Department of Technical Education
Vijayawada
Andhra Pradesh
Management Information System (MIS)

User Manual for Library Management Module

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1. Application URL:

- The MIS Application is web based and is available in the following URL https://www.dte.ap.gov.in. Use the URL in the browser address bar to get the landing page.
- Principal should login with his/her credentials.

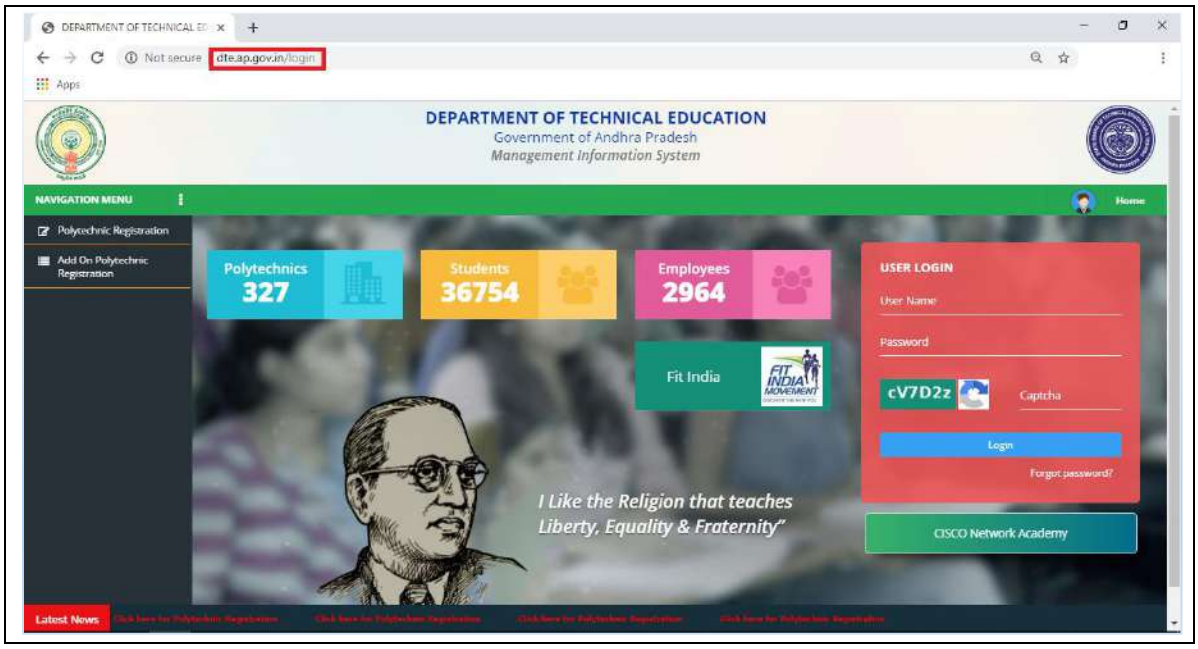
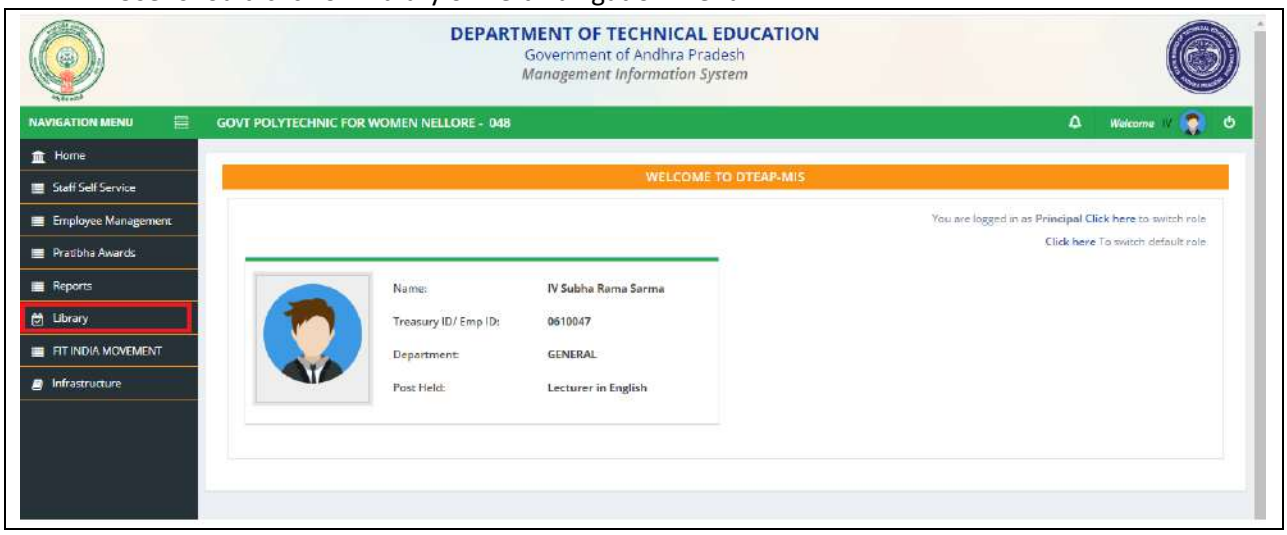


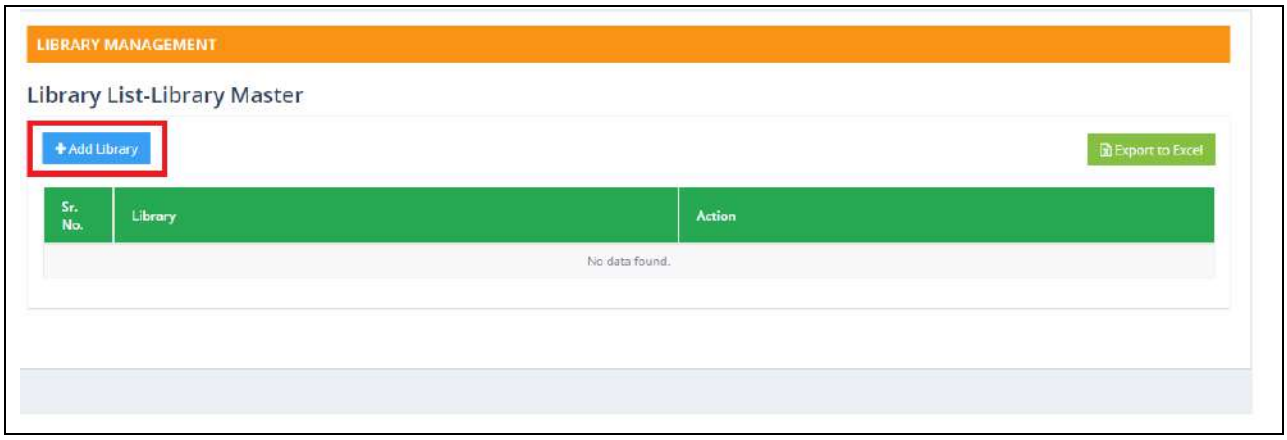
Fig (Ii) Landing Page

2. Create Library:

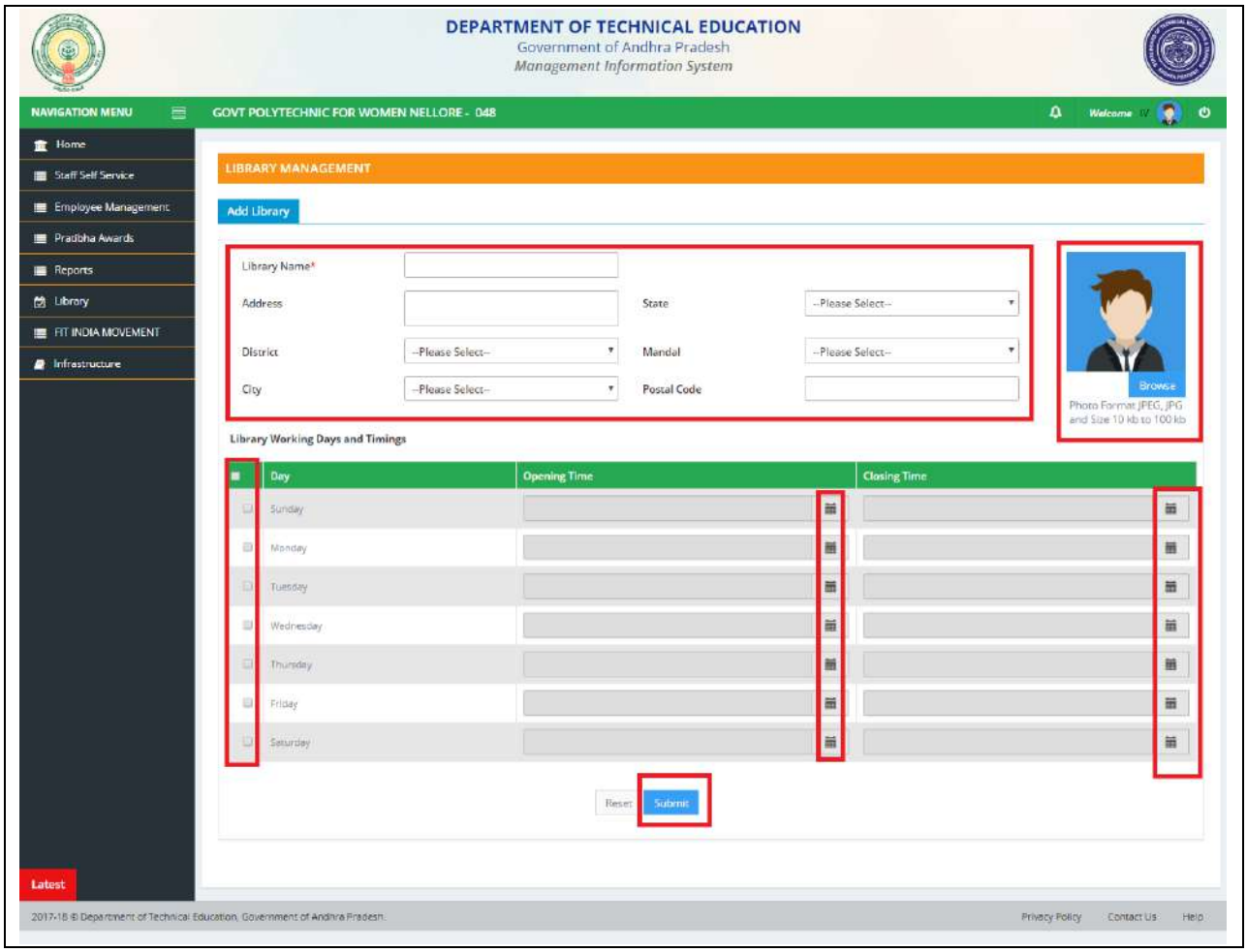
- Principal should login into MIS application with his/her credentials.
- User should click on Library on Left Navigation menu.



- User should click on Add Library Button

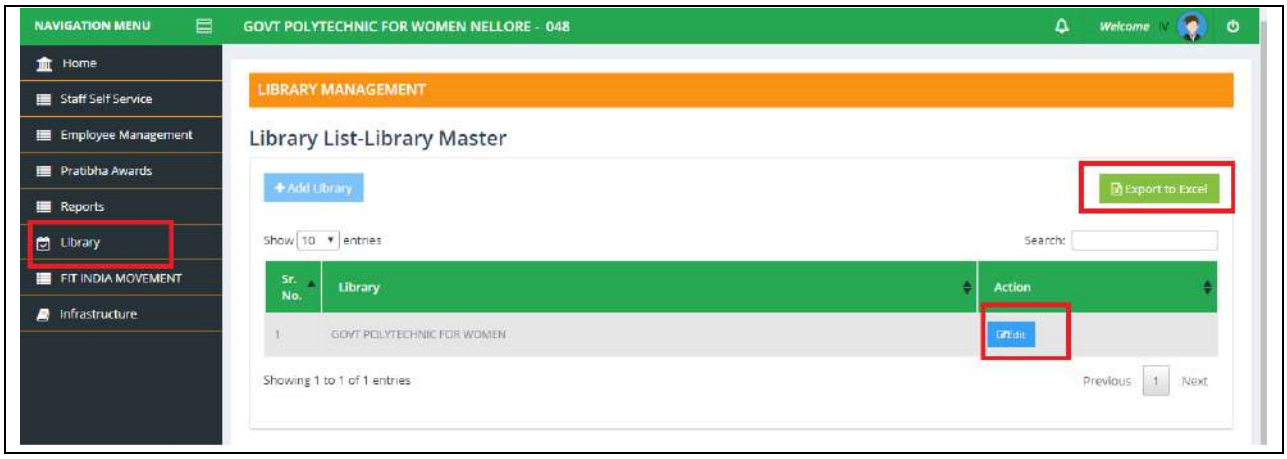


- User should Fill Library Details and Library Details.
- User should upload Library Logo / Polytechnic Logo.
- User should select check box and fill Opening and closing timings and click on submit button.



- After clicking on submit, Library will be created successfully.

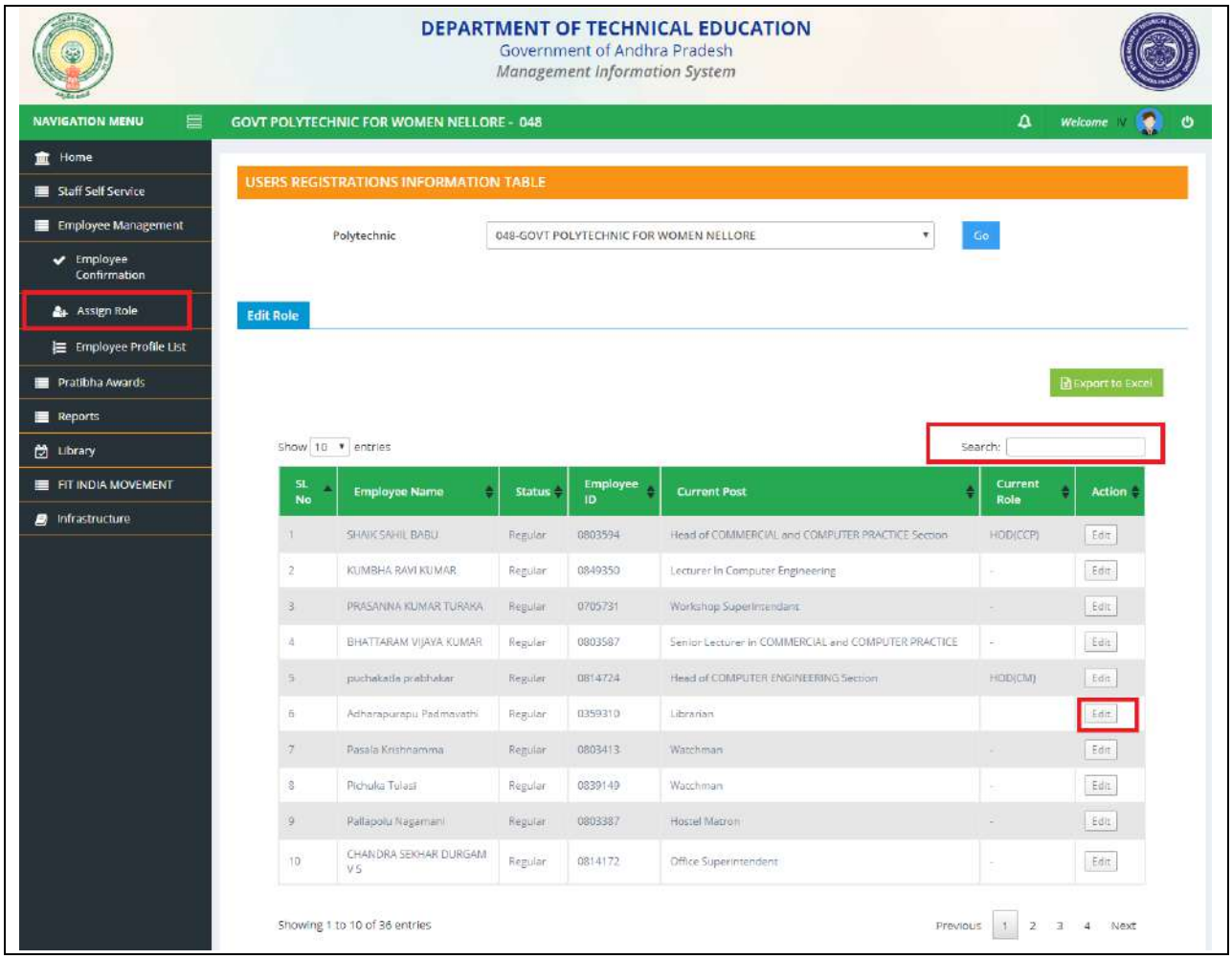
- User can view / Edit the Library by clicking on Library menu in the Navigation menu.



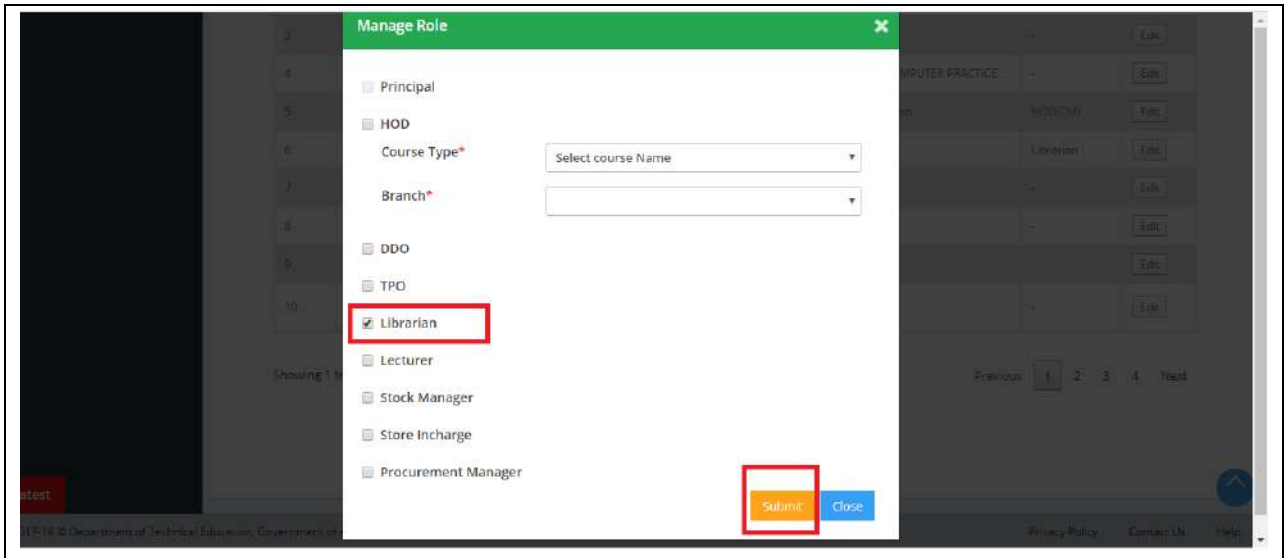
3. Assign Librarian Role to Librarian / Employee.

