



TRAINING HANDBOOK

School Library User Handbook

Books, members, issue and return by barcode, fines, reservations and reports. Everything a school library needs, in one simple website.

Librarian

Issue and return in seconds with a scanner, collect fines, print cards and labels.

School Admin

Set the borrowing rules, add staff logins, see every report.

Principal

Know what's issued, overdue, lost and most read, any time.

PRESENTED BY

Shubh Soft Solution



[shubhsoftsolution.com](https://library.shubhsoftsolution.in)



+91 82994 73028

Contents

- 1 Getting started: who uses what, the first-day plan
- 2 Setting up the library
 - 2.1 Free trial sign-up · 2.2 Signing in and the screen layout · 2.3 Dashboard
 - 2.4 Rules & fines · 2.5 Categories & racks · 2.6 Members · 2.7 Books and copies
 - 2.8 Barcode labels and library cards · 2.9 Import from Excel
- 3 Daily work at the desk
 - 3.1 Issue · 3.2 Return · 3.3 Quick return · 3.4 Renew · 3.5 Reservations · 3.6 Fines and receipts
- 4 Reports and stock verification
- 5 Users, subscription and help
- 6 Daily, monthly and year-end checklist
- 7 Troubleshooting and common questions
- 8 Excel file formats (books and members)

How to use this handbook

Setting up a new library? Read Parts 1 and 2 once. Desk staff who only issue and return need **Part 3**, which you can print and keep at the counter.

PART 1

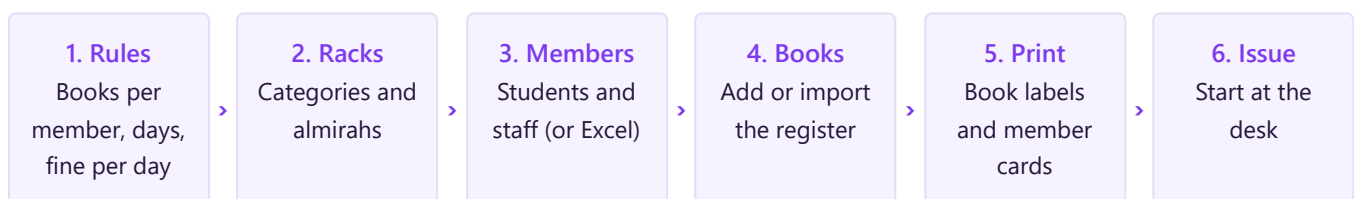
Getting started

School Library runs your whole library on the web: the book register, members, the issue and return desk, fines, reservations and reports. Open it on any computer, tablet or phone.

Who uses what

Role	What they can do (the School Admin can change this)
School Admin	Everything: rules, users, books, members, desk, fines, reports.
Librarian	Books, members, issue and return, reservations, fines and reports.
Library Assistant	The daily desk: issue, return, renew and take fine payments.
Viewer	Only looks at books, members and reports. Good for the principal.

Your first day, step by step



Key ideas

Scanner ready
Scan the card, scan the books, press Enter. Typing the number works just as well.

Book and copies
One book record has many copies. Each copy has its own accession number and status.

Fines by itself
The late fine is worked out on return from your rules, with a receipt for every payment.

Fair queue
A reserved book is kept aside for the first member in line when it comes back.

PART 2

Setting up the library

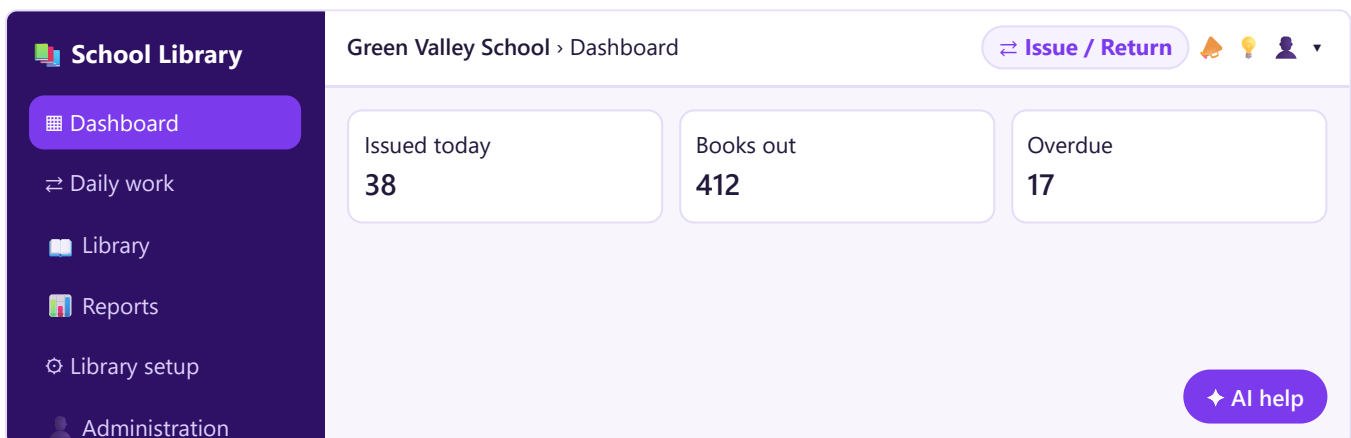
Open <https://library.shubhsoftsolution.in> in any browser.

