

My Classroom Library System

©2009 Baggetta_Ware Version 1 for Windows PC

Welcome to *My Classroom Library System*, a book and media cataloging system for teachers with a small to medium size classroom library. With this program you can do the following:

- ? Create a list of books and media you use in your classrooms to use as a catalog for loaning materials to students.
- ? Create a list of students in your classes that will be borrowing materials (use of your computers text editor will be required).
- ? Record when books are borrowed and returned to your library and by whom.
- ? Search the database for books that have been borrowed from your catalog.
- ? Search borrowed books by author, title, or student name to study borrowing trends.

In order to use *My Classroom Library System* you will need two lists in the form of text files located in the program directory:

MCLbooks.txt is your list of books and materials and it can be created using the on board Book List Editor.

Students.txt is a list of your students who will be allowed to borrow materials from your library. It is advisable to set this list up alphabetically by last names, but not absolutely necessary.

Included in the download or on the CD you received you will find these two lists with fake titles and names, for purposes of using this instructional tutorial. During the tutorial and at the conclusion, you will be told how to create your own real lists.

The best way to quickly learn how to use *My Classroom Library System* is by actually getting into it, and this tutorial will show you how to use the program in real time, using the dummy lists included. So let's get started.

My Classroom Library System Tutorial

If you received the program via a download, you will have to unzip the files using WinZip or some other unpacking program. One is probably already installed on your computer for this purpose. After unpacking, copy the main file *My Classroom Library System* to a folder on your computer desktop along with the MCLbooks.txt and Students.txt files. It is important that these two files are in the same folder as the main program in case you copy to another location.

IMPORTANT: Read our recommended Setup Environment at the end of this tutorial.

If you are using a CD that you purchased you should copy the main file *My Classroom Library System* to a folder on your computer desktop along with the MCLbooks.txt and Students.txt files. It is important that these two files are in the same folder as the main program in case you copy to another location. You can run the program from the CD for this tutorial, but if you plan on creating your own book and student files you will need to save them to your new location. You cannot save your new files to this CD.

Getting Started

Double click the *My Classroom Library System* icon (or file name) to get the program up and running. For this tutorial you will see the screen shown here.

Notice that the Book Titles screen shows the start of your book list as you entered it. There are only 38 books in this list, but you can have over 1000 if you like. You can see the other books by scrolling down the list using the scroll bar at the right of the screen. Later in this tutorial you will learn how to address this window.

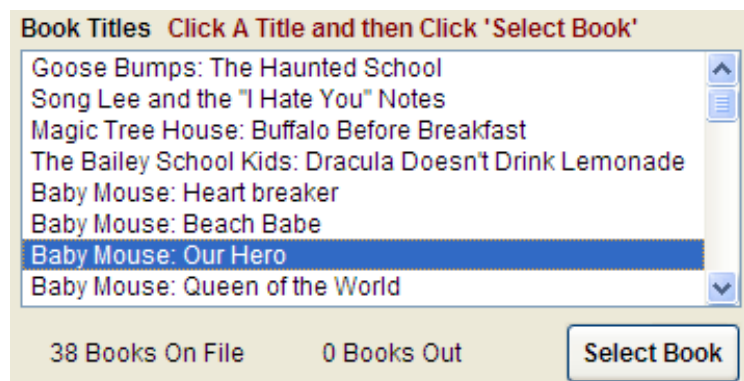


Underneath the Book List window you will see the Students windows. This is now populated with the fake names for our tutorial. These are the students who will be given borrowing privileges to your library. You can scroll down this window as well to see the complete list.