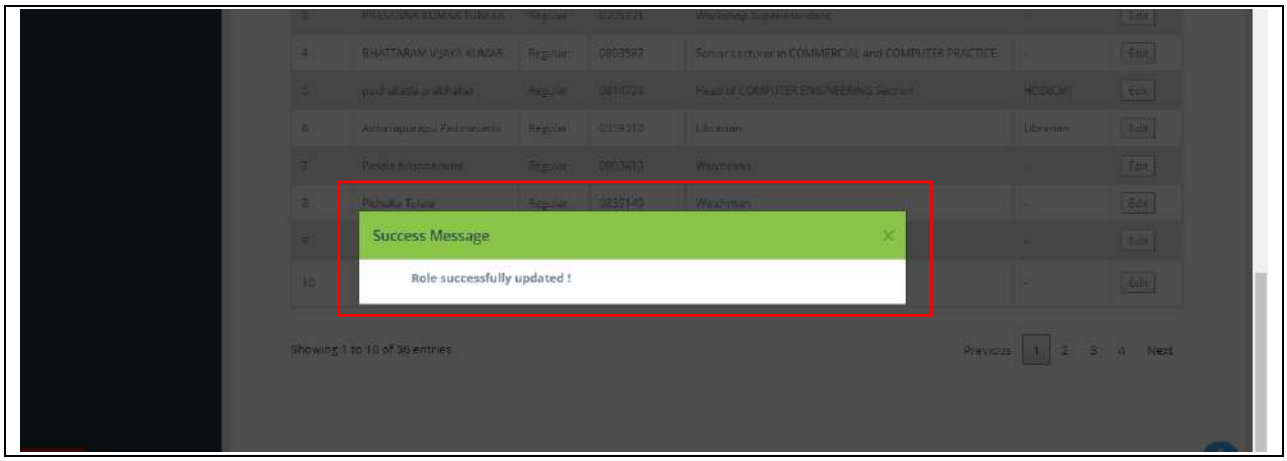
Principal should assign a Librarian role to an employee.

- User should click on Employee Management.
- User should click on Assign Role.
- User will get the list of employees; User should click on Edit button.
- User should tick the Librarian.
- User should click on submit.
- Librarian Role Created / Updated successfully in MIS.

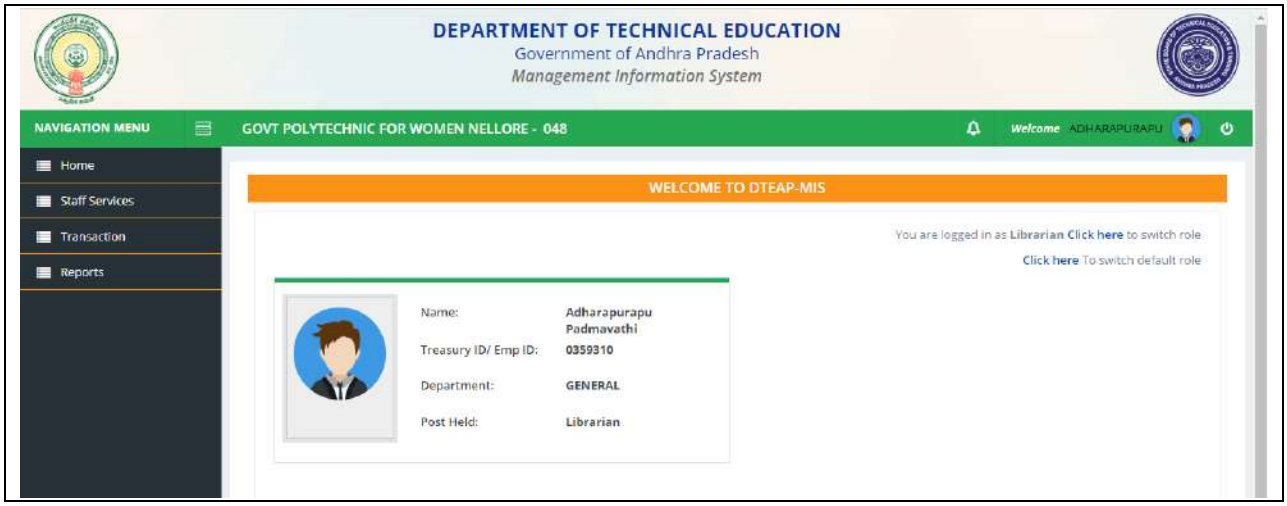


Sl. No	Employee Name	Status	Employee ID	Current Post	Current Role	Action
1	SHAIK SAHIL BABU	Regular	0803594	Head of COMMERCIAL and COMPUTER PRACTICE Section	HOD(CCP)	Edit
2	KUMBHA RAVI KUMAR	Regular	0849350	Lecturer In Computer Engineering	-	Edit
3	PRASANNA KUMAR TURAKA	Regular	0705731	Workshop Superintendant	-	Edit
4	BHATTARAM VIJAYA KUMAR	Regular	0803587	Senior Lecturer In COMMERCIAL and COMPUTER PRACTICE	-	Edit
5	puchakatla prabhakar	Regular	0814724	Head of COMPUTER ENGINEERING Section	HOD(CM)	Edit
6	Adharapurapu Padmavathi	Regular	0359310	Librarian		Edit
7	Pasala Krishnamma	Regular	0803413	Watchman	-	Edit
8	Pichuka Tulasi	Regular	0839149	Wacchman	-	Edit
9	Pallapolu Nagamani	Regular	0803387	Hostel Matron	-	Edit
10	CHANDRA SEKHAR DURIGAM V S	Regular	0814172	Office Superintendent	-	Edit



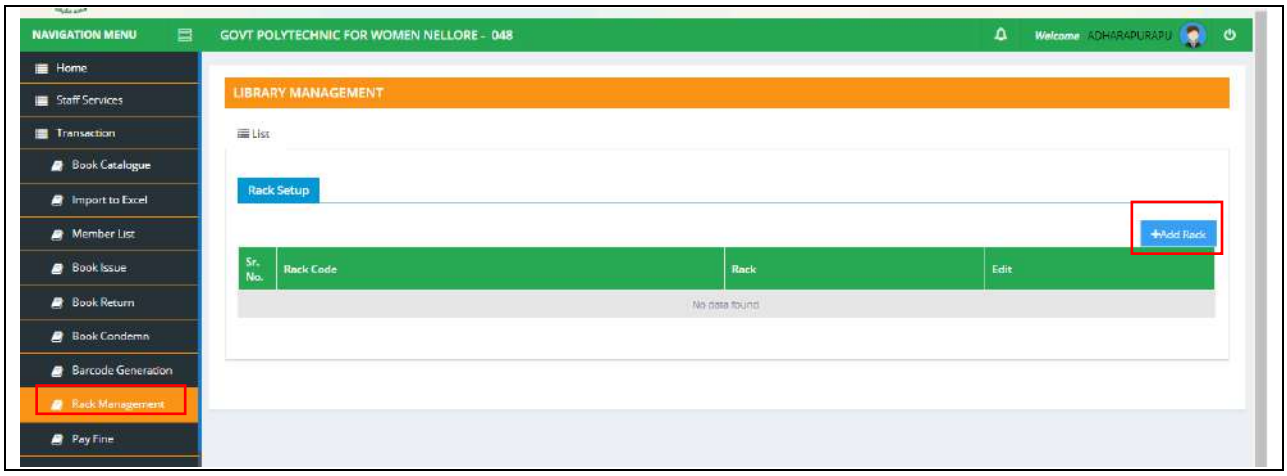


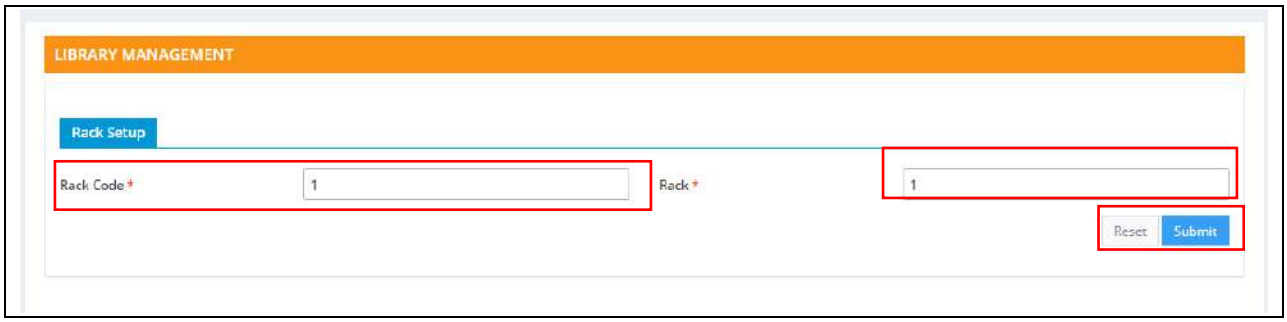
- Librarian Role successfully created in MIS.
- Librarian should login into the system using his/her credentials.
- After logging onto System Librarian will see the following screen;



4. Rack Creation

- User should click on transactions;
    - User should click on Rack management.
- Click on Add Rack button.
- Enter Rack Code and Rack.
- Click on Submit button.
- Rack Added Successfully.



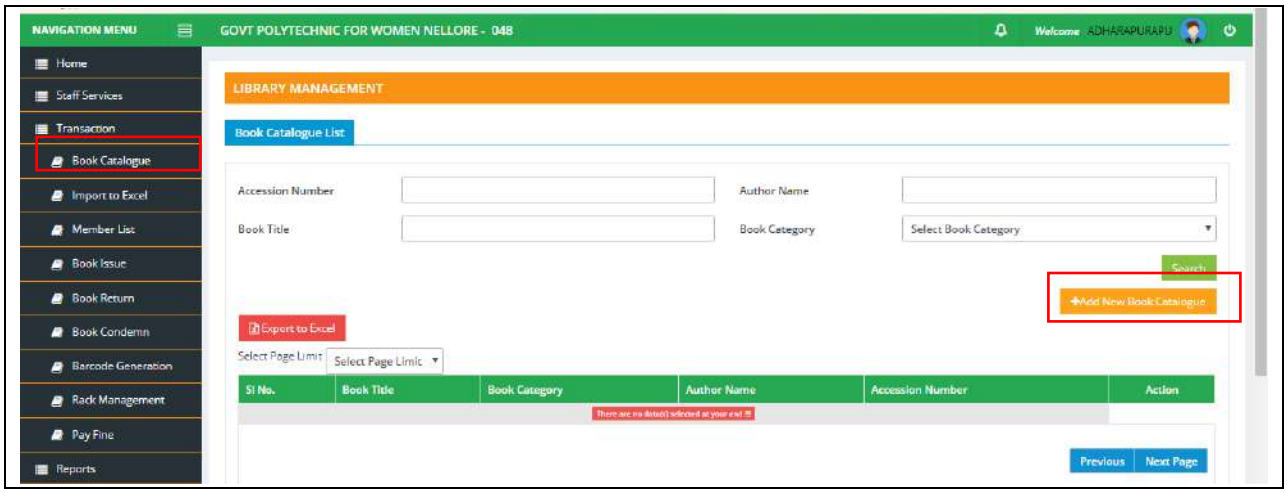


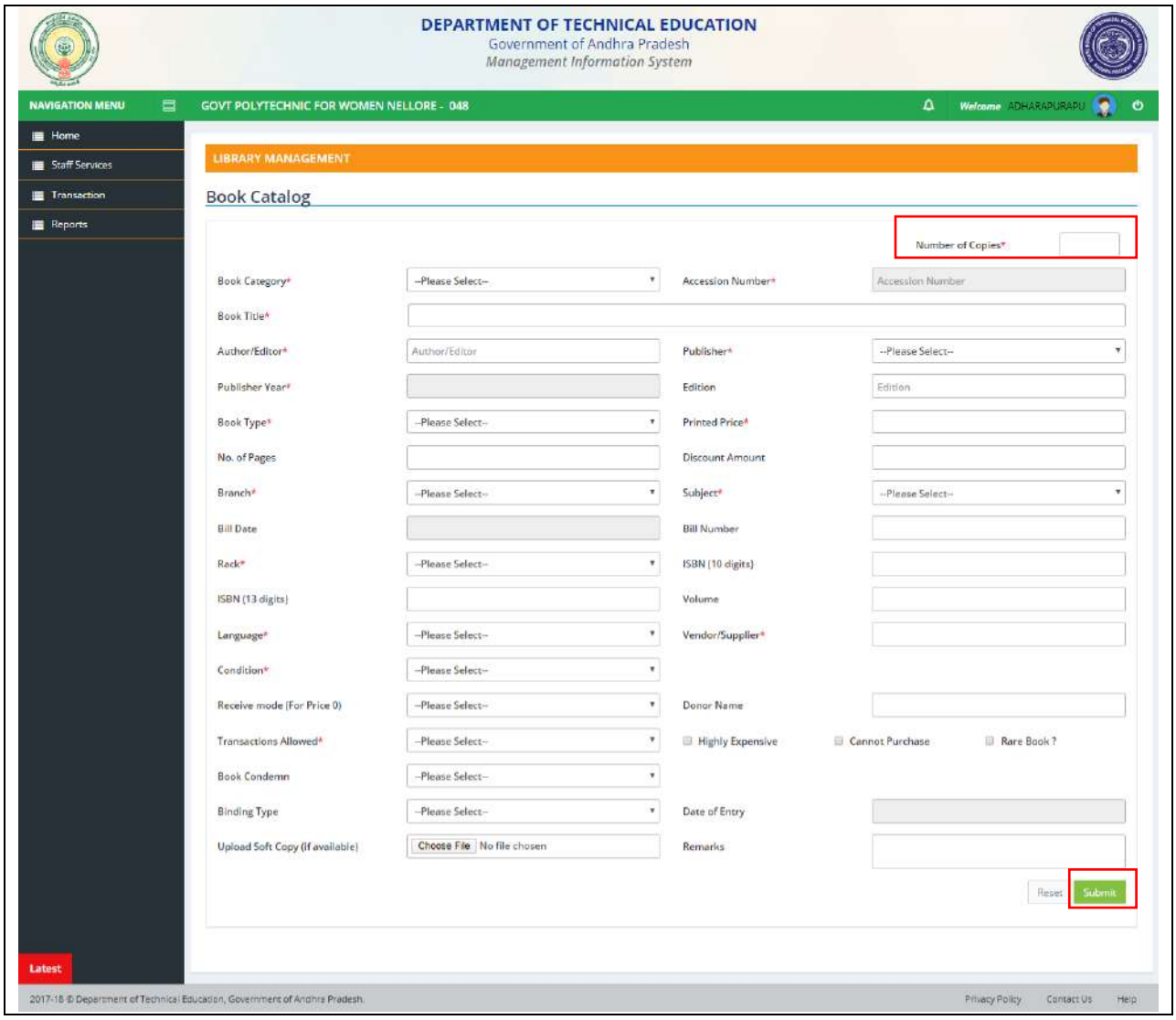
5. Adding Books in Library

This is used to Add the books into the system

<u>Steps:</u>

- User should click on Transactions.
- Click on Book Catalogue menu from the left navigation menu.
- Click on Add New Book Catalogue button.
- Fill Mandatory Book Details.
- Enter Number of Copies carefully, because those many book records will be created in the system.
- Click on submit.
- Book Added successfully.


NAVIGATION MENU
GOVT POLYTECHNIC FOR WOMEN NELLORE - 048
Welcome ADHARAPURAPU
Home
Staff Services
Transaction
Book Catalogue
Import to Excel
Member List
Book Issue
Book Return
Book Condemn
Barcode Generation
Rack Management
Pay Fine
Reports
LIBRARY MANAGEMENT
Book Catalogue List
Accession Number
Author Name
Book Title
Book Category
Select Book Category
Search
+Add New Book Catalogue
Export to Excel
Select Page Limit
Select Page Limit
Sl No.
Book Title
Book Category
Author Name
Accession Number
Action
Previous
Next Page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NAVIGATION MENU
GOVT POLYTECHNIC FOR WOMEN NELLORE - 048
Welcome ADHARAPURAPU
Home
Staff Services
Transaction
Reports
LIBRARY MANAGEMENT
Book Catalog
Number of Copies*
Book Category*
--Please Select--
Accession Number*
Accession Number
Book Title*
Author/Editor*
Author/Editor
Publisher*
--Please Select--
Publisher Year*
Edition
Edition
Book Type*
--Please Select--
Printed Price*
No. of Pages
Discount Amount
Branch*
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Subject*
--Please Select--
Bill Date
Bill Number
Rack*
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ISBN (10 digits)
ISBN (13 digits)
Volume
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Vendor/Supplier*
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Transactions Allowed*
--Please Select--
Highly Expensive
Cannot Purchase
Rare Book ?
Book Condemn
--Please Select--
Binding Type
--Please Select--
Date of Entry
Upload Soft Copy (If available)
Choose File
No file chosen
Remarks
Reset
Submit
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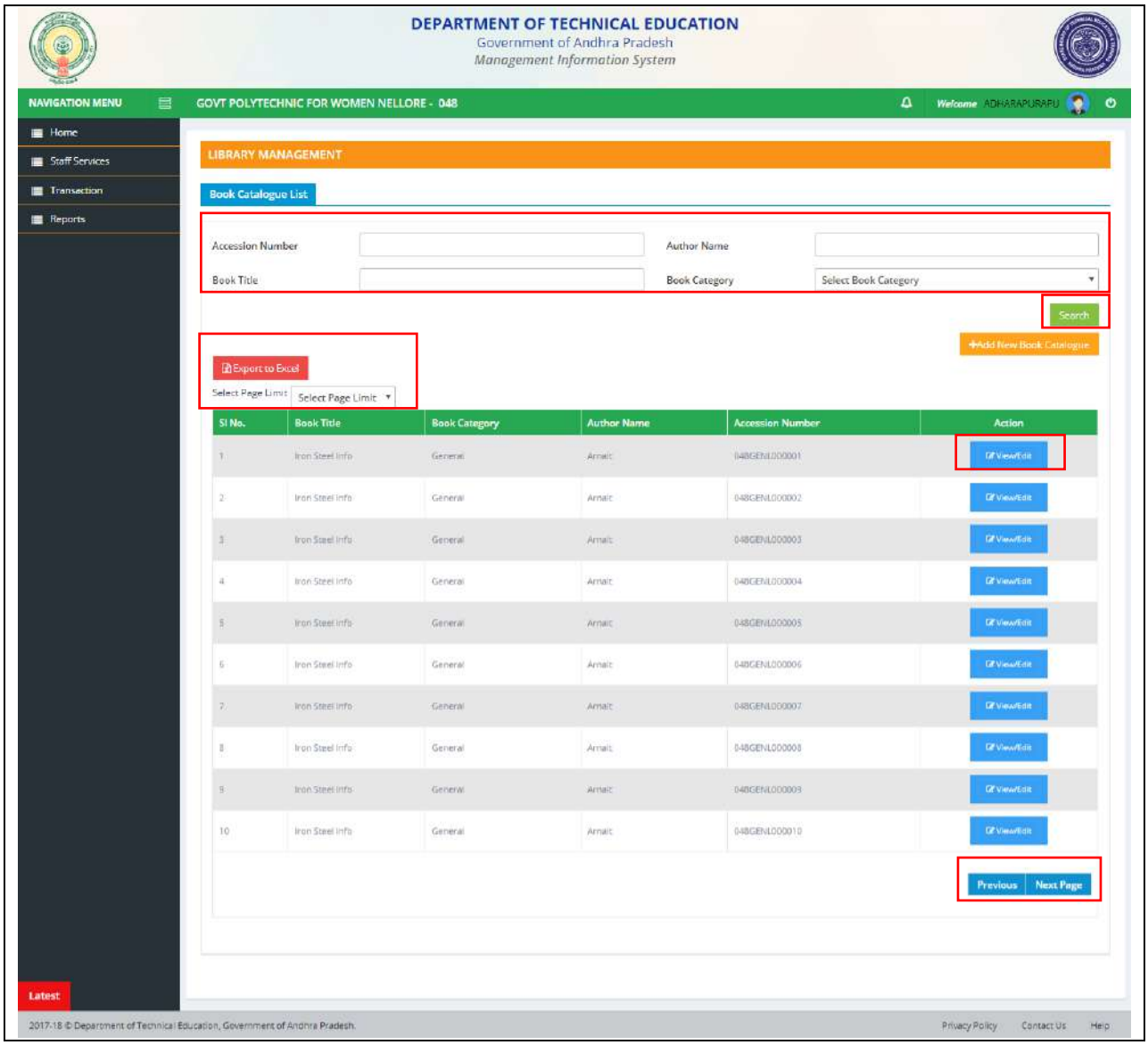
6. View Book Details