2.1 Free trial sign-up

- 1 Open library.shubhsoftsolution.in/signup, or click **Start Free Trial** on shubhsoftsolution.com.
- 2 Enter the **school name** and city, then **your name**, mobile number and email.
- 3 Choose a **user name** and **password** and submit.
- 4 Your library is created with ready **categories**, **racks** and **borrowing rules**, and you're signed in as its **School Admin**. The **15-day free trial** starts at once, and you don't need a card.

2.2 Signing in and the screen layout

Sign in with your **user name** and **password**. Every page has the same layout:



- **Left menu:** **Daily work** (Issue / Return, Reservations, Fines); **Library** (Books, Members); **Reports**; **Library setup** (Rules & fines, Categories & racks, Import from Excel); **Administration** (Users, Roles & permissions, School profile). You see only what your role allows.
- **Top bar:** the **Issue / Return** button (always one click away); **What's new**; **Suggestions**; the school name (switch school); **AI help**; and your user menu (Change password, Switch school, Subscription, Sign out).

2.3 Dashboard

The home page shows today's issues and returns, books out, **overdue** books, members and unpaid fines, with charts and quick buttons.

2.4 Rules & fines

Open **Library setup** > **Rules & fines** (the page is called *Borrowing rules & fines*). Set the following for each member type: **Student**, **Teacher** and **Staff**.

Setting	Meaning
Most books	How many books a member can have at one time
Loan days	How many days before the book is due
Fine per day	The late fine for each day after the due date
Grace days	Days late with no fine
Highest late fine per book (₹)	The late fine never goes above this
Lost book: extra charge (₹)	Added to the book's price when a book is lost
Don't issue new books to a member who has an overdue book	Blocks an issue until the overdue book comes back
Don't issue if unpaid fines are above (₹)	Blocks an issue when dues are too high
Keep a reserved book aside for (days)	How long a returned book waits for the member who reserved it
Accession no. prefix / Next automatic accession no.	How new accession numbers are made

2.5 Categories & racks

On **Library setup** > **Categories & racks**, add or edit **categories** (14 are ready, such as Fiction, Science and Reference), **publishers**, **vendors** (where you buy books) and **racks** or almirahs.

2.6 Members

- **Library** > **Members** > **Add member**: choose **Student**, **Teacher** or **Staff**. For students, fill in the class, section, roll number and admission number. Also add the parent, phone and validity.
- Each member gets a **card number** automatically (S0001 for students, T0001 for teachers, E0001 for staff), or you can type your own.
- Open a member to see the books in hand, history, fines and payments. You can also **issue books** or take a fine payment from there.
- When a student leaves, make them **inactive**. Their history stays. You can mark many members inactive at once.

2.7 Books and copies

A **book** is the title (for example *Wings of Fire*). Each physical **copy** has its own **accession number**.

- 1 **Library > Books > Add book:** fill in the title, author(s), ISBN, category, publisher, language, subject, class, price, year and usual rack.
- 2 Under copies, enter **How many** copies. Accession numbers are given automatically (the **Next accession no.** is shown), or you can type your own.
- 3 If you like, record the **Source** (purchased or donated), date received, vendor, bill number and bill date.
- 4 Tick **Reference only** for books that are read in the library and never taken home.

Copy status	Meaning
Available	On the shelf and can be issued
Issued	With a member
On hold	Kept aside for a member who reserved it
Lost / Damaged / Withdrawn	Not available. Change it from the book's page (mark lost, damaged or written off).

Search books by title, author, ISBN or accession number. Open a book to see all its copies or add more.

2.8 Barcode labels and library cards

- **Book labels:** on the Books page click **Print labels**, or on a book click **Labels**. Each label has the accession number as a barcode. Stick it inside the cover.
- **Library cards:** on the Members page click **Library cards** and print cards with a barcode for one class or for selected members.

Any USB barcode scanner works. It "types" the number and presses Enter by itself, so no extra setup is needed. Without a scanner, simply type the numbers.