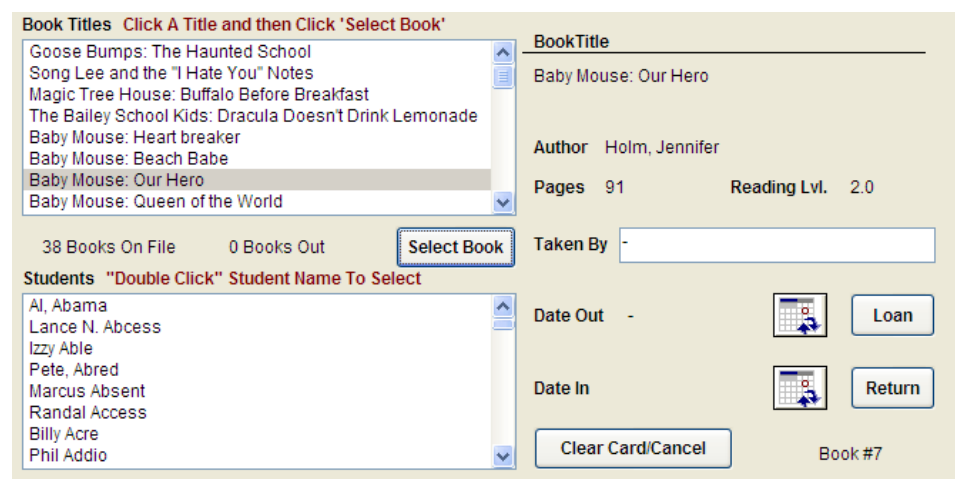
Borrowing A Book

Okay. Let's get started. Once of your students by the name of Marcus Absent wants to borrow the book entitled, "Baby Mouse: Our Hero." For the purposes of this tutorial we will use mainly the titles and student names immediately visible in the windows (the tops of the lists), so that you can instantly see the results of actions we take.

To loan out the book, you must first LEFT CLICK the book title in the Book List window. Notice that the instruction above the window tells you to Click A Title and then Click the "Select Book" button located under the window. The button is located on the same line as the labels that show how many books are on file and how many books have been check out so far.

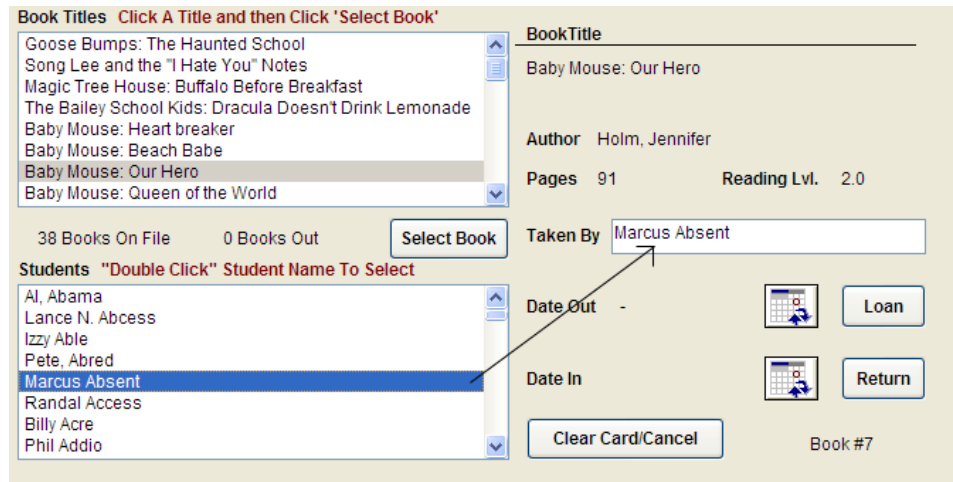


Click the "Select Books" button and watch what happens. The book title you selected grays out on the list, and a file card opens to the right of the windows showing the books details, along with several controls for loaning and returning the book in the catalog.

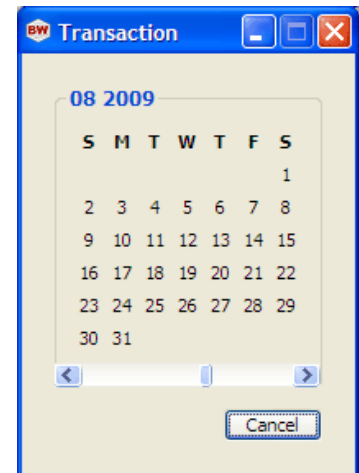


The card is now ready to receive information about the loan. Basically you will need the student's name (which will be taken from the Students list) and the date on which the books was loaned out. This information will be placed in the "Taken By" and "Date Out" label spaces on the card.

As indicated above the Students windows, “Double Click” the Student Name to Select that student. This double click will place the student’s name in the “Taken By “ label on the card.



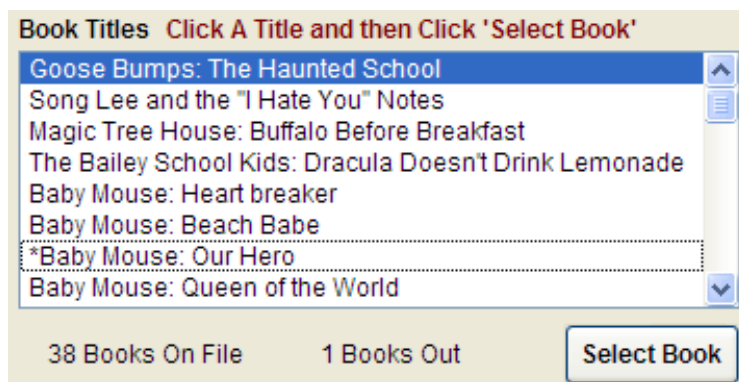
To record the loan, click the little calendar next to the “Loan” button. This will produce a small calendar from which you can select the current date (or the date of the loan if it happens to be another time). Check the month and year at the top of the calendar before selecting a date to make sure that it is correct. If it is not the correct month or year, use the slider bar at the bottom to locate the correct information.



