending turns red to help you see that it is overdue.

If a book is returned before its due date, you should click on the button next to Pending

STATUS	RE	DA
Pending 		N

The following pop-up window appears



A screenshot of a web browser showing a pop-up window titled "Return Book". The window has a dark blue header with a close button (X) in the top right corner. Below the header, there are two columns: "User" and "Book". Under "User", the text "Student EXPtest" is displayed. Under "Book", the text "978-1-4715-0962-9" is displayed. Below these fields, there is a "Return Date" label followed by a text input field. At the bottom right of the window, there are two buttons: a green "SUBMIT" button and a pink "CLOSE" button. The background of the browser shows a navigation menu with items like "BOOKS" and "LENDINGS".

Enter the date the book was returned and click on Submit.