2.9 Import from Excel

- 1 Open **Library setup > Import from Excel** and download the **books** or **members** template.
- 2 Fill it in Excel (the columns are in Part 8) and **save it as CSV**.
- 3 Upload it. The result shows how many rows were added and which rows had problems, with the reason. Fix those rows and upload again.

New categories, publishers, racks and vendors in the file are created automatically. Importing members again **updates** the members who already exist.

PART 3

Daily work at the desk

Open **Daily work** > **Issue / Return**, or click the button in the top bar. The screen has two tabs: **Issue** and **Return**.

3.1 Issue books

- 1 On the **Issue** tab, under **1. Member**: scan the library card, or type the card number, admission number or name, and click **Find**. The member's books in hand, unpaid fines and limit appear.
- 2 Under **2. Books**: scan or type the **accession number** of each book and press Enter (or click **Add**).
- 3 Check the **Due date**. It's filled in from the rules, and you can change it if your role allows. Add a note if needed.
- 4 Press Enter on the empty box, or click **Issue**. Done.

The software will stop an issue when...

- the member already has the most books allowed for their type,
- the member has an overdue book (if that rule is on),
- their unpaid fines are above the limit in Rules & fines,
- the copy isn't on the shelf (issued, lost, damaged, written off) or is kept aside for someone else's reservation,
- the book is **Reference only**.

3.2 Return books

- 1 Click the **Return** tab, scan or type the accession number, and click **Find**.
- 2 The screen shows who had the book, its due date, **days late** and the **late fine**.
- 3 Choose the **Condition of the book**: **Good**; **Damaged** (enter the charge for damage in ₹); or **Lost** (the book's price plus the lost-book charge is added).
- 4 Tick **Excuse the late fine** to waive it (needs permission), or tick **Collect the money now** to take the fine at once and print a receipt.
- 5 Click **Return**.

3.3 Quick return

On the Return tab, tick **Quick return** to return books the moment they're scanned when there's no fine. It's ideal after a class returns a pile of books. If a returned book is **reserved** by someone, the screen tells you to keep it aside.

3.4 Renew

After finding the member on the Issue tab, their books in hand are listed. Click **Renew** next to a book to give more days. A book reserved by someone else can't be renewed.

3.5 Reservations

- When all copies of a book are out, open **Daily work > Reservations**, choose the **Book** and the **Member** and save. You can also use "All copies are out. Reserve for a member" on the book's page.
- When a copy comes back it is put **On hold** for the first member in the queue, for the days set in the rules.
- If it isn't collected in time, the hold expires and the next member in the queue gets the book.

3.6 Fines and receipts

How the late fine is worked out

Late fine = (days late – grace days) × fine per day for the member type, up to the **highest late fine per book**.

Example: 12 days late, 2 grace days, ₹2 per day, highest ₹50 → $(12 - 2) \times ₹2 = ₹20$.

- **Daily work > Fines** lists all unpaid fines. Collect a payment by **Cash**, **Online** (UPI, card), **Cheque** or **Other**. A numbered receipt is made, and **Print receipt** prints it.
- Other charges: a damaged book, a lost book (price plus extra charge), or a manual charge.
- A fine can be **excused** (waived) with a reason, if your role allows.
- **All receipts** lists every receipt. A wrong receipt can be cancelled (needs permission).

PART 4

Reports and stock verification

Open **Reports** > **All reports**. Most reports have a date range and filters (member type, class). Every report can be **printed** or **downloaded for Excel**.

Group	Report	Shows
Issue & return	Overdue books	Late books with the fine so far. Print reminder slips to send to classes.
	Books issued now	Every book that is currently out
	Issue / return register	Every issue and return in a period
	Class-wise reading	How much each class reads
	Most read books	The most popular titles
	Top readers	The members who read the most
Books & stock	Accession register	The full register of copies
	Stock summary	On shelf, issued and lost, with value by category
	Never issued	Books nobody has borrowed
	Lost, damaged & written off	Copies no longer available
	Stock verification	Books that should be on the shelves but weren't scanned
Fines	Fine collection	Receipts by cash and online
	Unpaid fines	Who still owes fines

Yearly stock verification

- 1 Open **Reports** > **Stock verification**. Under **Check only**, choose **one rack**, so books on other racks aren't counted as missing.
- 2 Walk along that rack and **scan every book**. Each scan adds a line to the **Scanned accession numbers** box. You can also paste the numbers.
- 3 Click **Check**. You see how many were **Scanned**, **Found OK** and **Missing**, with a printable list of books that should be on the shelf but weren't scanned.
- 4 Search for the missing books. Mark the ones you can't find as lost or written off, then move on to the next rack.