For this tutorial we will use August 19, 2009 as the date on which this book was taken out. To make a selection LEFT click the day of choice and the information will be placed in the “Date Out” label. Click the X button on the calendar to close it. Important: Be sure this is the correct date because you will not be able to change it unless you clear the entry completely.

You are now ready to complete the transaction. To actually loan the book out and complete your records,

you will have to click the “Loan” button, next to the calendar. You will be asked to verify this move. If you say yes the transaction will be completed. The card will close and you will notice that the title in the list now has an asterisk next to it. Any title that has an asterisk is out on loan already. Notice that the “Books Out” label indicates that one book is on loan.



That's all there is to checking out a book to one of your students. If you see a book listed in the Book Titles window with an asterisk next to it and you want to find out who has this book, simply click the title again and then click the "Select Book" button to reveal this information.

Returning A Book

The process of recording a book that has been returned is about as simple as checking it out. As indicated above, find the title of the book in the list with an asterisk next to its title and LEFT click on it.

Then click the "Select Book" button to show the information about the book that is on loan.

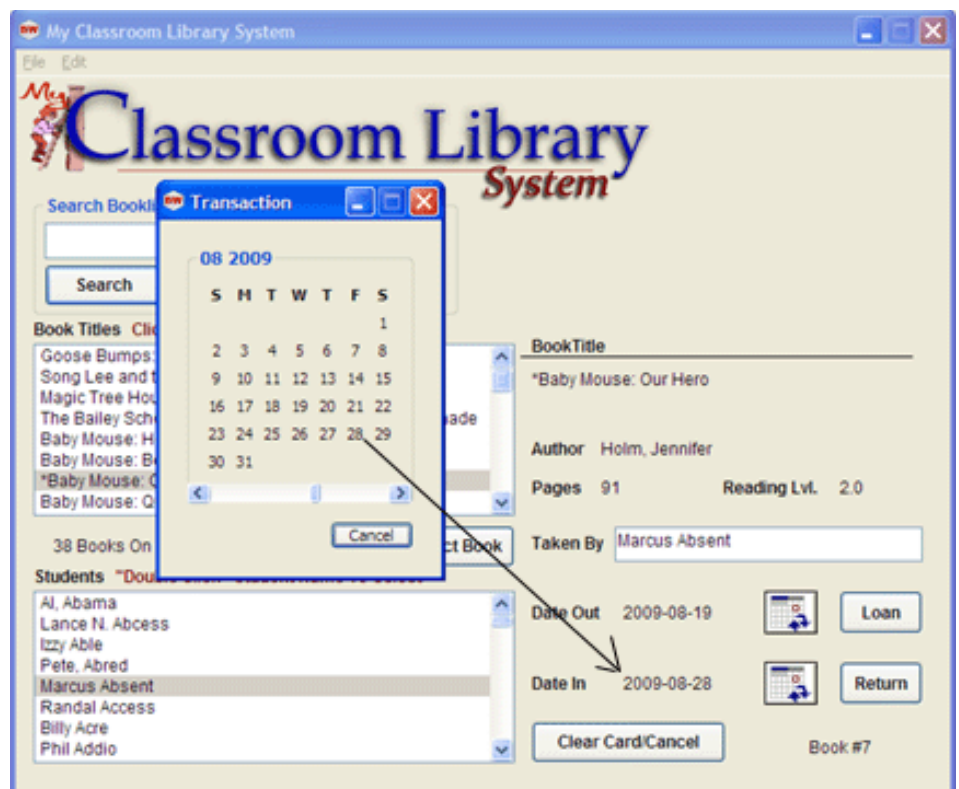
To record the return, click the calendar next to the "Return" button and, as with the loan, select the date of the return. In the sample shown here we have selected August 28, 2009 as the date the book was returned.

To complete the transaction, click the "Return" button located next to the calendar button.

The program will ask for verification. If you say yes, the information will be

recorded, the card will close and the asterisk will be removed from the title of the book. The "Books Out" label will indicate that no books are currently on loan.

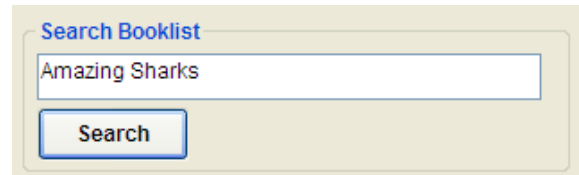
Invisible to the user the take out and return information is recorded in a files called **LoanedBooks.txt**. It is saved in the program directory. This will be used to allow searches later on book activity in your library.