This feature is used to view the Book details

Steps:

- User should click on Transactions.
- Click on Book Catalogue.
- Enter any one of the following;
    - Accession Number
    - Author Name
    - Book Title
    - Book Category
- Click on search Button.
- Click on view / Edit button.
- Update the Book details by clicking on Update button.
- Click on Export to Excel to download all the books in Excel.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Welcome ADHARAPURAPU
Home
Staff Services
Transaction
Reports
LIBRARY MANAGEMENT
Book Catalogue List
Accession Number
Author Name
Book Title
Book Category
Select Book Category
Search
Add New Book Catalogue
Export to Excel
Select Page Limit
Select Page Limit
Sl No.
Book Title
Book Category
Author Name
Accession Number
Action
View/Edit
Previous
Next Page
Latest
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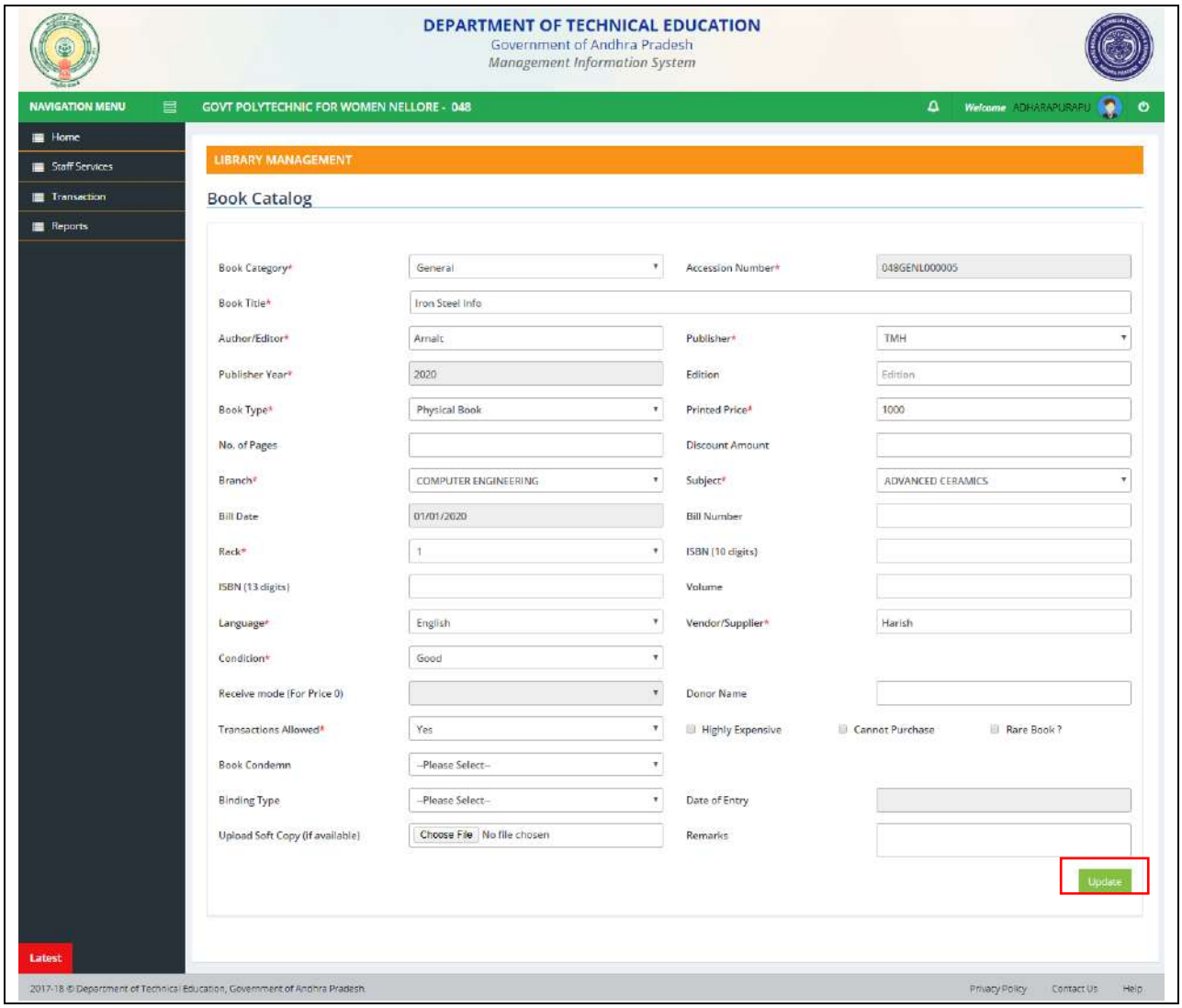


7. Upload Books offline through Excel

This feature is used to upload books in bulk

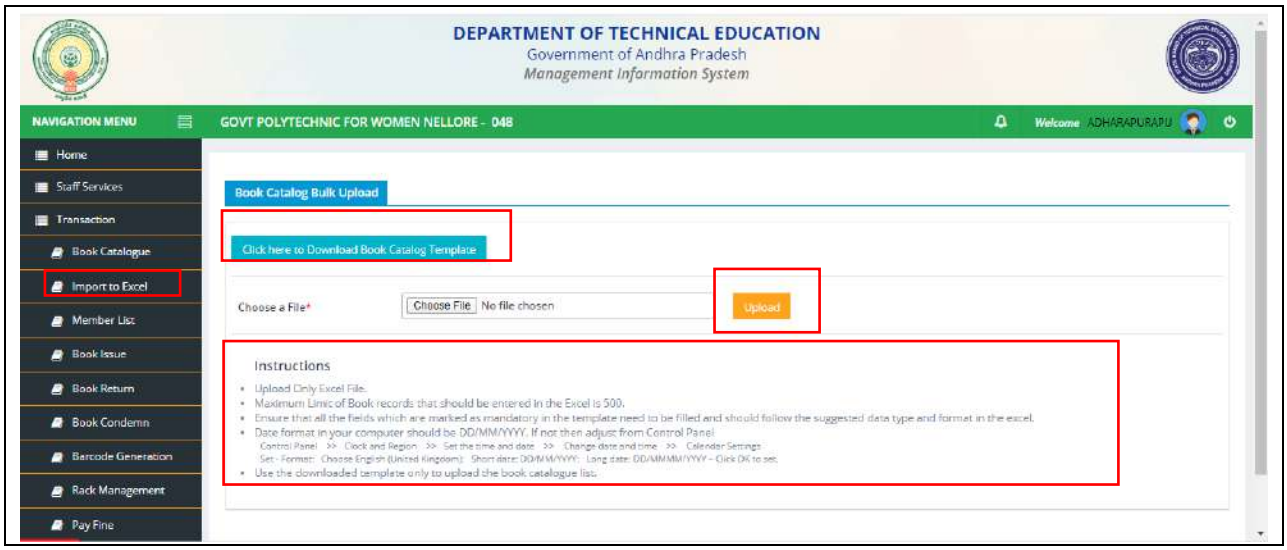
<u>Steps:</u>

- User should click on Transaction.
- Click on Import to Excel.
- Click on “Click Here to Download book catalogue template”.
- **Open the downloaded Excel File**
- Fill the Book Mandatory Fields Marked in Red.
- Choose the file.
- Click on upload button (Wait for Some time don’t refresh or go back while system is uploading Books).
- Books Uploaded successfully into MIS.

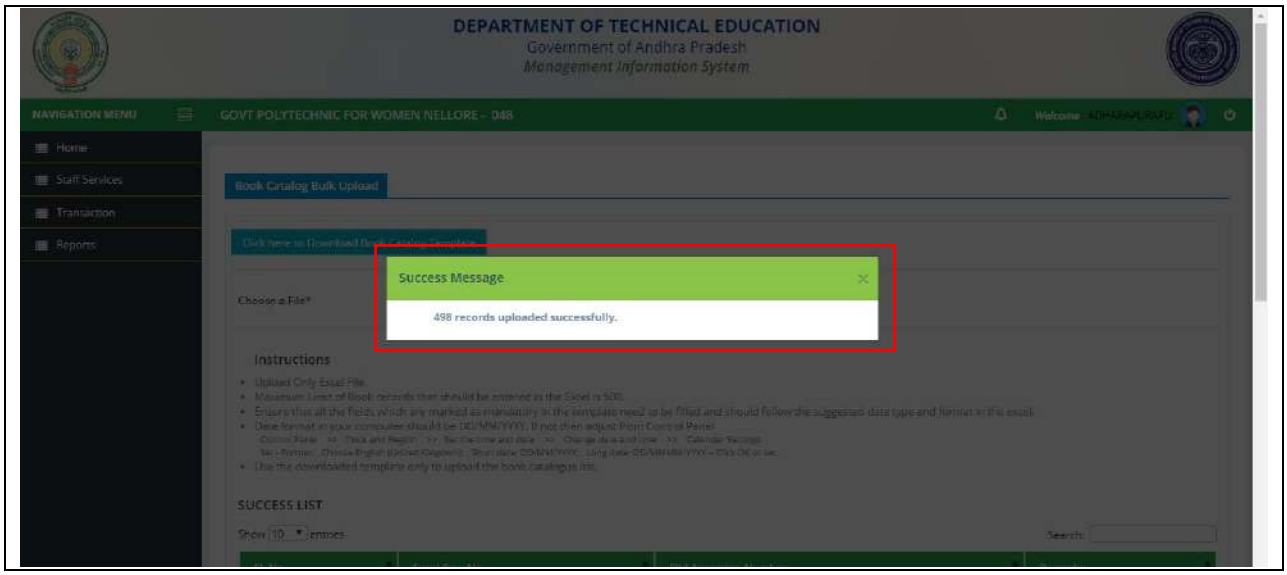
- You can view the uploaded Books by referring point number 6.

Instructions to Upload Books Offline through Excel;

- Upload Only Excel File.
- Maximum Limit of Book records that should be entered in the Excel is 500.
- Ensure that all the fields which are marked as mandatory in the template need to be filled and should follow the suggested data type and format in the excel.
- Date format in your computer should be DD/MM/YYYY. If not, then adjust from Control Panel
- Control Panel >> Clock and Region >> Set the time and date >> Change date and time >> Calendar Settings.
- Set - Format: Choose English (United Kingdom); Short date: DD/MM/YYYY; Long date: DD/MMMM/YYYY – Click OK to set.
- Use the downloaded template only to upload the book catalogue list.



- After Uploading Excel, system will show success and Error List of Uploaded Books.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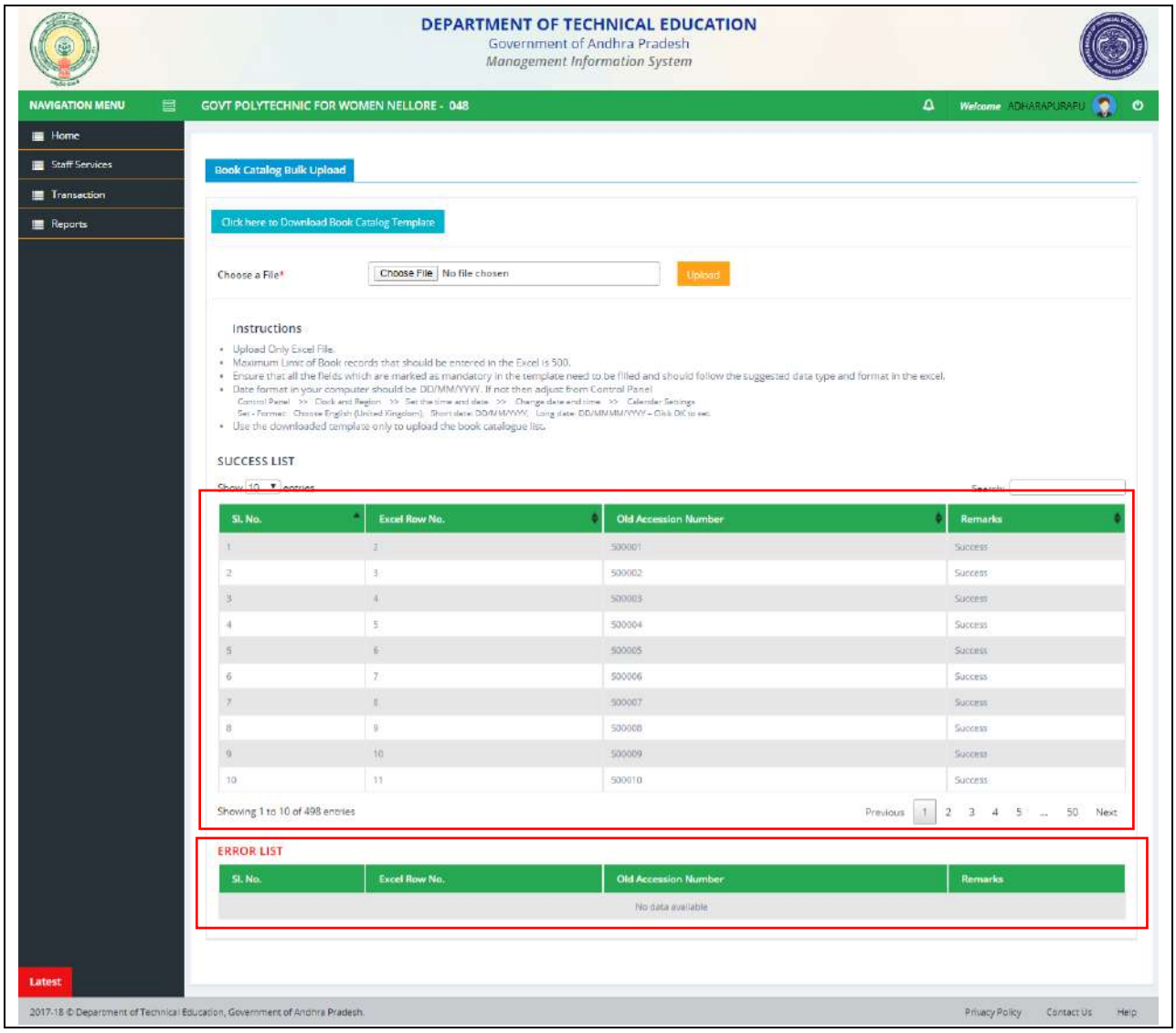
GOVT POLYTECHNIC FOR WOMEN NELLORE - 048
Home
Staff Services
Transaction
Reports
Book Catalog Bulk Upload
Success Message
498 records uploaded successfully.
Instructions
SUCCESS LIST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Welcome ADHARAPURAPU
Home
Staff Services
Transaction
Reports
Book Catalog Bulk Upload
Click here to Download Book Catalog Template
Choose a File*
Choose File
No file chosen
Upload
Instructions
Upload Only Excel File.
Maximum Limit of Book records that should be entered in the Excel is 500.
Ensure that all the fields which are marked as mandatory in the template need to be filled and should follow the suggested data type and format in the excel.
Date format in your computer should be DD/MM/YYYY. If not then adjust from Control Panel
Use the downloaded template only to upload the book catalogue list.
SUCCESS LIST
Sl. No. | Excel Row No. | Old Accession Number | Remarks
1 | 2 | 500001 | Success
2 | 3 | 500002 | Success
3 | 4 | 500003 | Success
4 | 5 | 500004 | Success
5 | 6 | 500005 | Success
6 | 7 | 500006 | Success
7 | 8 | 500007 | Success
8 | 9 | 500008 | Success
9 | 10 | 500009 | Success
10 | 11 | 500010 | Success
Showing 1 to 10 of 498 entries
Previous 1 2 3 4 5 ... 50 Next
ERROR LIST
Sl. No. | Excel Row No. | Old Accession Number | Remarks
No data available
Latest
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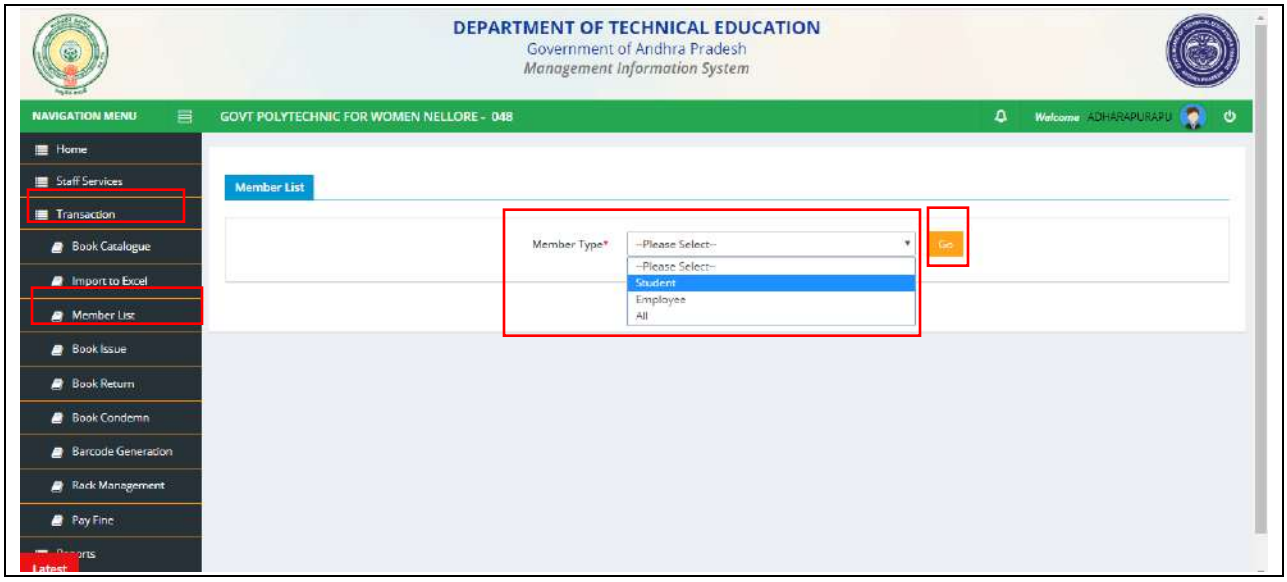
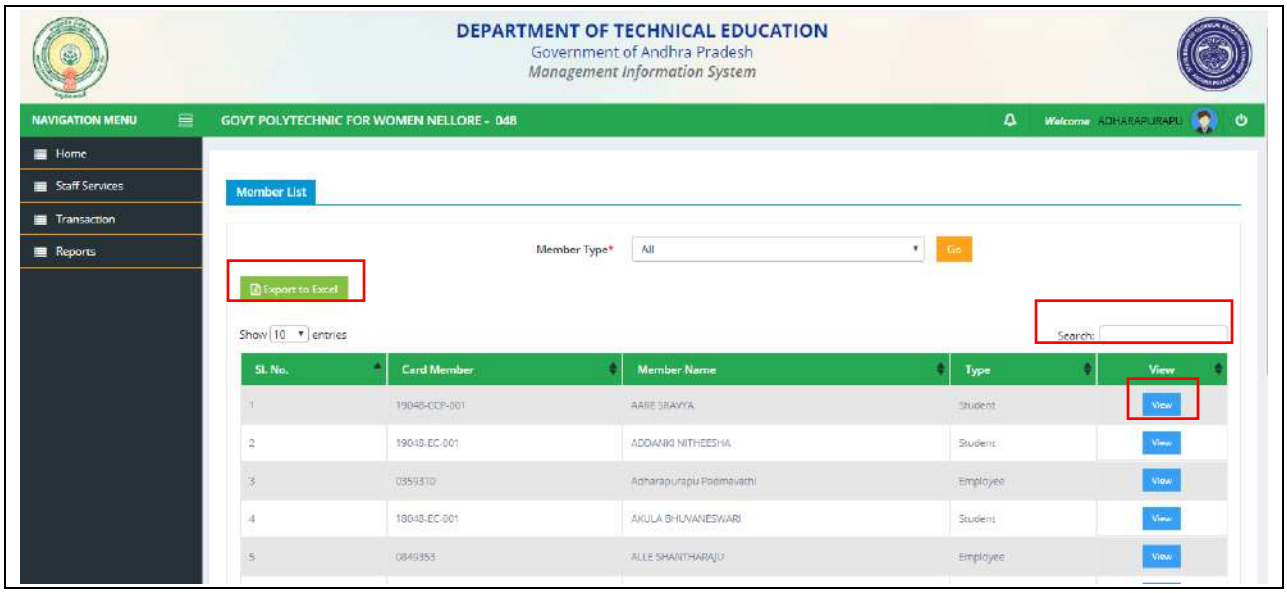
8. Member List:

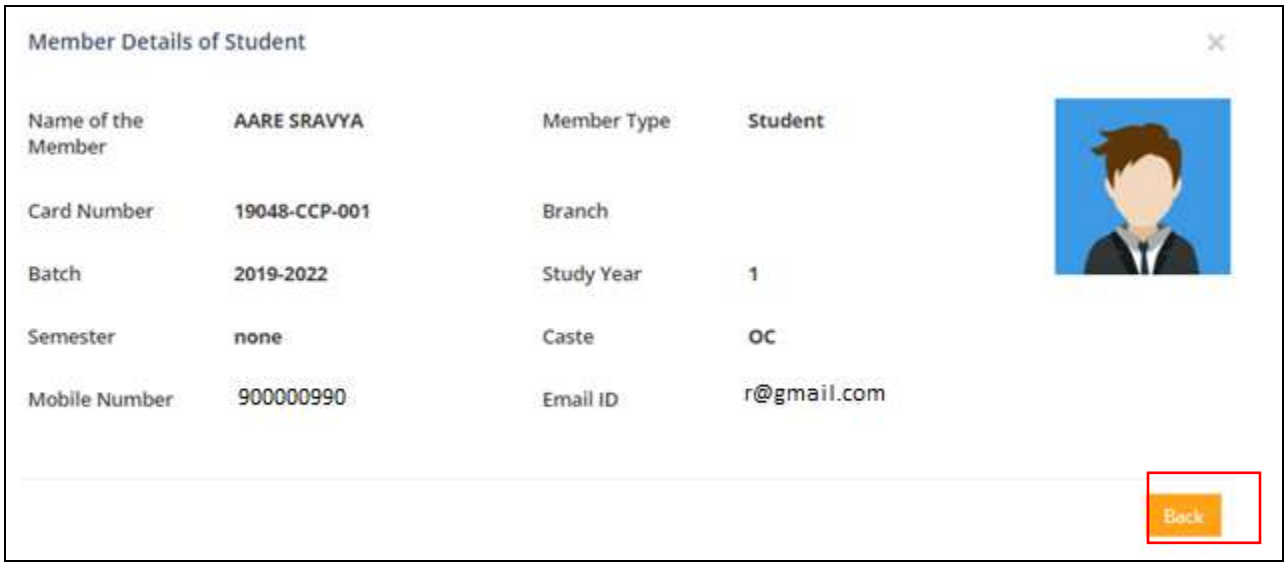
Member list is used to view the list of Members and their basic details

Steps:

- User should click on transactions.
- Click on Member List.
- Choose student or employee or all from the drop down.
- Click on GO button.
- Click on View button to view the member details.
- Use Global search to filter the member list.
- Click on Export to Excel button to download the member list in Excel.







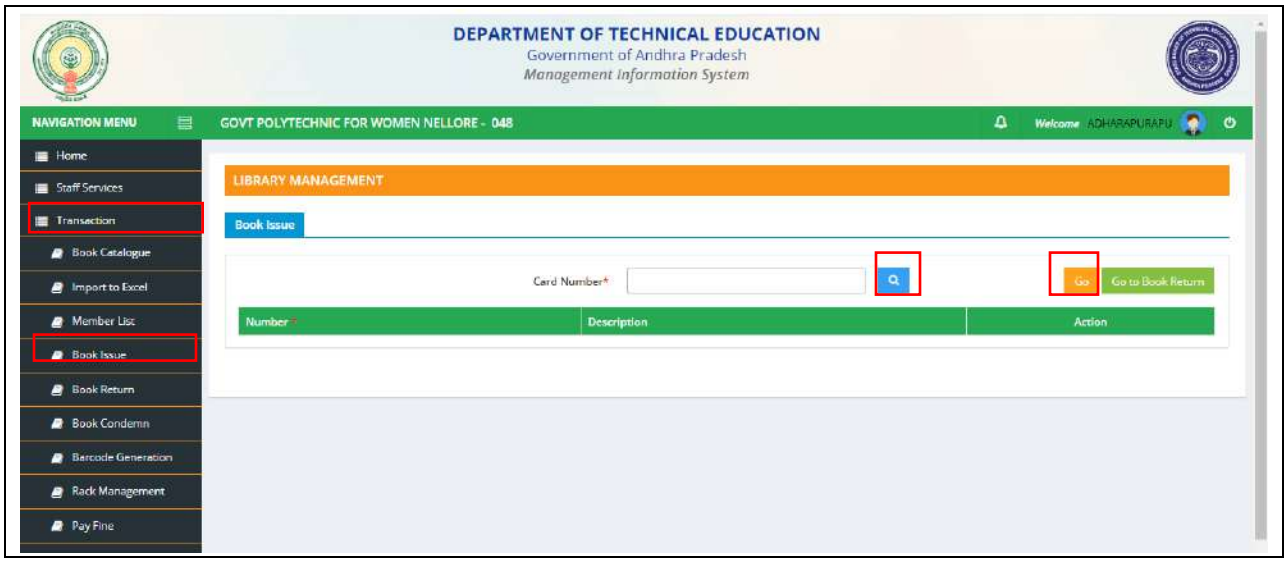
9. Book Issue

Book issue is to issue the books to the members of the polytechnic.

<u>Steps:</u>

- User should click on Transaction.
- Click on Book Issue.
- Enter / Scan Card Number.
    - Click on search icon ***(If you don't know the member card number to enter or scan).***
    - Enter the name of the member in search text box.
    - Table will show the member name, click on select button.

- Click on GO.
- Click on Issue Book Button.
- Enter / Scan Accession Number.
- Click on right arrow button.
- Click on submit button.
- Book Issued successfully.
- Click on cancel to close the pop up.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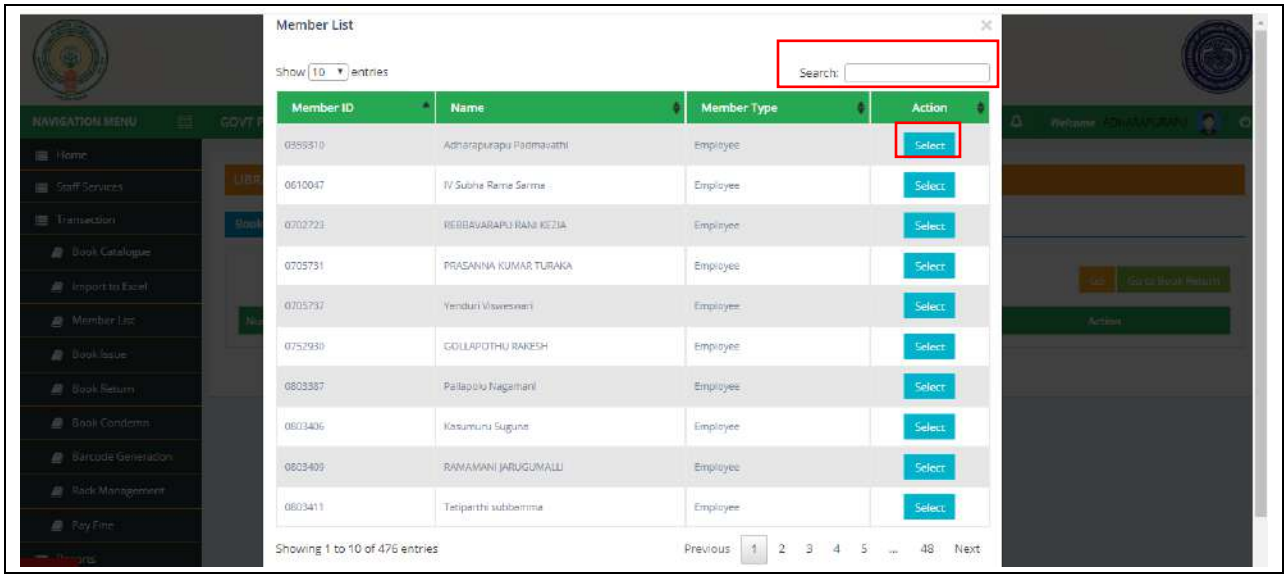
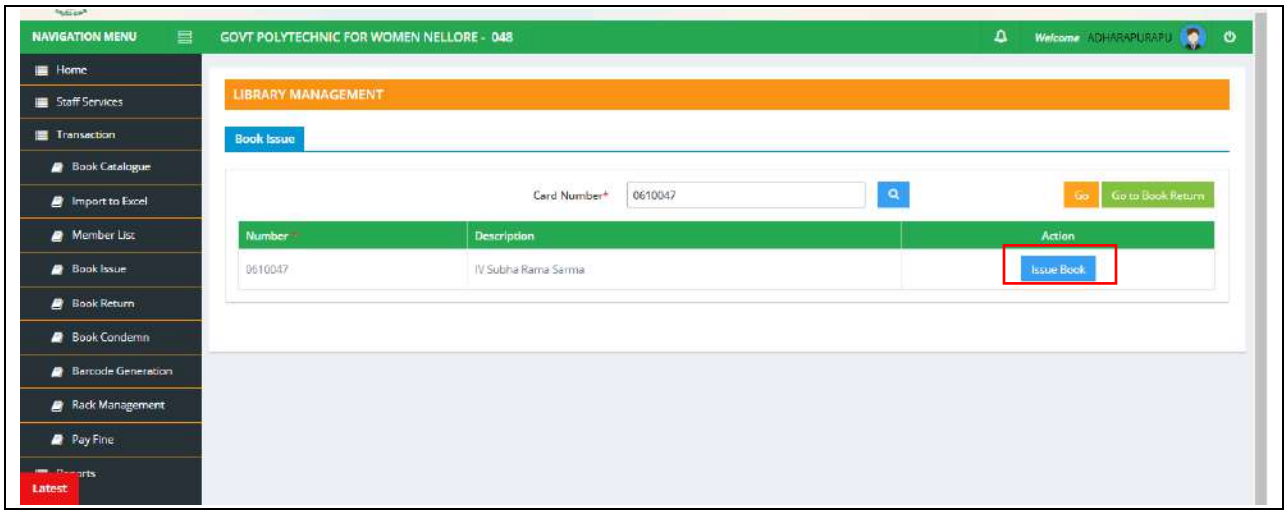
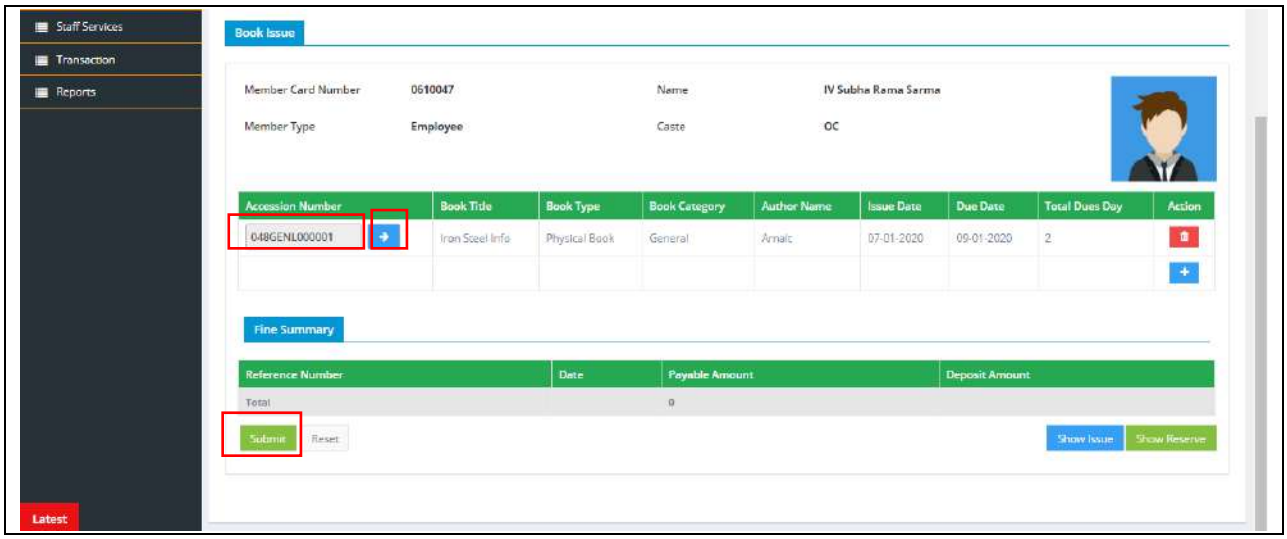
Home
Staff Services
Transaction
Book Catalogue
Import to Excel
Member List
Book Issue
Book Return
Book Condemn
Barcode Generation
Rack Management
Pay Fine
LIBRARY MANAGEMENT
Book Issue
Card Number*
Go
Go to Book Return
Number
Description
Action


Member List
Show 10 entries
Search:
Member ID
Name
Member Type
Action
0359810
Adharapurapu Padmavathi
Employee
Select
0610047
IV Subha Rama Sarma
Employee
Select
0702723
REBBAVARAPU RANI KEZIA
Employee
Select
0705731
PRASANNA KUMAR TURAKA
Employee
Select
0705737
Yenduri Viswesvari
Employee
Select
0752930
GOLLAPOTHU RAKESH
Employee
Select
0803387
Pallapolu Nagalhani
Employee
Select
0803406
Kasumuru Suguna
Employee
Select
0803409
RAMAMANI JARUGUMALLI
Employee
Select
0803411
Tetiparthi subbamma
Employee
Select
Showing 1 to 10 of 476 entries
Previous 1 2 3 4 5 ... 48 Next





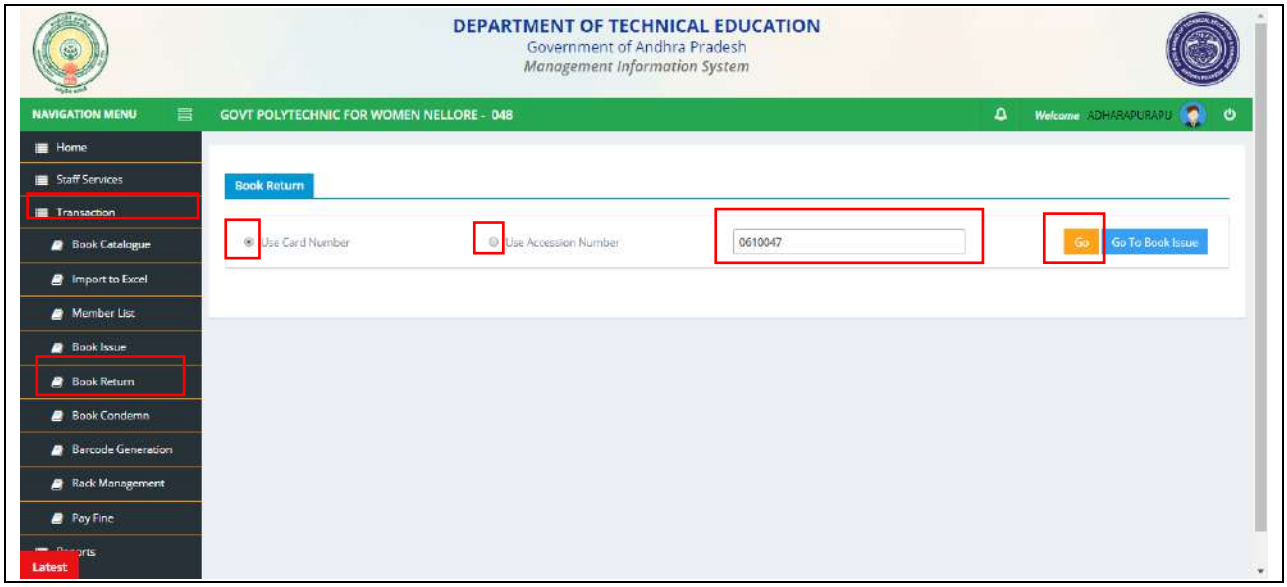
10. Book Return

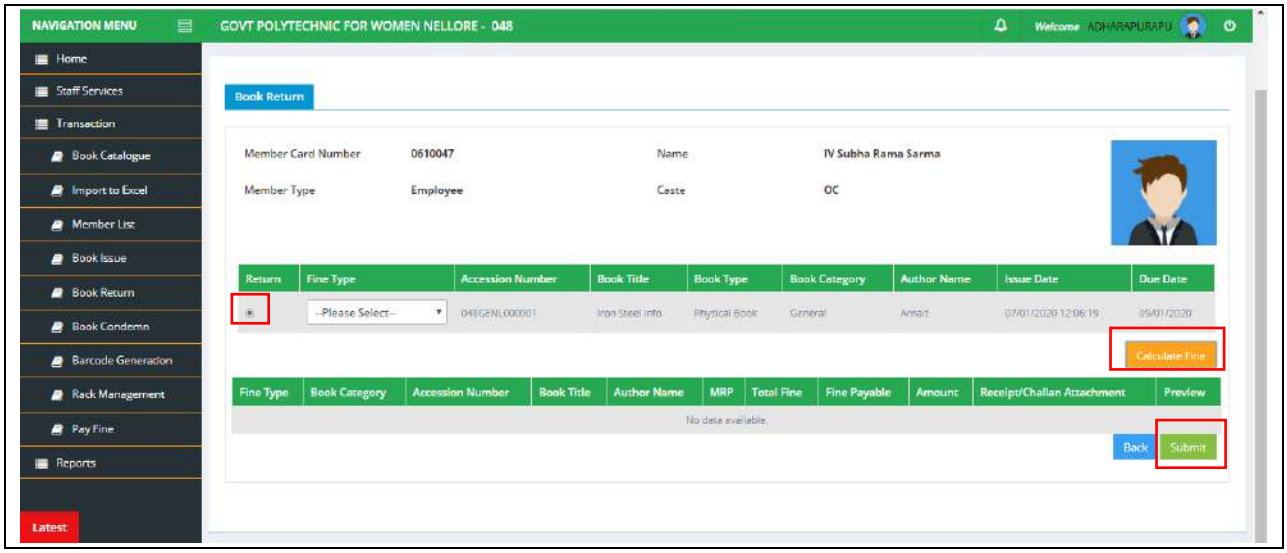
Book Return is used to return the book

<u>Steps</u>

- User should click on Transactions.
- Click on Book Return menu from the left navigation menu.
- Select any one radio button Use Card Number / Use Accession Number.