PART 5

Users, subscription and help

Users and roles

- **Administration > Users:** add logins for library staff and choose their role. A person can work in several schools. Reset a forgotten password here.
- **Roles & permissions:** use the ready roles (School Admin, Librarian, Library Assistant, Viewer), or make your own and tick exactly what it may do, for example excuse fines, change due dates or delete books.
- **School profile:** the name, address, phone and logo printed on cards, receipts and reports.
- Change your own password from your user menu > **Change password**.

Subscription and payment

- During the free trial a banner shows the days left. Open your user menu > **Subscription**, or click the button on the banner.
- Pay online for **6 months** or **12 months** by **UPI, card, net banking or wallet** (Razorpay). Your account is activated at once.
- **Paying early doesn't cut your trial.** The paid period starts after the trial ends.
- Prefer a cheque or bank transfer? Send **Request activation** with a message, and our team activates it.

When the trial or plan ends

You can still sign in, but you see only the Subscription page until you pay or the account is activated.
All books, members and records stay safe.

AI help, suggestions and what's new

- **AI help:** ask "how do I..." questions and get step-by-step answers.
-  **Suggestions:** send an Idea, Problem, Question or Other to our team. The reply and status (New, Planned, Done, Closed) appear on the same page.
-  **What's new:** new features and notices from our team.

PART 6

Daily, monthly and year-end checklist

Every day

- Issue and return only through the **Issue / Return** screen
- Give a receipt for every fine collected
- Keep reserved books (**On hold**) on a separate shelf
- Check the dashboard for overdue books

Every week / month

- Print **Overdue** reminder slips and send them to classes
- Check the **Fine collection** report against cash in hand
- Add new books and print their labels at once
- Share **Most read** and **Top readers** with teachers

New session

- Import the new students from Excel
- Make students who have left **inactive**
- Print library cards for new members
- Review the rules and fines

Once a year

- Run a **Stock verification**
- Mark missing books lost or written off
- Print the **Accession register** and **Stock summary**
- Renew your subscription in time

PART 7

Troubleshooting and common questions

Problem	Solution
"Member not found"	Check the card number or admission number, or search by name. The member may be inactive.
"Copy is not available"	The copy is issued, on hold for a reservation, lost or withdrawn. Open the book to see the status of each copy.
Can't issue: limit reached, overdue, or fine due	Return the overdue book or collect the fine first, or change the rule in Rules & fines.
The barcode scanner does nothing	Click inside the scan box first. Most scanners type the number and press Enter by themselves.
A book was returned without being scanned	Return it now on the Return tab. If a late fine is wrong, excuse it with a reason.
A member lost a book	Return it with the condition Lost . The price plus the lost-book charge is added as a fine.
Excel import shows errors	Read the row number and reason, fix those rows, save as CSV , and upload again.
A menu is missing	Your role doesn't have that permission. Ask your School Admin.
Forgot password	Your School Admin can reset it from Administration > Users.
"Your free trial has ended"	Pay on the Subscription page or send Request activation . Your data is safe.
Do I need special hardware?	No. A computer with internet is enough. A USB barcode scanner and a label printer make the desk faster.

PART 8

Excel file formats

Download the ready templates from **Library setup > Import from Excel**, fill them in and **save as CSV**. Only **Title** (books) and **Name** (members) are required. Leave other columns empty if you don't have the data.

Books (one row per copy)

Title	Authors	Category	Price	Rack	AccessionNo	Copies	Source	ReferenceOnly
Wings of Fire	A. P. J. Kalam	Biographies	295	Rack A	1001		Purchase	No
Wings of Fire	A. P. J. Kalam	Biographies	295	Rack A	1002		Purchase	No
Student Atlas		Reference	450	Reference Shelf		2	Donation	Yes

All columns: Title, Authors, ISBN, Edition, Publisher, Category, Language, Subject, Class, Year, Pages, Price, CallNumber, Rack, AccessionNo, Copies, AcquiredOn, Source, Vendor, BillNo, ReferenceOnly.

Give each copy its own row with its **AccessionNo**, or leave AccessionNo empty and put a number in **Copies** to get automatic numbers.

Members

Type	Name	Class	Section	RollNo	AdmissionNo	FatherName	Phone	ValidUntil
Student	Aarav Sharma	6	A	12	2024/118	Rakesh Sharma	9876543210	31-03-2027
Teacher	Neha Verma				EMP-014		9812345678	

All columns: Type, Name, Class, Section, RollNo, AdmissionNo, FatherName, Gender, Phone, Email, Address, CardNo, ValidUntil. Leave CardNo empty for automatic card numbers.

NEED HELP?

We're here for you

Use **AI help** inside the software for instant how-to answers, or contact the Shubh Soft Solution team for training, data import and support.



WEBSITE

shubhsoftsolution.com


CALL US

+91 82994 73028