Searching the Book List

Some book lists can get quite long if you have a large library, and they might not have been listed in alphabetical order. So trying to locate a book to find out information about it or whether or not it has been loaned can be quite cumbersome if you just scroll the list.

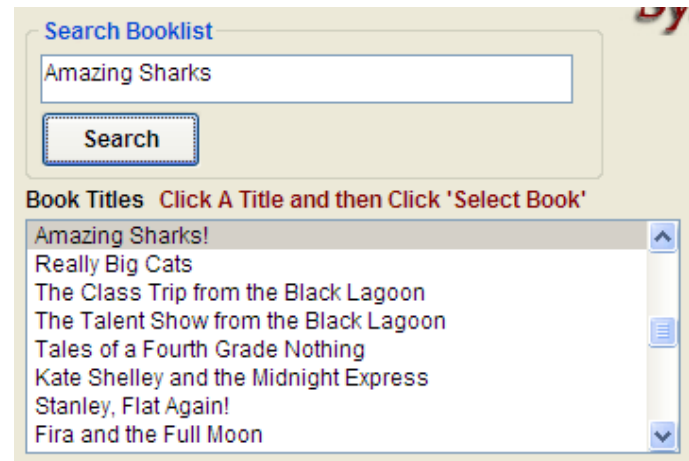
It is much easier to find a book by using the Search Booklist option located at the top of the main screen. Here you can type in the title of the book or a keyword in the title to locate it quickly. Let's give it a try.



A screenshot of a search interface titled "Search Booklist". It features a text input field containing the text "Amazing Sharks" and a blue "Search" button below it.

Type in the title "Amazing Sharks" (without the quotation marks), and then click the "Search" button, or simply tap the Enter key on your keyboard.

The program searches your list and shows the selection highlighted in gray. Notice that the search engine looks for exactly what you type, so if you only knew that one of the words in the title was Sharks you could have used that. If the first selection is not what you are looking for, click the "Search" button again until you find the correct title.



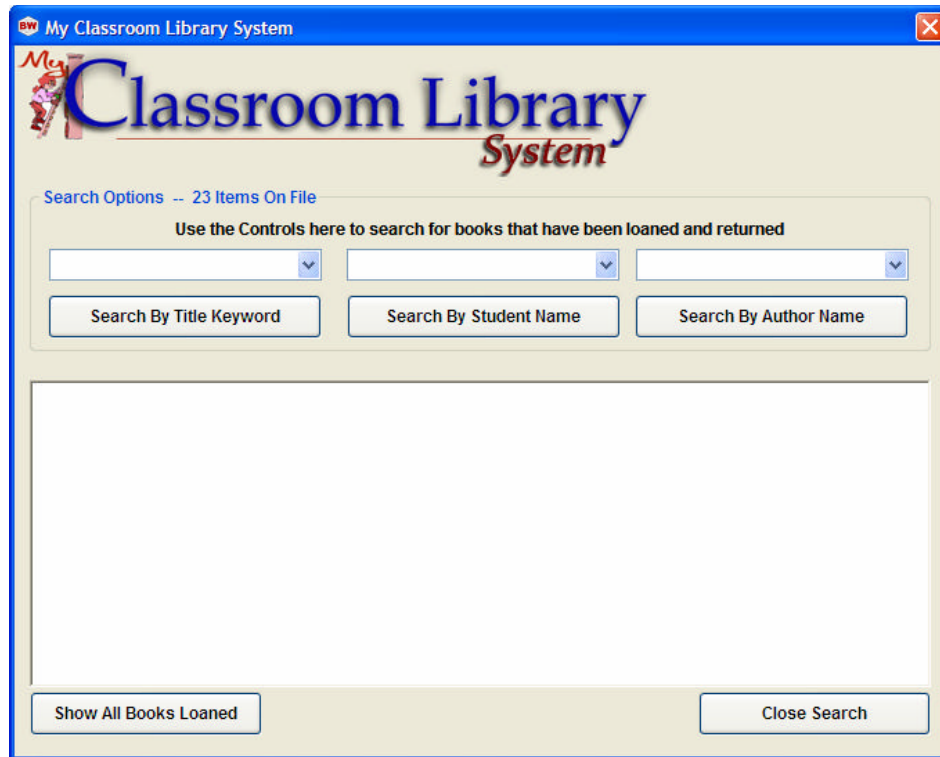
A screenshot of the search interface showing the results. The search box still contains "Amazing Sharks". Below it is a "Search" button. Underneath is a section titled "Book Titles" with the instruction "Click A Title and then Click 'Select Book'". A list of book titles is displayed, with "Amazing Sharks!" highlighted in gray. The other titles are: Really Big Cats, The Class Trip from the Black Lagoon, The Talent Show from the Black Lagoon, Tales of a Fourth Grade Nothing, Kate Shelley and the Midnight Express, Stanley, Flat Again!, and Fira and the Full Moon.