- Click on GO Button.
- Click on Return Radio Button.
- Click on Calculate Fine button.
- Click on Submit Button.
- Book Returned successfully.
- Click on Cancel to close the pop up.



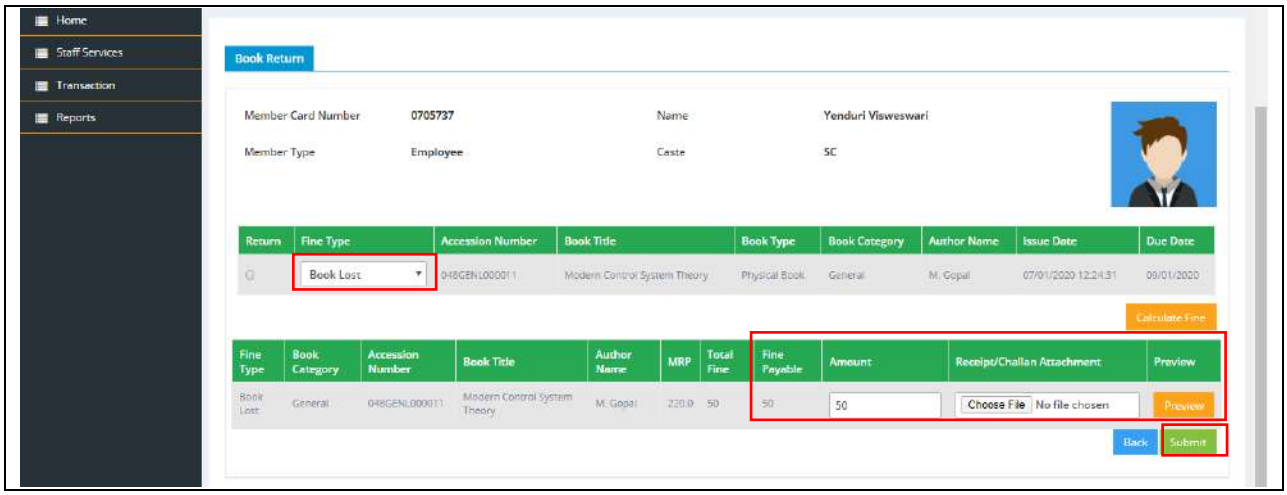


11. Book Lost:

Book Lost is used to mark the book as lost in the system, and view the fine amount to be paid by the member for loss of book.

<u>Steps:</u>

- User should click on Transactions.
- Click on Book Return menu from the left navigation menu.
- Select any one radio button Use Card Number / Use Accession Number.
- Click on GO Button.
- Choose Book lost from the Fine Type drop down.
- Click on calculate fine button.
- View Fine Payable amount and collect that amount.
- Enter the Amount in the Amount section.
- Upload the Receipt / Challan Attachment.
- Book lost done successfully.
- ***If the member wants to pay it later, just click on submit button.***



12. Book Condemn

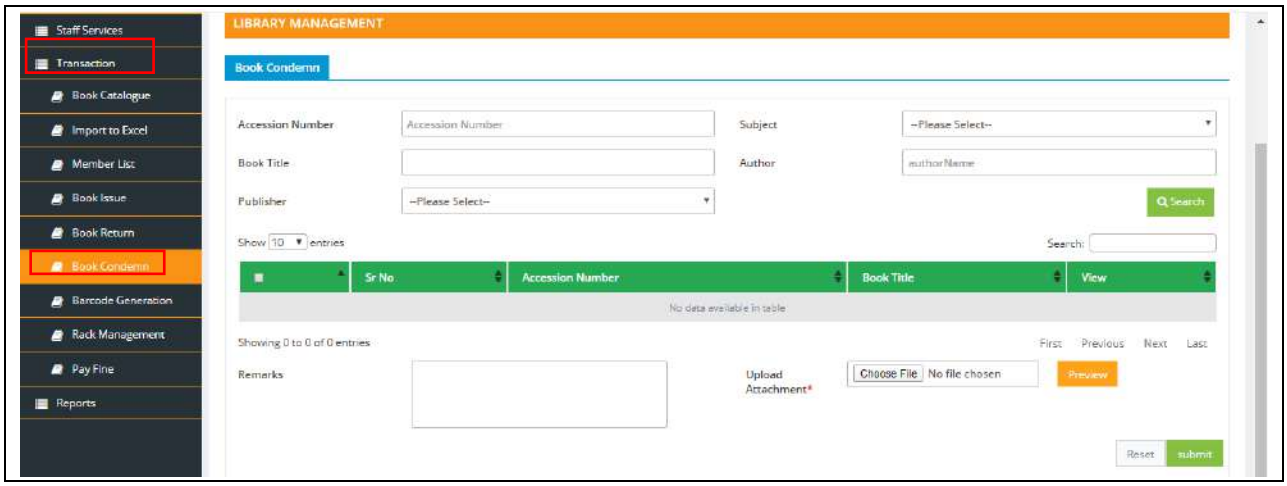
Book Condemn is used to Condemn the single / multiple books using one Challan attachment. After Book Condemn is done the book will be deleted from the MIS.

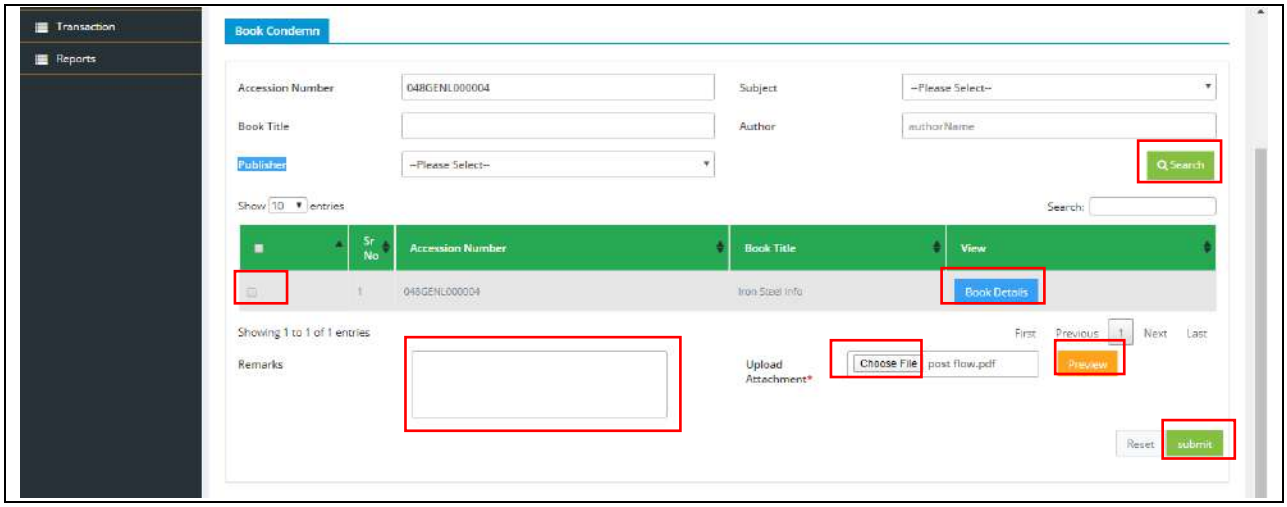
<u>Steps;</u>

- User should click on Transactions.
- Click on Book condemn.
- Search by any one of the filters below;
    - Accession Number
    - Subject

- Book Title
- Author
- Publisher

- Click on Search button.
- Click on Book Details button to view the book details.
- Tick the check box of the book.
- Enter the remarks.
- Upload Challan Attachment by choosing the file.
- Click on preview button to view the uploaded challan.
- Click on Submit button.
- Book Condemn successfully done.



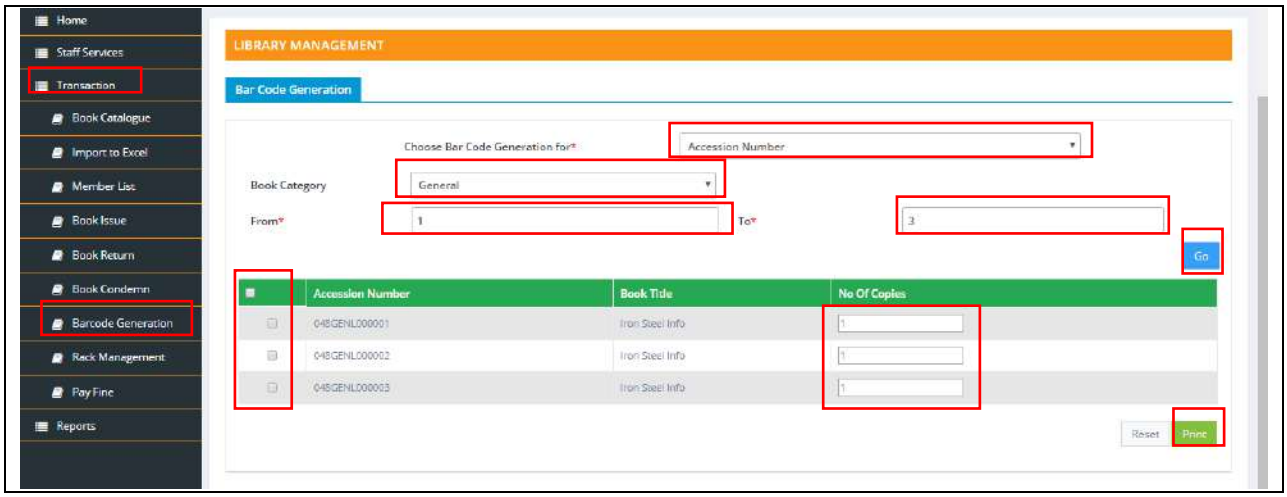


13. Barcode Generation

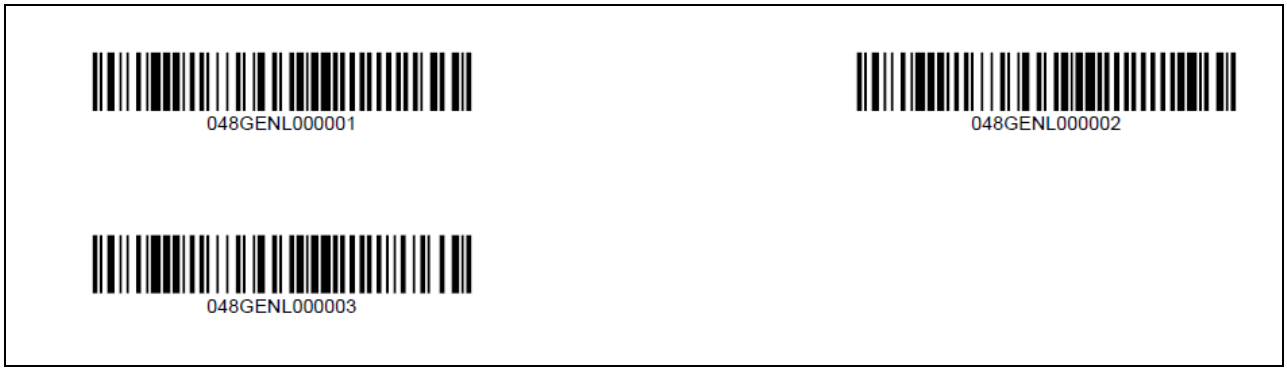
Barcode Generation is used to generate barcode for books, students and Members.

Steps;

- User should click on transactions.
- Click on Barcode Generation.
- Select the Barcode generation for Accession number/students/Employee.
    - **Accession Number:**
    - Select Book Category.
    - Enter “From” Number for example 1.
    - Enter “To” Number for example 3.
    - Click on GO button.
    - Enter the No. of Copies for each book to generate barcode.
    - Tick the check boxes of the books.
    - Click on print button.
- Barcode Generation of accession number done successfully and will get downloaded in PDF.



Accession Number



- **Employee:**
- Select employee from Choose Barcode Generation drop down
    - Search by any of the following filters;

        - Employee Name
        - Treasury ID / Employee ID
        - Post Held
    - Click GO button.
    - Enter the No. of Copies for each Employee to generate barcode.
    - Tick the check boxes of the Employees.
    - Click on print button.
    - Barcode Generation of Employees done successfully and will get downloaded in PDF.

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Government of Andhra Pradesh
Management Information System

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- Home
- Staff Services
- Transaction
- Reports

LIBRARY MANAGEMENT

Bar Code Generation

Choose Bar Code Generation for* : Employee

Employee Name : --Please Select--

Treasury ID/Employee ID : --Please Select--

Post Held : --Please Select--

Go

	Treasury ID/Employee ID	Name of the Employee	Post Held	No Of Copies
☑	1001916	PANNEM RAJINY	Head of ELECTRONICS and COMMUNICATION Engineering Section	1
☑	0358310	Adharepurepu Padmavathi	Librarian	1
☑	0705731	PRASANNA KUMAR TURAKA	Workshop Superintendent	1
☑	0808730	Mogalapalli Subhashini	Supplier	1
☑	0843904	Anakarla Kesamma	Attender	1
☑	0803415	Vinjamuru Aruna	Watchman	1
☑	0814724	pucheakala prabhakar	Head of COMPUTER ENGINEERING Section	1
☑	0803413	Pasala Krishnamma	Watchman	1
☑	0814210	SARVEPALLI RAJASREE	Senior Assistant	1
☑	0814728	MALLIKARJUNA KADIVETI	Admin Officer	1
☑	0803587	BHATTARAM VIJAYA KUMAR	Senior Lecturer in COMMERCIAL and COMPUTER PRACTICE	1
☑	0752930	GOLLAPOTHU RAKESH	Lecturer In Computer Engineering	1
☑	1423862	Yarramraju Lakshmi	Senior Lecturer In ELECTRONICS and COMMUNICATION Engineering	1
☑	0847580	Pidugu Ramalakshmi	Junior Assistant	1
☑	0803594	SHAK SAHIL BABU	Head of COMMERCIAL and COMPUTER PRACTICE Section	1
☑	0803602	SADUMU CHANDRA KUMARI	Senior Assistant	1
☑	0845656	Shaik Abdul Khayum	Lecturer In Electronics and Communication Engineering	1
☑	0814172	CHANDRA SEKHAR DURGAM V.S	Office Superintendent	1
☑	0814209	cheni sailaja	Senior Assistant	1
☑	0848089	Yekollu Uma	Attender	1
☑	0848697	putta pLakshmikumari	Junior Assistant	1
☑	0849353	ALLE SHANTHARAJU	Lecturer In Computer Engineering	1
☑	0803408	Karumuru Suguna	Record Assistant	1
☑	0850964	Kommala Prathima	Attender	1
☑	0847899	Kosuru Manjula	Cook	1
☑	0702723	REBBAVARAPU RANI KEZIA	Senior Instructor In Electrical	1
☑	2108010	RAGHAVA RAO TAMANAM	Lecturer in Electronics and Communication Engineering	1
☑	0803416	Poduri Chamundeswari	Supplier	1
☑	0849351	MAKATHOTI KIRANKANTH	Lecturer In Computer Engineering	1
☑	0803409	RAMAMANI JARUGUMALLI	Attender	1
☑	0610042	N Subha Rama Sarma	Lecturer in English	1
☑	0839149	Pichuka Tulasi	Watchman	1
☑	0849350	KUMBHA RAVI KUMAR	Lecturer In Computer Engineering	1
☑	0803387	Pallapolu Nagamani	Hostel Matron	1
☑	0705737	Yenduri Visweswari	Senior Lecturer In Maths	1
☑	0803411	Tatiparthi subaemma	Attender	1

Reset | Print

Latest

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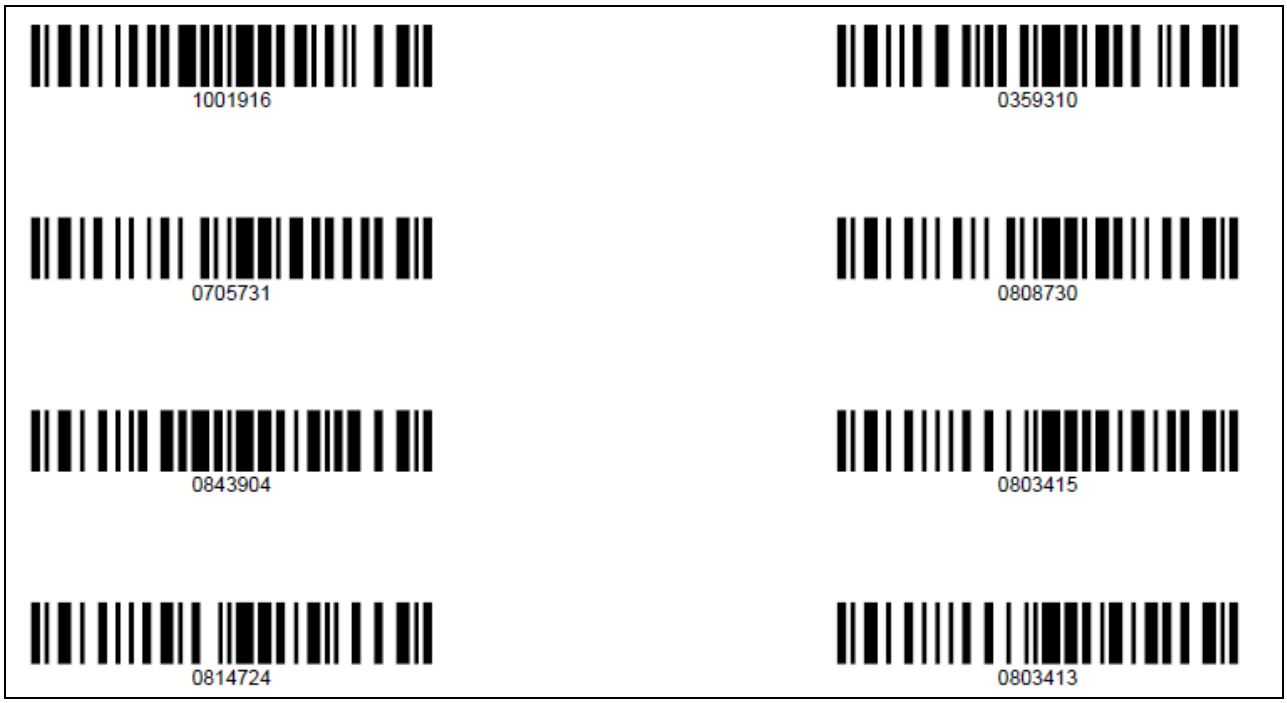
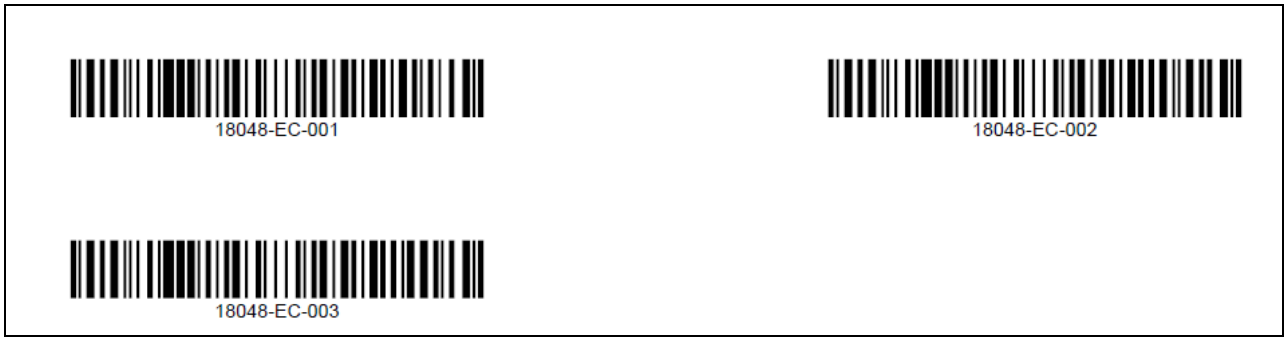


- **Student:**
- Select Student from Choose Barcode Generation drop down.
- Choose branch from Drop down.
- Choose study year from Drop down.
- Choose semester from Drop down.
- Choose shift from the drop down.
- Choose section from the drop down (optional).
- Click GO button.
- Enter the No. of Copies for each Student to generate barcode.
- Tick the check boxes of the Students.
- Click on print button.
- Barcode Generation of Students done successfully and will get downloaded in PDF.

