

# How to Issue Library Items to Library Members?



HDSchool Tutorials

A selected library item can be issued to library member in HDSchool by member name or by item barcode. To do these follow the steps below.

## By Member Name:

1. Run HDSchool. From 3<sup>rd</sup> page of HDSchool, click on **Library Item**.

Image	Book Type	Library Prefix	Book Name	Library Name	Book ISBNNumber	Price	Tot Qty
	Text Books	H	LIFE SCIENCE	Hyper Drive School Library	5678093456	150.00	2
	Text Books	H	LITERATURE	Hyper Drive School Library	4567349627	125.00	0
	Text Books	H	CHEMISTRY	Hyper Drive School Library	18567487	175.00	2



2. You will see **Manage Library Item** window that opens as shown below.

The screenshot shows the 'Manage Library Item' window. The sidebar on the left contains icons for: Leave, Stationary, Cheque, Library, Library Item, Examination, Admission Form, and Admission Fee. The main area has a search form with 'Select Library' set to 'Hyper Drive School Library' and 'Search Member Name, Library Item Barcode' set to 'Kumar'. A table below shows three library items:

Image	Book Type	Library Prefix	Book Name	Library Name	Book ISBNNumber	Price	Tot Qty
	Text Books	H	LIFE SCIENCE	Hyper Drive School Library	5678093456	150.00	2
	Text Books	H	LITERATURE	Hyper Drive School Library	4567349627	125.00	0
	Text Books	H	CHEMISTRY	Hyper Drive School Library	18567487	175.00	0

At the bottom, there are buttons for 'Backup Database', 'Restore Database', 'About Us', and 'Feedback'. The status bar shows 'Total Records : 3'.

- **Select Library:** Select the library from which you want to issue the item.
- **Search Member Name, Library Item Barcode:** Enter the member (First or Last) Name to issue the library item and hit on **Enter Key**.



- You will see **Select Member** window that opens as shown below. This will show you all the members of the selected library. Select the member and click on **'View member Details'** button or double click on the member name.

Select the member and click on view member details

Member Name	Member Number	Library Name	Is Active	Membership Date
Master Ashish Kumar	DJPS-RNO00073	Hyper Drive School Library	Yes	09/01/2015 11:21 AM
Master Aditya Kumar	Hyp-RNO00006	Hyper Drive School Library	Yes	09/01/2015 11:21 AM

Total Records : 2

Close



4. You will see '**Library Member Details**' screen which will show you the selected member details.

Library Member Details

Member Photo

Membership Number : DJPS-RN000073  
Name : Master Ashish Kumar  
Mobile No :  
Email :  
Is Student : Yes  
Is Active : Yes  
Member Since : 09/01/2015  
No of Books Issued : 0

Issue Item Barcode : Hyp-H-T00001

List of Issued Items View History Search !

Issue Date	Book Status	Return Date	Title	Book ISBNNumber	Bar Code
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Notes on Member

Note Date	Note	Added By
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Total Records : 0

Add Note Delete Note

OK Cancel

- From '**Library Member Details**' screen select '**Issue Item Barcode**'. Once you enter item barcode you will see '**Library Item Issue Form**' screen with selected item details as shown below.



- Click on 'Issue' to issue library item to the selected member.

**Library Item Issue Form**

Book Photo

Library : Hyper Drive School Library  
Name : LIFE SCIENCE  
ISBN : 5678093456  
Barcode : Hyp-H-T00001

Book Condition : New

Note : Return Date 15-01-2015

Issue(F8) Cancel

Selected Item details with BarCode

5. Issued library item details will be displayed as shown below.

**Library Member Details**

Member Photo

Membership Number : DJPS-RND00073  
Name : Master Ashish Kumar  
Mobile No :  
Email :  
Is Student : Yes  
Is Active :   
Member Since : 09/01/2015  
No of Books Issued : 1

Issue Item Barcode :

**List of Issued Items**

Issue Date	Book Status	Return Date	Title	Book ISBNNumber	Bar Code
09/01/2015 06:27 PM	Issued		LIFE SCIENCE	5678093456	Hyp-H-T00001

**Notes on Member**

Note Date	Note	Added By
09/01/2015 06:32 PM	Return Date 15-1-2015	HDAdmin

Total Records : 1



**By Item Barcode:**

6. From 3rd page of HDSchool, click on **Library Item**.

Image	Book Type	Library Prefix	Book Name	Library Name	Book ISBNNumber	Price	Tot Qty
	Text Books	H	LIFE SCIENCE	Hyper Drive School Library	5678093456	150.00	2
	Text Books	H	LITERATURE	Hyper Drive School Library	4567349627	125.00	0
	Text Books	H	CHEMISTRY	Hyper Drive School Library	18567487	175.00	2



7. You will see **Manage Library Item** window that opens as shown below.

Image	Book Type	Library Prefix	Book Name	Library Name	Book ISBNNumber	Price	Tot Qty
	Text Books	H	LIFE SCIENCE	Hyper Drive School Library	5678093456	150.00	2
	Text Books	H	LITERATURE	Hyper Drive School Library	4567349627	125.00	0
	Text Books	H	CHEMISTRY	Hyper Drive School Library	18567487	175.00	2

- **Select Library:** Select the library from which you want to issue the item.
- **Search Member Name, Library Item Barcode:** Enter/Scan the item barcode to issue the library item and hit on **Enter Key**.



8. You will see **Library Issue Item** window that opens as shown below.

**Library Issue Item**

Library : Hyper Drive School Library  
Name : CHEMISTRY  
ISBN : 18567487  
Type : Text Books  
Barcode : Hyp-H-T00003  
Select Library Member : Master Ashish Kumar

Selected item details

Select the member for who you want to issue library item

Book Photo

CHEMISTRY

User Fields

Issue(F8) Close

9. From '**Library Issue Item**' screen select '**Member**' by pressing down arrow key and click on '**Issue**' button.