You can see from this selection that "Amazing Sharks!" is not out on loan (no asterisk), so you could click the title again and then use the "Select Book" button to begin an operation on it.

If you are only interested in finding books that have been taken out of your library and are on loan, you can just type the asterisk * by itself, in the search box and then click "Search" to jump through all of the titles on loan.

Searching Loaned Books

On occasion you might like to find out who has borrowed a book in the past and returned it. You can use the “Search” option located under the “File” menu on the menu bar at the top of the screen. When you click this option you will see the search screen appear.



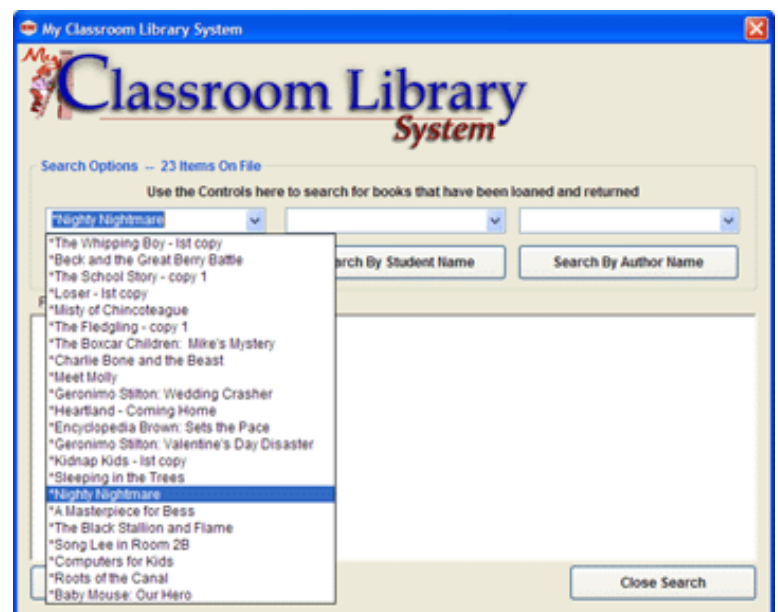
As we mentioned earlier, any books you check out and return from the main program are recorded in the file, LoanedBooks.txt.

This tutorial is accompanied by the file with books that have been recorded earlier from more detailed list, so that we can take you

through the following steps. You have only recorded one transaction, but you will notice that there are 23 transactions in the LoanedBooks.txt file, previously recorded. We will explain how you can clear this list later on so that you will be able to start your own file. For now, however, we will use the information already stored, including your transaction.

You will notice that there are three search options available at the top of the screen: Search By Title Keyword (similar to the search on the main screen), Search By Student Name, and Search By Author Name.

Let's say we want to find out who has taken out the book “Nightly Nightmare,” in the past. We could type the title in the text window above the “Search By Title Keyword,” but it



might be quicker to use the dropdown list which shows all of the book titles that have been taken out in the past and later returned. Click the title you are interested in and it will be placed in the search window for you.

Now click the “Search By Title Keyword” button and each entry for that book will be displayed in the main scrollable window. In this case the book has only been taken out once by a student by the name of Candy Apple.