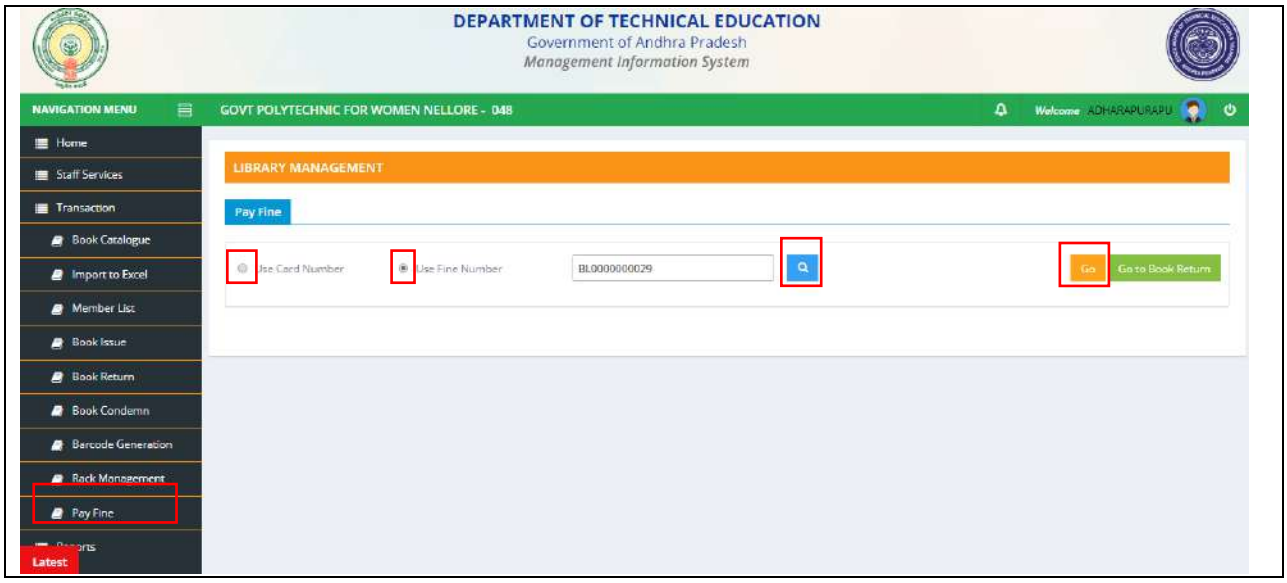


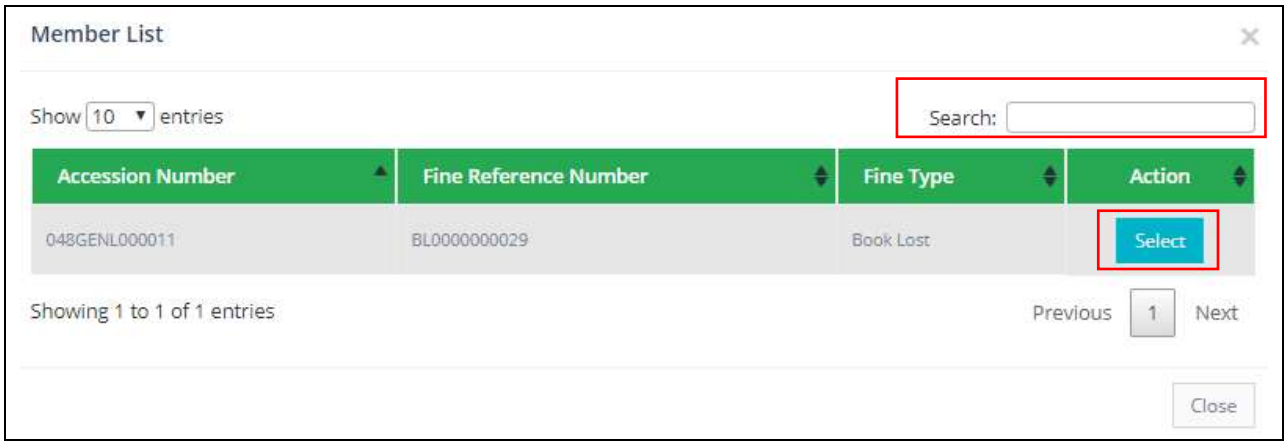
14. Pay Fine

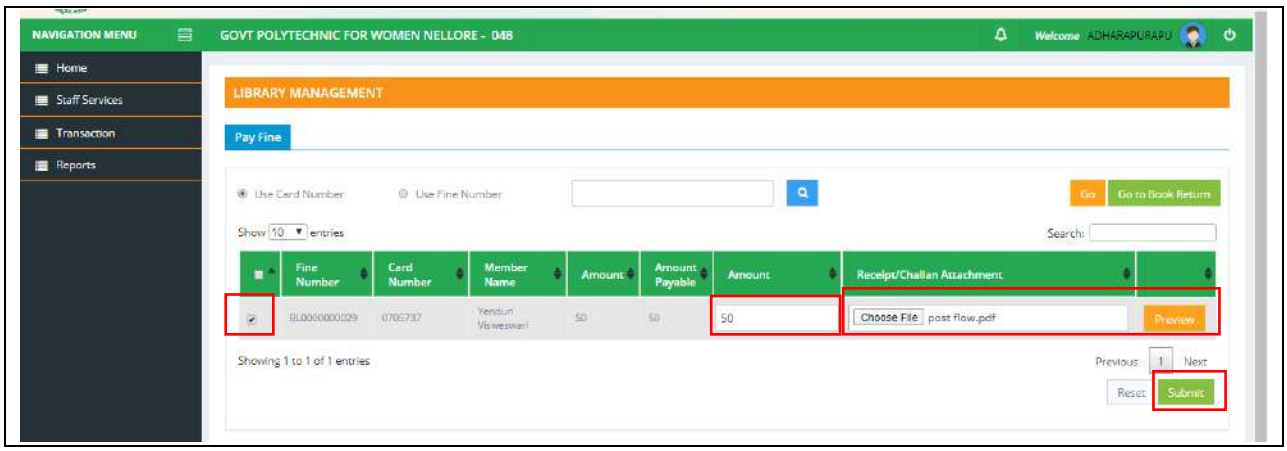
Pay Fine is used to pay the Book lost / Late Fines; Librarians can collect the fine amount and pay at office and get receipt from the office and upload the receipt here.

Steps:

- User should click on Transactions.
- Click on Pay Fine.
- Check Radio Button Card Number / Use Fine Number.
    - **If you don't know the card number / Fine number click on Search icon.**
    - Click on select button.
- Click on GO button.
- Select the Fine Number by ticking the check box.
- Enter the Amount paid.
- Upload the Receipt / Challan.
- Click on Preview button to verify the attachment.
- Click on submit.
- Fee Paid Successfully.





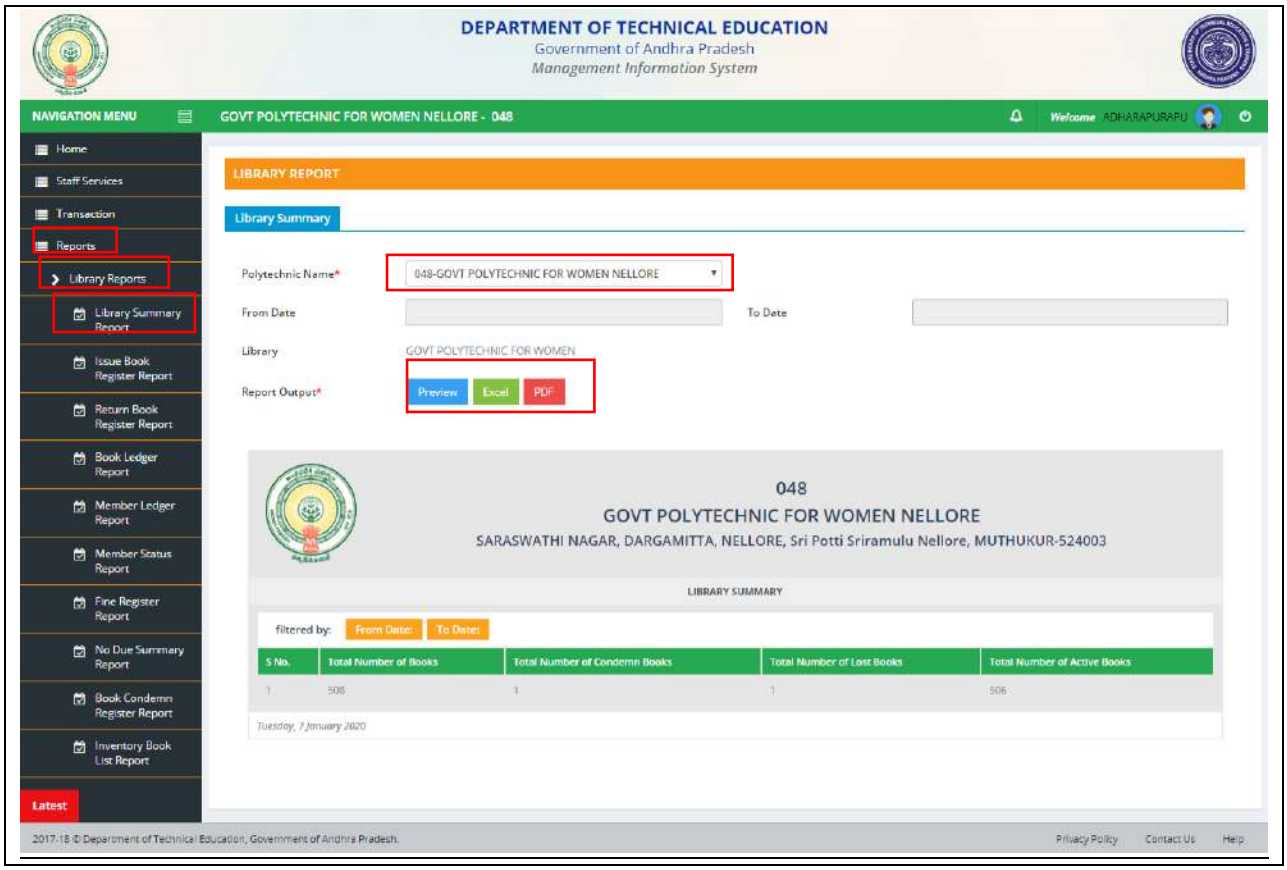


15. Library Summary Report

Library Summary report is used to view the Total Number of Book, Total Number of Condemn Books, Total Number of Lost Books, Total Number of Active Books.

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Library Summary Reports.
- Choose Polytechnic Name.
- Choose From date and To Date (Optional).
- Click on Preview Button to view.
- Click on Excel to download in excel.
- Click on PDF to download the report in PDF.

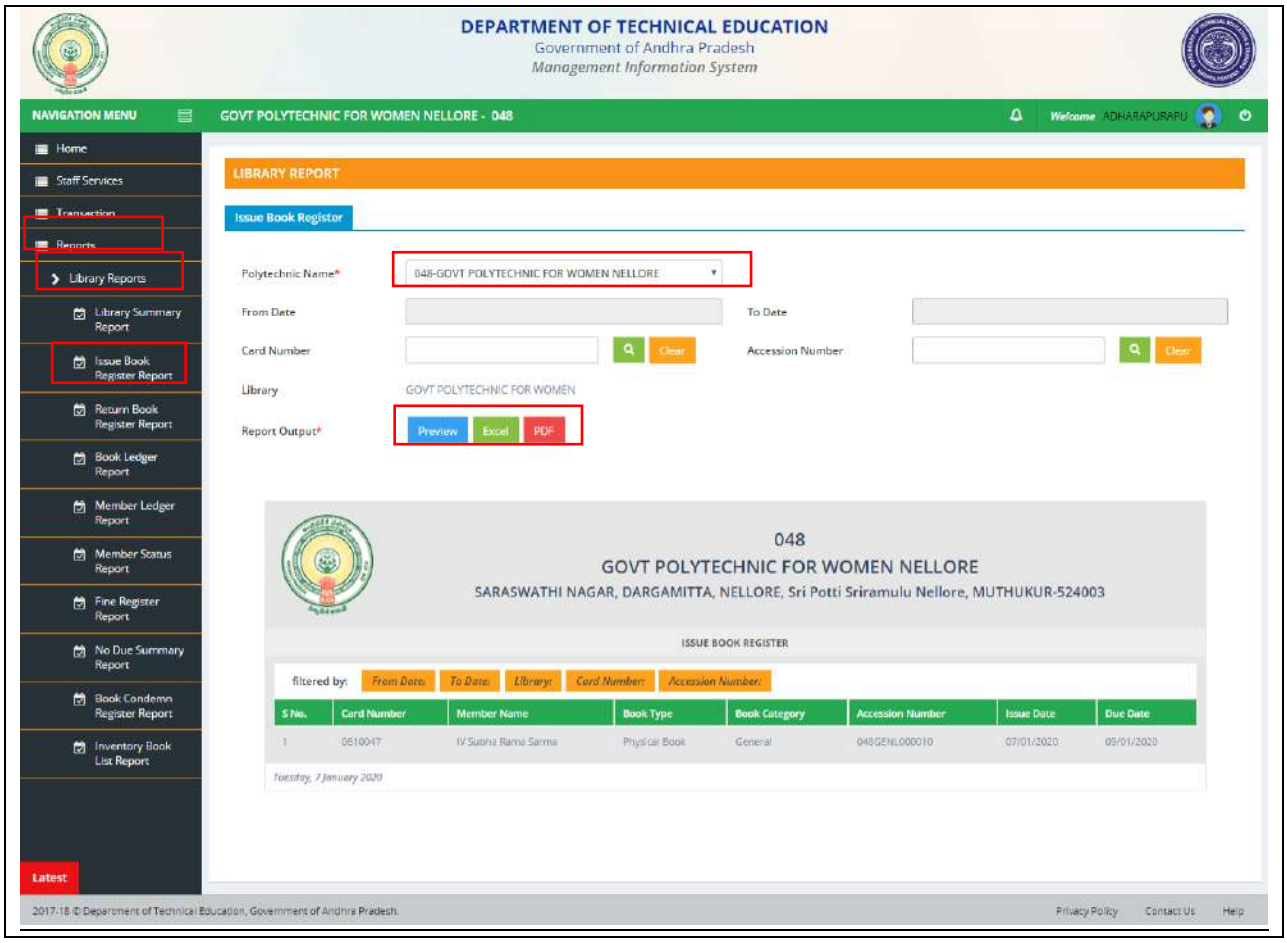


16. Issue Book Register

Issue Book register is used to view the books issued to members which are yet to be returned to the library.

<u>Steps</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Issue Book Register Report.
- Choose Polytechnic Name.
- Choose From date and To Date (Optional).
    - User can view by Card Number and Accession Number (Optional).
- Click on Preview Button to view.
- Click on Excel to download in excel.
- Click on PDF to download the report in PDF.

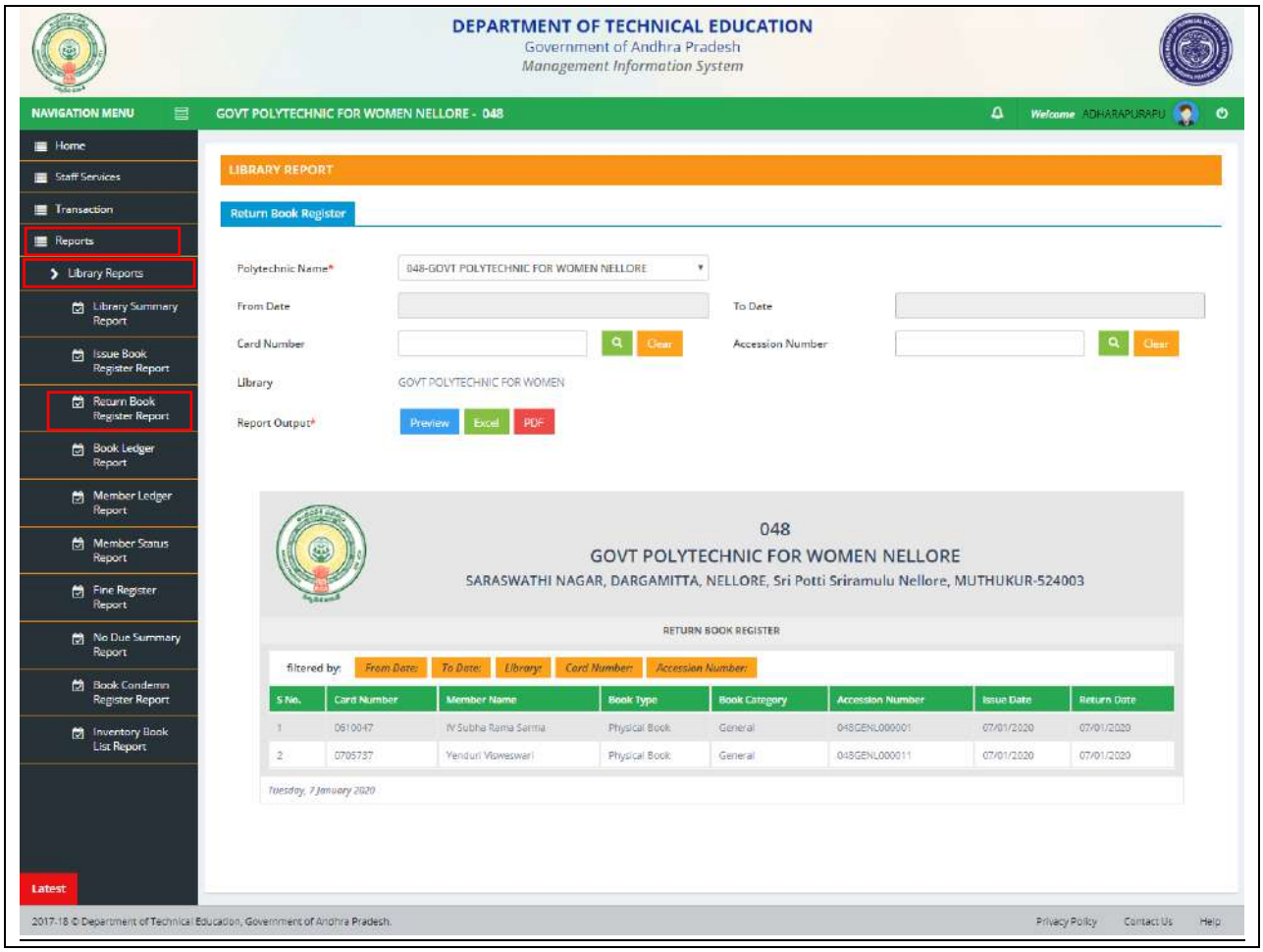


17. Return Book Register Report

Return Book register report is used to view the books issued and returned books in library.