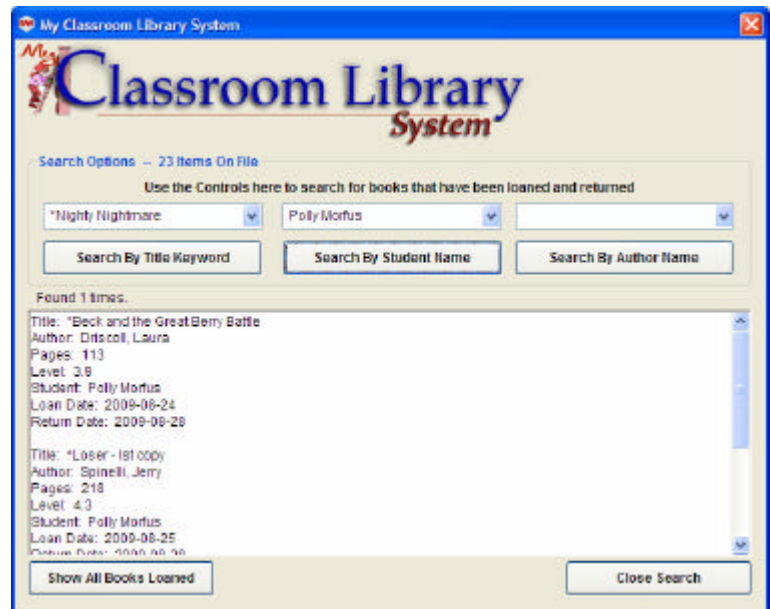
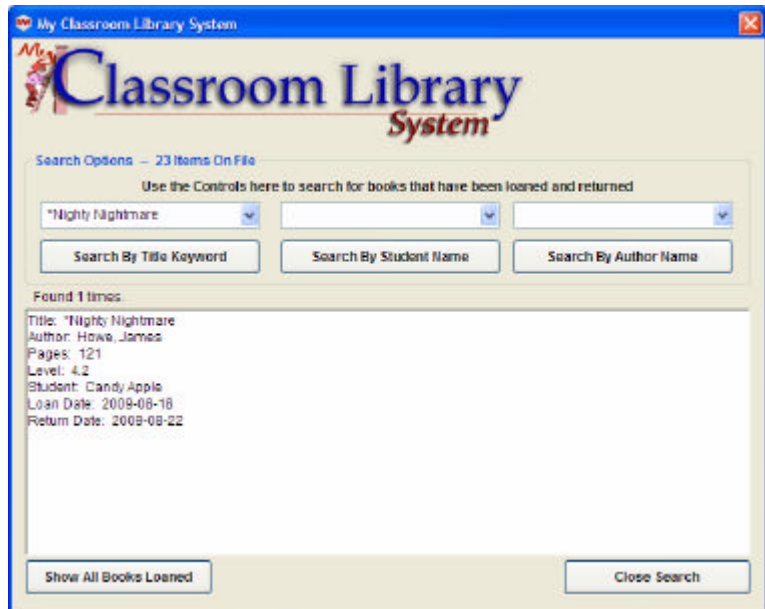
If there were more students, or if Candy had borrowed this book a second time, the entries for each loan and return would be listed in the window, one under the other.

With this information you will be able to see when your student took the book out and when she returned it. In case there is some question about whether or not she still has the book or if it has been returned, you can use this search to verify the information.

You can also search for entries by Student Name. Using the same procedure as above, click the dropdown list of Student Names and choose student Polly Morfus. Click the “Search By Student Name” button and a list of books borrowed by this student will fill the window below.

If you prefer, you could type the student’s name, but sometimes the dropdown list is more accurate for a search.

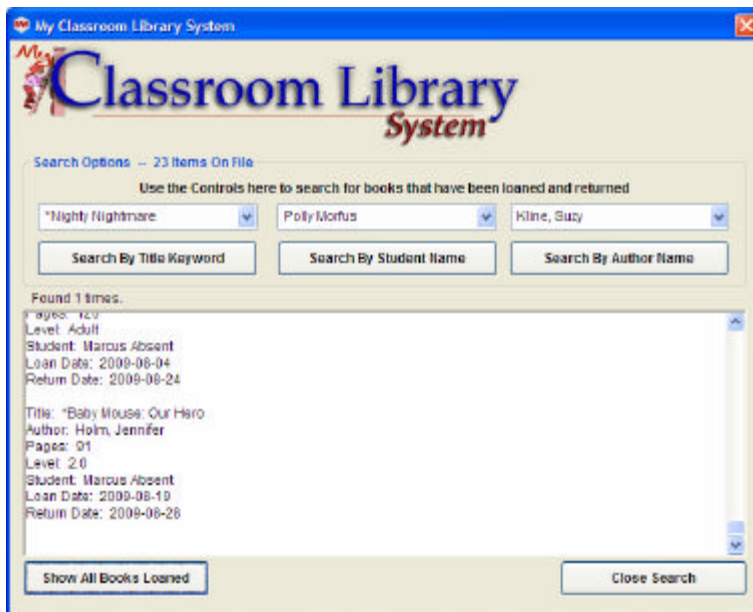
If you scroll down the window you can see the three books that have been borrowed by Polly Morfus in the past.



You might want to check some time on how many books you have loaned out by a certain author? To do this perform the above actions using the “Search By Author Name” window and button. We clicked on Suzy Kline from the author list and found that only one of her books has been taken out in the past by Warren Pease.

The author list will find the same book by the author or other books by the author as well, if there are any that have been acted upon in the past.