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Return Book register report.
- Choose Polytechnic Name.
- Choose From date and To Date (Optional).
    - User can view by Card Number and Accession Number (Optional).
- Click on Preview Button to view.
- Click on Excel to download in excel.
- Click on PDF to download the report in PDF.

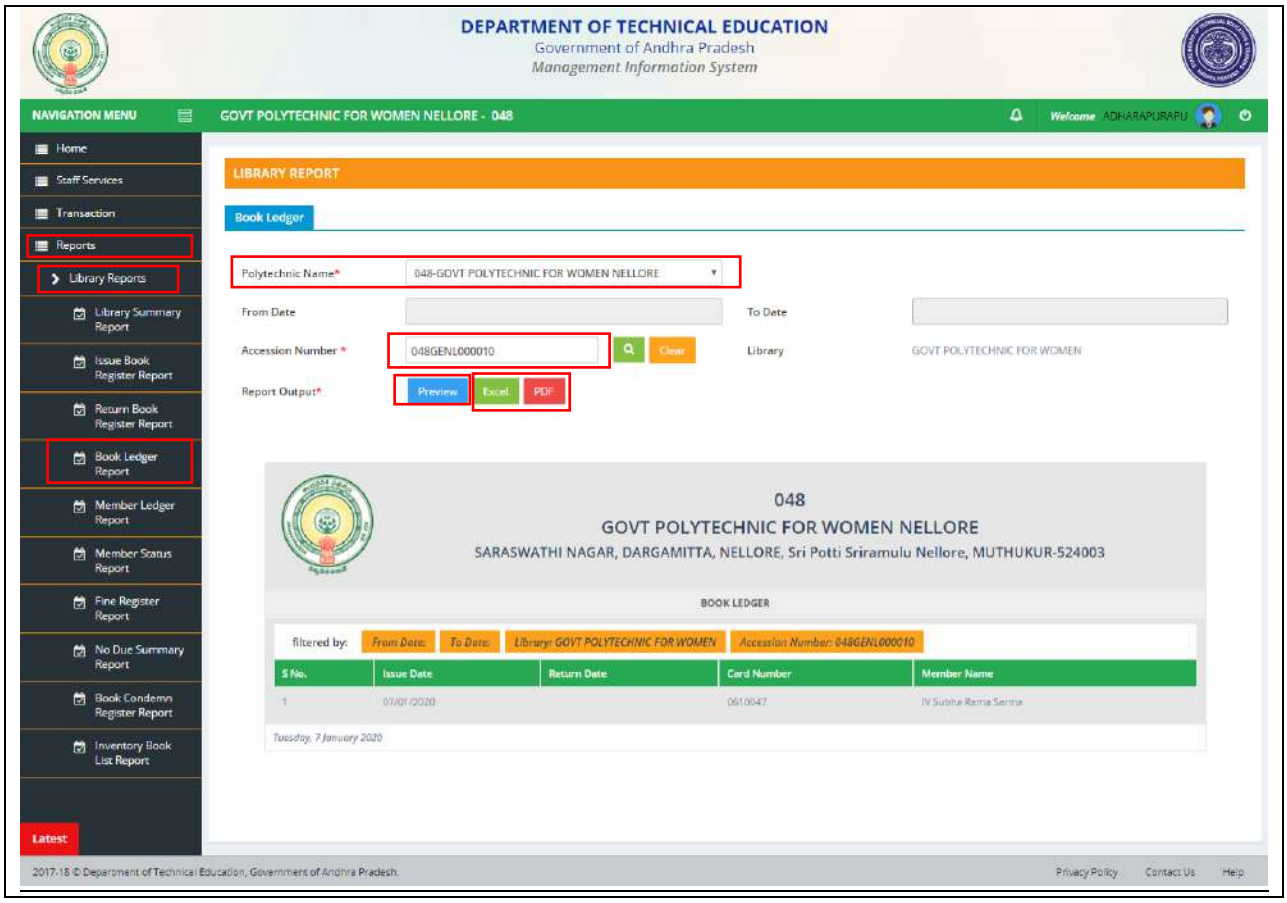


18. Book Ledger Report

Book Ledger Report is used to view the total number of issues done for single book.

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Book ledger report.
- Choose Polytechnic Name.
- Choose From date and To Date (Optional).
- Enter Accession Number.
- Click on Preview Button to view.
- Click on Excel to download in excel.
- Click on PDF to download the report in PDF.

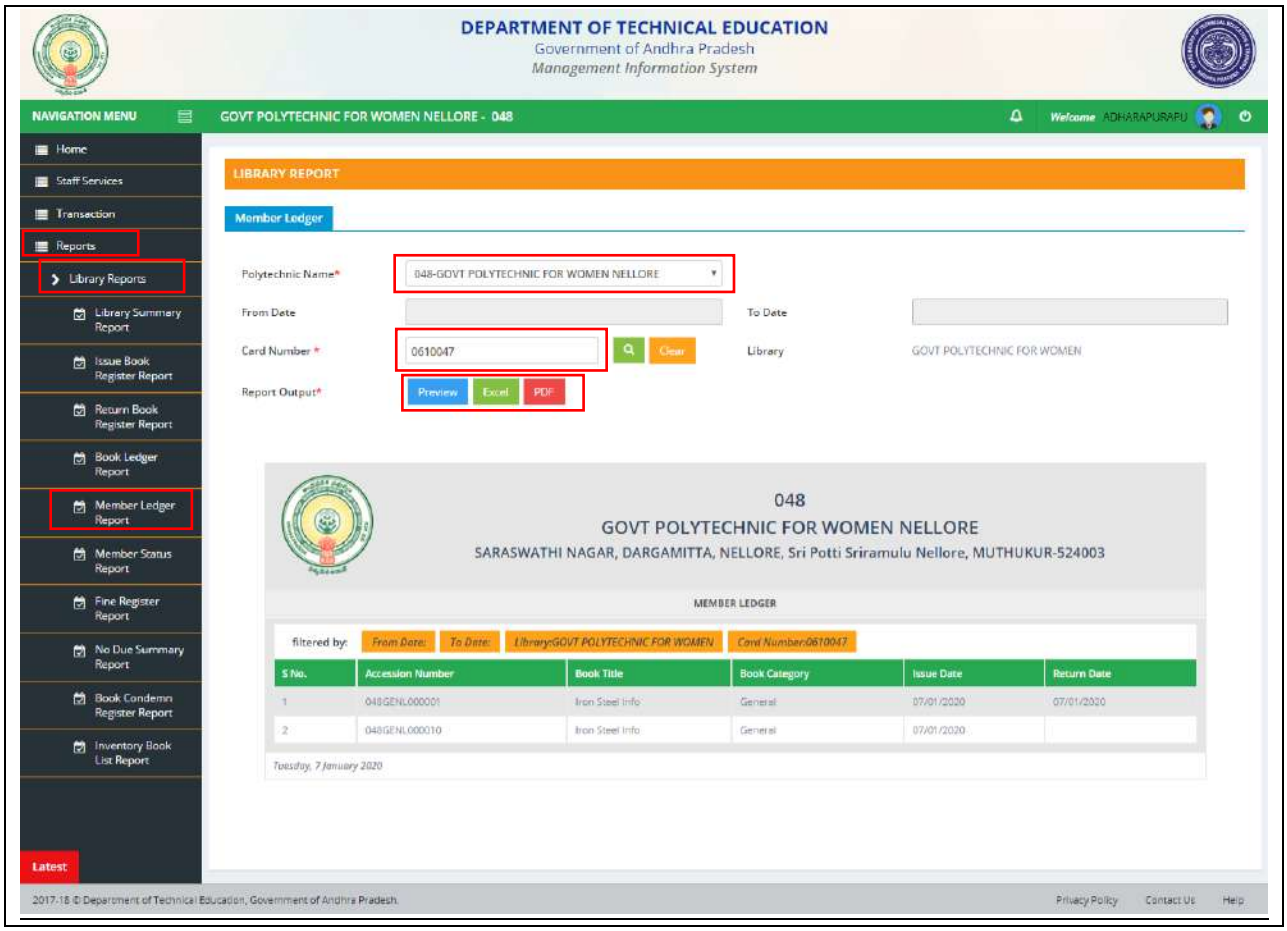


19. Member Ledger

Member Ledger is used to view the number of issues and returns of books done by the user so far.

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Book ledger report.
- Choose Polytechnic Name.
- Choose From date and To Date (Optional).
- Enter Card Number.
- Click on Preview Button to view.
- Click on Excel to download in excel.
- Click on PDF to download the report in PDF.

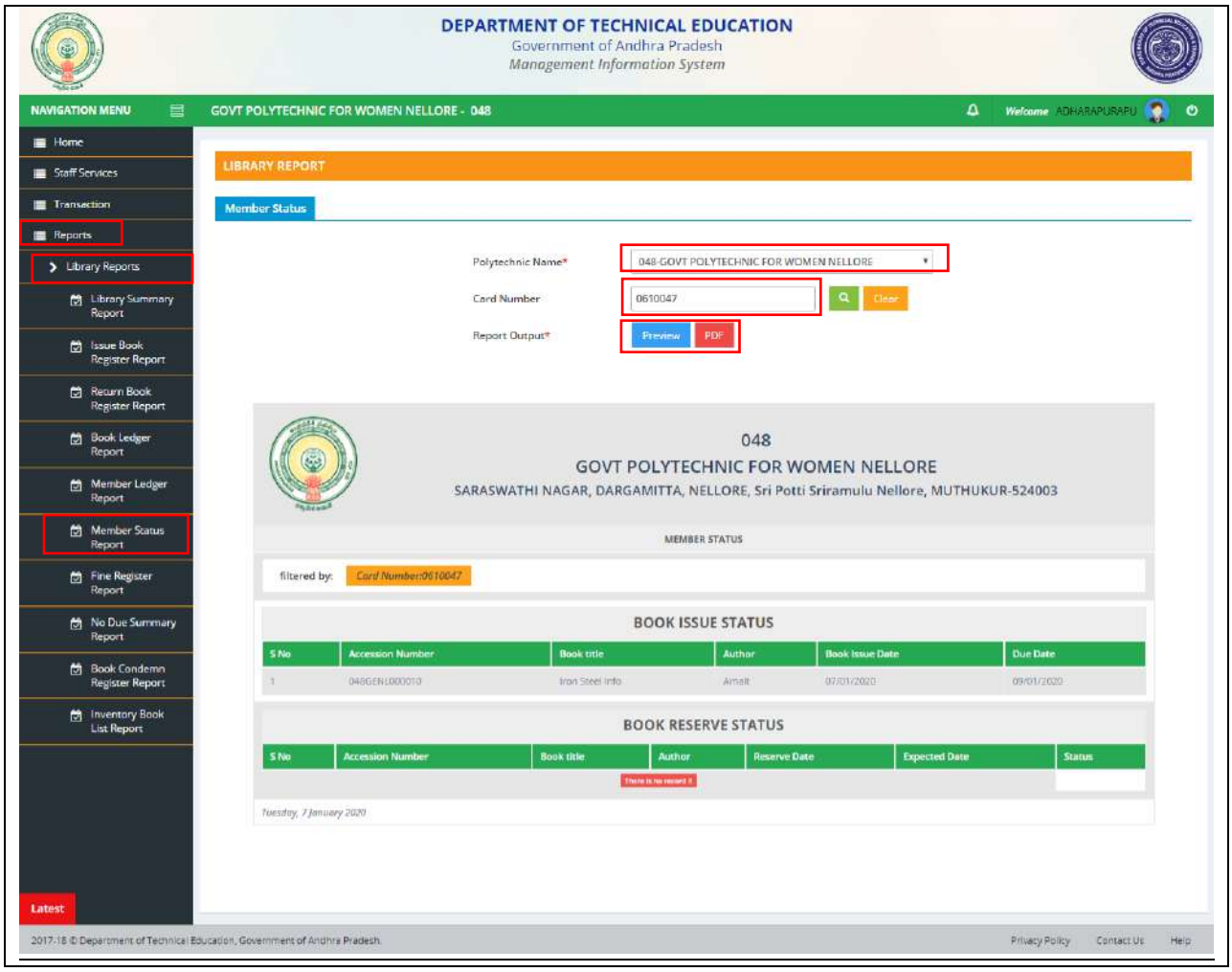


20. Member Status

Member status report is used to view the Books issued to the member and books reserved by the user.

<u>Steps;</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Member Status report.
- Choose Polytechnic Name.
- Enter Card Number.
- Click on Preview Button to view.
- Click on PDF to download the report in PDF.

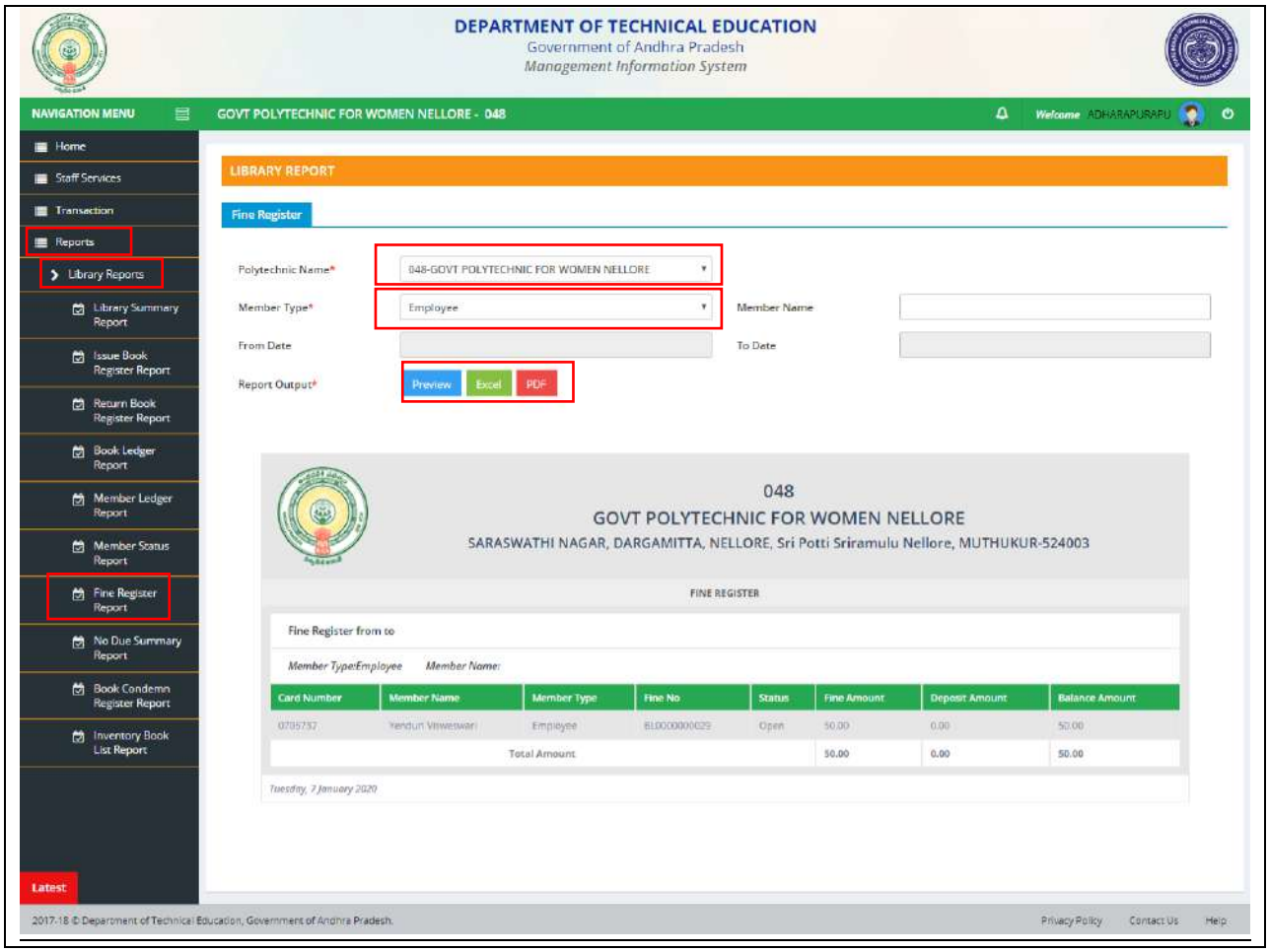


21. Fine Register Report

Fine Register is used to view the total Number of Fines

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Fine Register report.
- Choose Polytechnic Name.
- Select Member type.
- Enter Member Name (Optional).
- Choose From date and To Date (Optional).
- Click on Preview Button to view.
- Click on Excel to download in excel.
- Click on PDF to download the report in PDF.

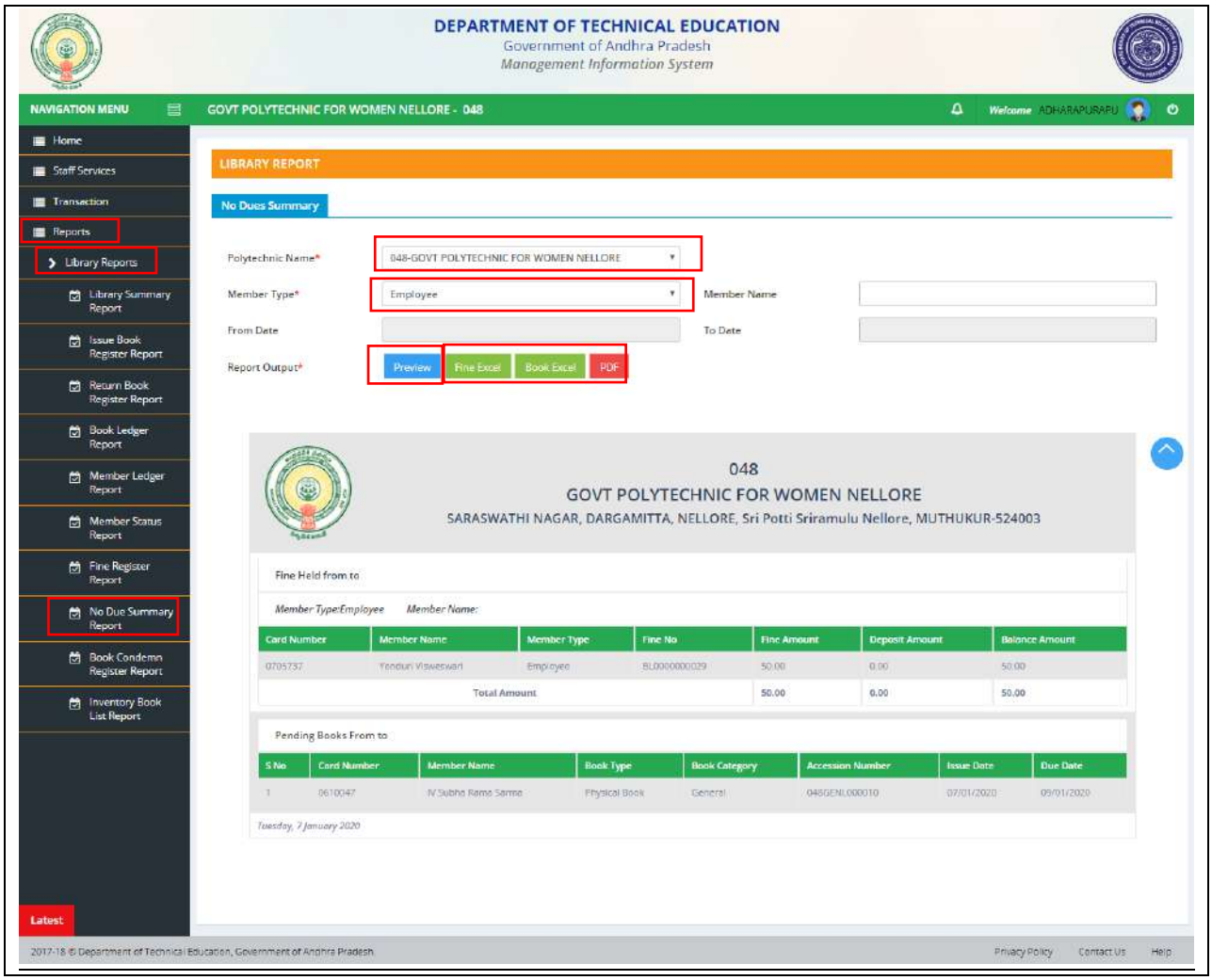


22. No Due Summary Report

No Due Summary report is used to view the total number of fines pending from members and total number of books to be returned to the library.