If you want to see the complete list of books that have been loaned and returned in the past, just click the “Show All Books Loaned” button located in the lower left part of the screen.



lower right of the screen.

This will produce the entire list of books on file with related information which you can scroll through.

You'll notice here that we scrolled to the bottom of the window and we see the book that you recently had loaned and returned.

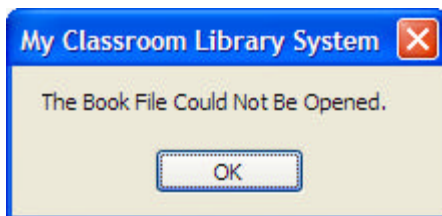
You can close the search box when you are through by clicking the “Close Search” button located in the

We have taken you through the steps that are most important in *My Classroom Library System* that will help you loan, return, and track books in your catalog. Using the exercises we have practiced in this tutorial, you should be able to go ahead and practice some more entries and searches on your own. When you are ready to setup your library and start recording information for real, read the instructions below.

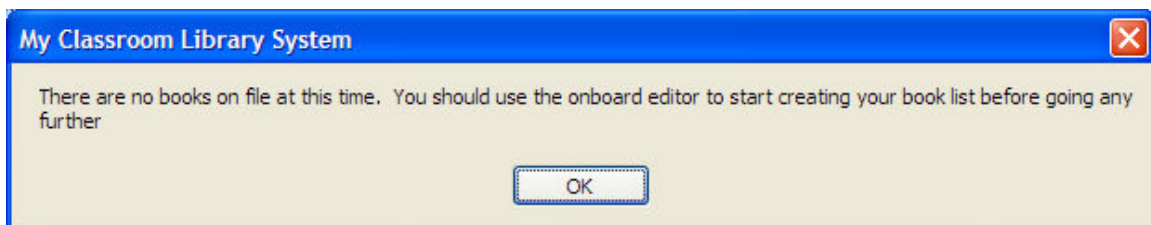
Starting From Scratch

To begin using *My Classroom Library System* for your own classes, you will need two files in the main directory where your library program is stored. The program you purchased comes with a pseudo list of books which you should remove from the directory. Simply use go to directory where you stored the main program file and delete the file called MCLbooks.txt. Once you have done this you will be prompted to create your list of books using the built in Book List Editor.

Start the program by double clicking the icon as you did at the start of this tutorial. You will first see a warning that the book list could not be opened.



Click the "OK" button to move on. You will then be alerted that you must create a new book list using the Book List Editor built into the program.

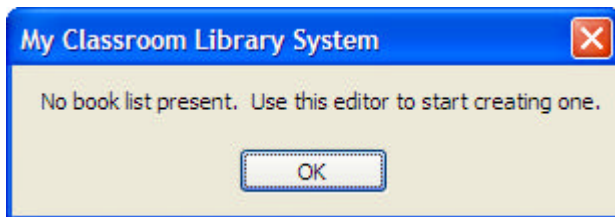


Click the "OK" button again to move on.

The program window opens as it did in the tutorial, but now you will notice that there is no book list in the Book Titles window. That's find for now, but you will want to create a book list to work with, so click the File menu and from the drop down list, select Booklist Editor.



Once again you will be reminded that you don't have a book list.



Click "OK" to bring up the Book List Editor.

The empty Book List Editor will appear on screen and looks like the image here.

The screenshot shows a software window titled "My Classroom Library System" with a sub-title "Classroom Library System". The main heading is "Book List Editor". The interface includes four text input fields: "Book Title", "Author Name", "Number of Pages", and "Reading Level". Below the "Reading Level" field is a scrollable list. To the right of these fields is a "Controls" panel containing five buttons: "Add A Book", "Accept", "Cancel", "Save File", and "Quit Without Save".

You are now ready to begin making your new book list, one that you will be able to use with your classes.

If you are starting a new library or entering books from a library you already have, this is a tedious process, but keep in mind that you will only have to do this once.

You might want to make this a project for one or two very reliable students, or you can do this yourself.

Before starting be sure that you have all of the books readily available and these pieces of information for each book:

Book Title
Author Name
Number of Pages in the Book
Reading Level

Reading Level can be any system you are currently using, or simply terms that indicate the focus of the book (children, teenager, adult, special needs, etc.)

When you consider the title you might want to keep in mind that there might be several copies of the book to loan. When you enter the title you might want to included an addendum as illustrated below:

The Three Bears (Ok if you only have one copy of the book)
The Three Bears – Copy 1 (Copy 2 or Copy 3, etc.)
The Three Bears – Large type edition (or other limitations)

So you might have to enter the same book several different way, depending upon how many copies you have available to loan.