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on No Due Summary report.
- Choose Polytechnic Name.
- Select Member type.
- Enter Member Name (Optional).
- Choose From date and To Date (Optional).
- Click on Preview Button to view.
- Click on Fine Excel to download Fines in excel.
- Click on Book Excel to download Books to be returned to library in excel.
- Click on PDF to download the report in PDF.

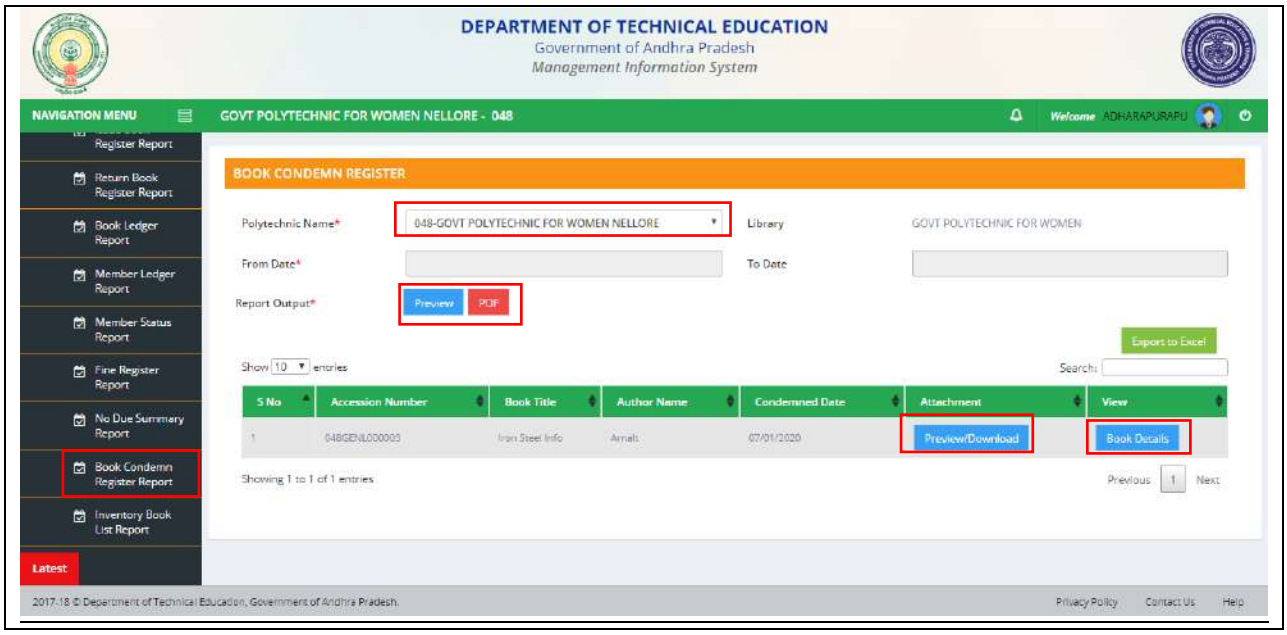


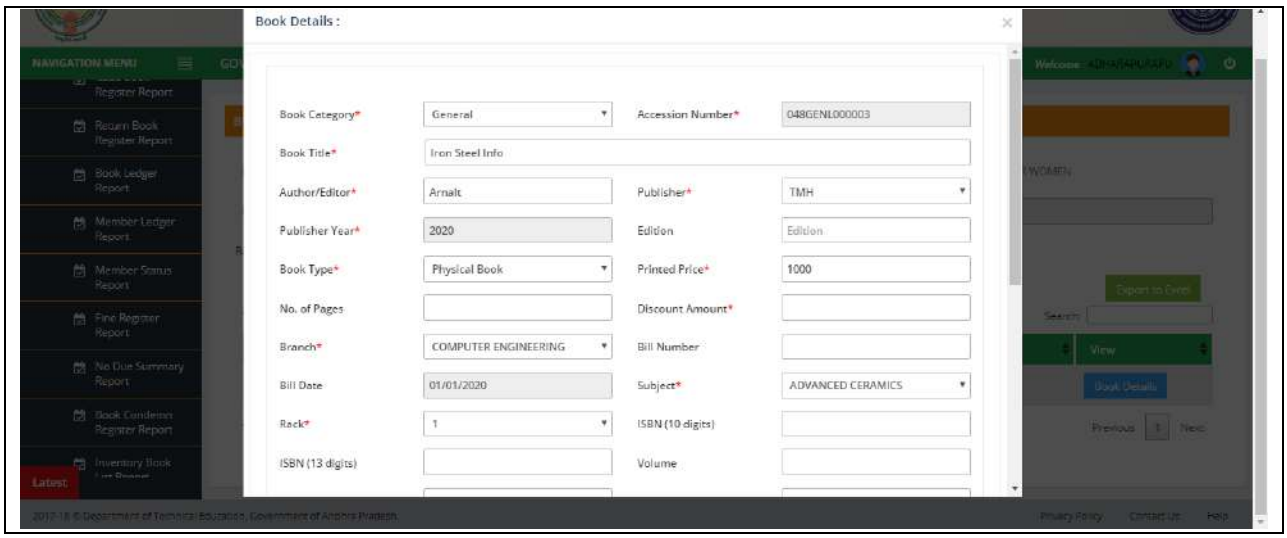
23. Book Condemn Register Report

Book Condemn Register report is used to view the list of books condemned in the System.

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Book Condemn Register report.
- Choose Polytechnic Name.
- Choose From date and To Date (Optional).
- Click on Preview Button to view.
- Click on PDF to download the report in PDF.
- Click on Preview / download button to view the attachment.
- Click on Book details button to view the Book Details.





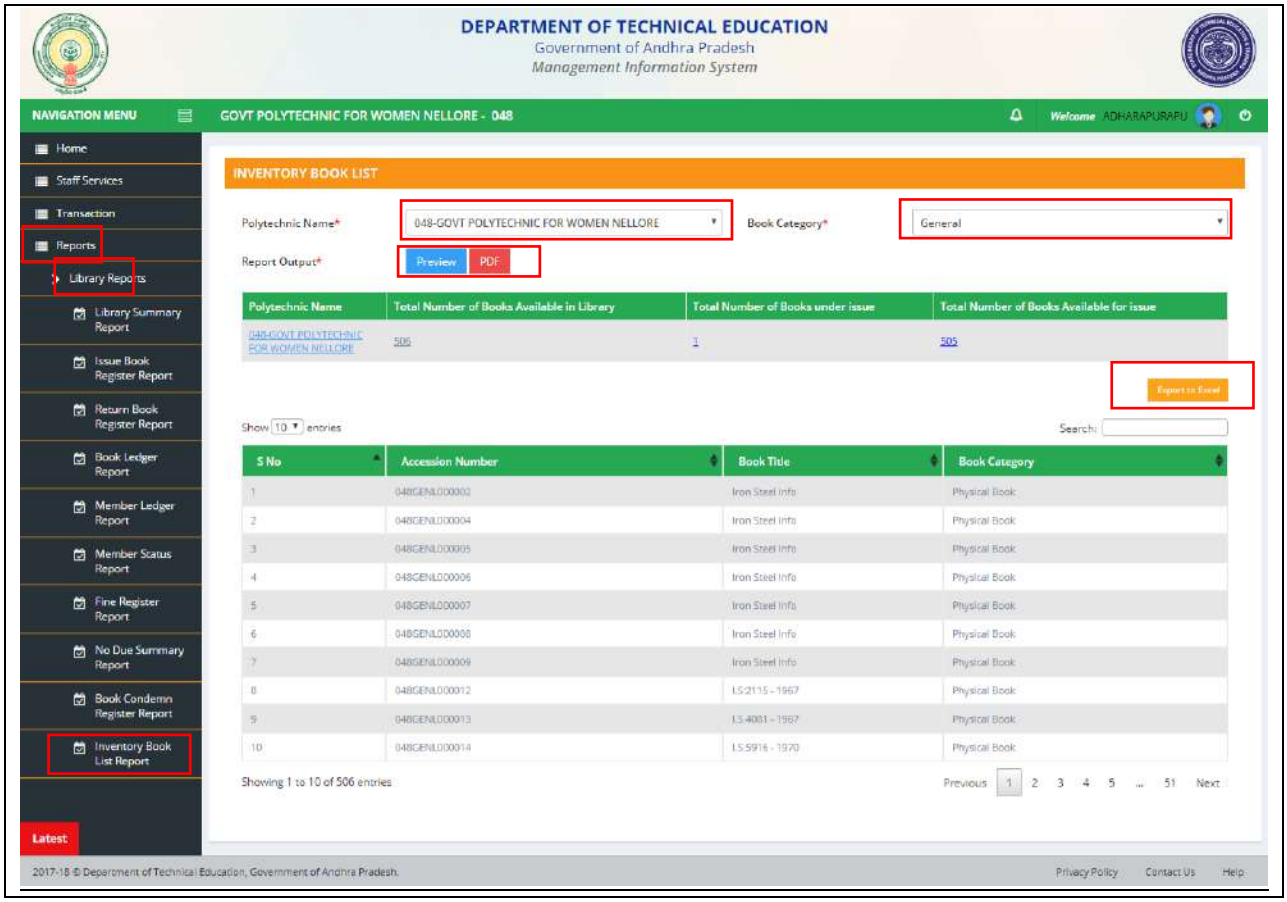
24. Inventory Book List Report

Inventory Book List is used to view the list books by category wise, Total Number of Books available in Library, Total Number of Books under issue and Total Number of Books available after issue.

<u>Steps:</u>

- User should click on Reports.
- Click on Library Reports.
- Click on Inventory Book List report.

- Choose Polytechnic Name.
- Select Book Category from the Drop down.
- Click on Preview button.
- View the Total Number of Books available in Library, Total Number of Books under issue and Total Number of Books available after issue.
- Click on number link to view the list of books.
- Click on Export to Excel to download the list of books.



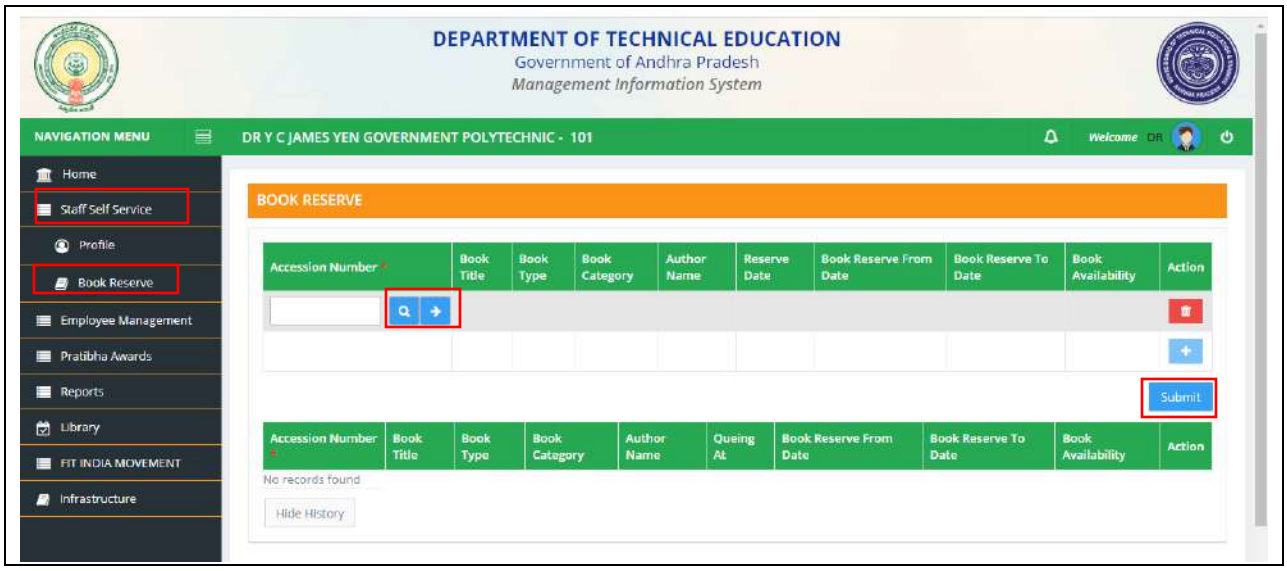
25. Book Reserve

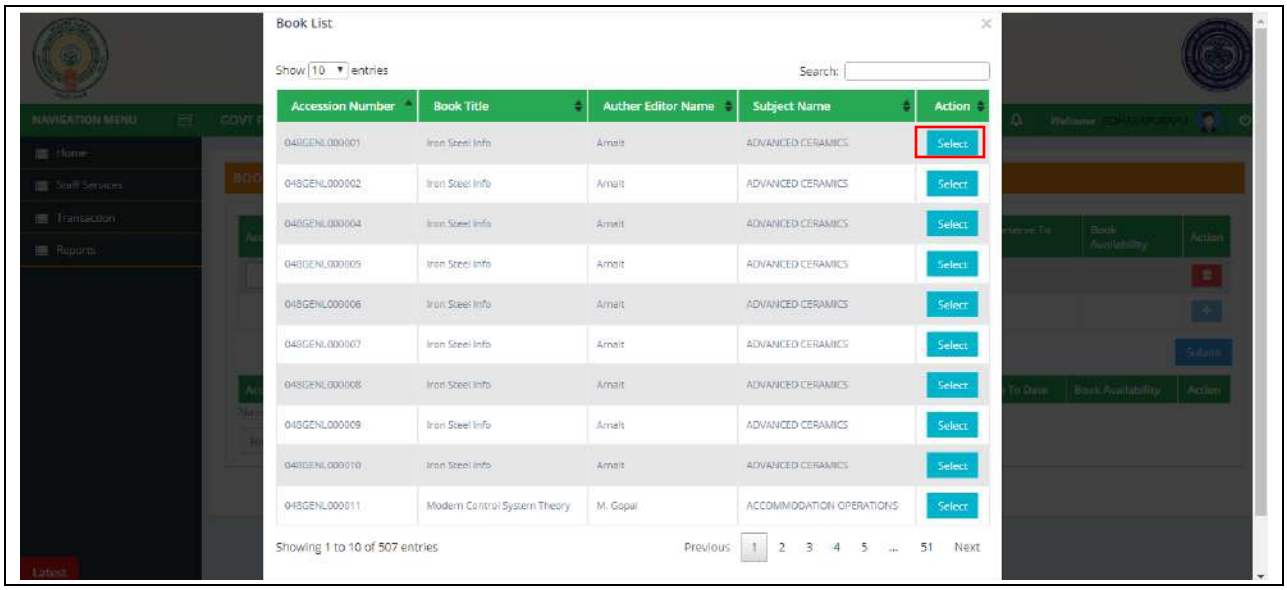
Book Reserve is used to Reserve the Library Books using the MIS credentials. Currently this feature is available for all the Employees.
Students will get the access once their Credentials are created/provided in MIS.

<u>Steps:</u>

- User should login into MIS using his/her credentials.
- Click on Staff Service.
- Click on Book Reserve from the left Navigation menu.

- Click on search icon to search Book.
- Click on select button.
- Click on right arrow button.
- Click on submit button.
- Book Reserved Successfully.





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Book Type
Book Category
Author Name
Reserve Date
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Arnelt
10/01/2020
10/01/2020
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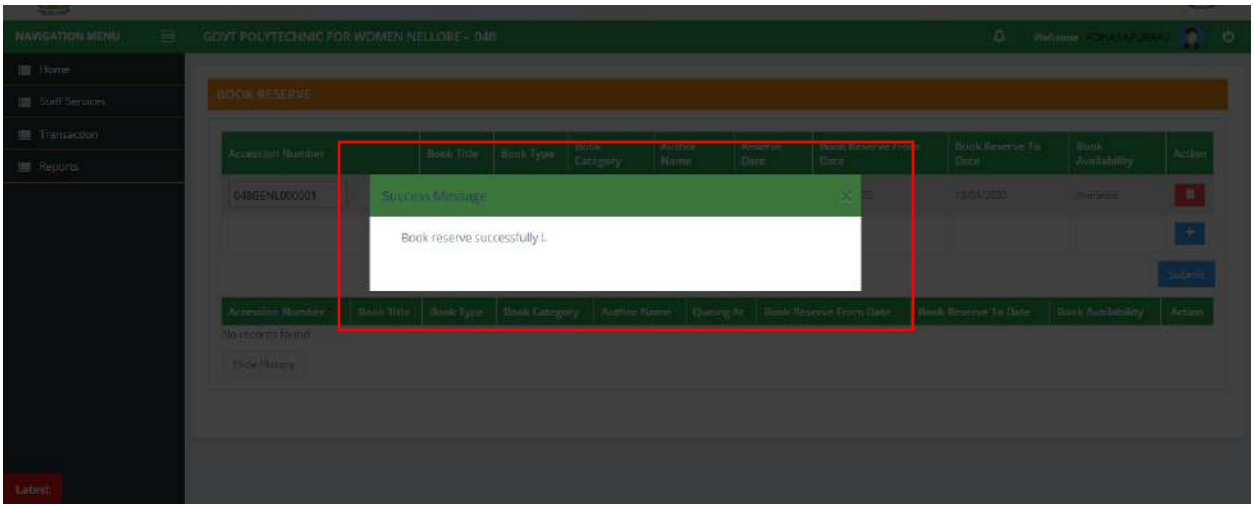
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Reserve Date
Book Reserve From Date
Book Reserve To Date
Book Availability
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Success Message
Book reserve successfully t.
Accession Number
Book Title
Book Type
Book Category
Author Name
Queing At
Book Reserve From Date
Book Reserve To Date
Book Availability
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