Adding Books To Your New Library List

Okay. Let's practice adding books to our new list. To start with, click the "Add A Book" button. This will activate some typing areas and make other buttons either active or inactive as shown here.



Okay. First type the title of the book in the "Book Title" window. The title of our mythical books is "Lemons Are Sour."

Tap the Tab key on your keyboard to move to the "Author Name" box and type the author's name (Last name followed by first name), Berl Sandy.

Tap the tab key and type 27, showing the number of pages in this book.

Tap the tab key and enter the "Reading Level" of the book. In this case we simply show it is for First Graders. You of course can use your own

system of terms or numbers. The book in question is #1 and this is reflected at the bottom of the screen.

Double check your information. If it is correct, click the "Accept" button. Use the "Cancel" button if you don't want the information you entered. Clicking "Accept" places your book in the quay, but does not save the list you are creating. That will be done at the end of your listing.

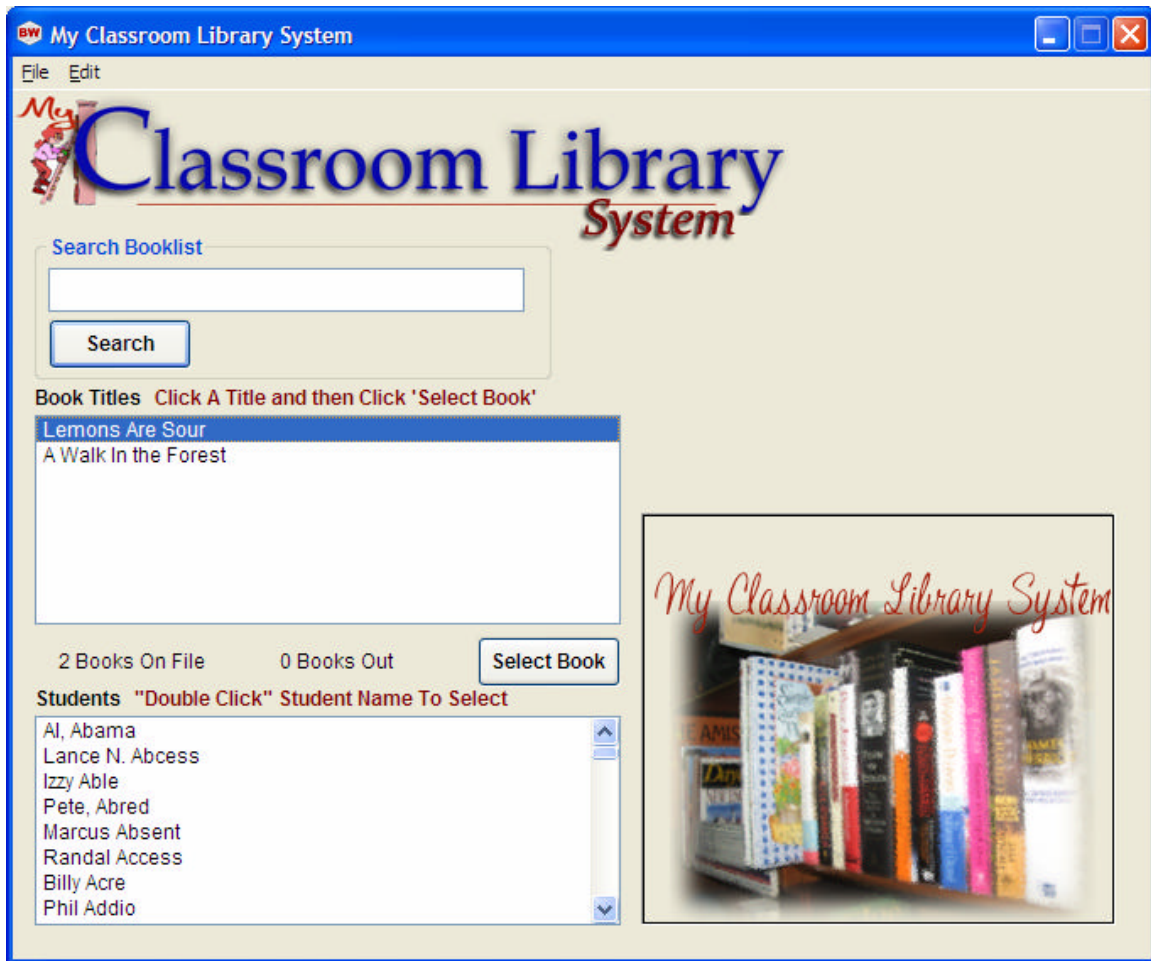
Click "Add A Book" to add another title to your list. Here's the information, just follow the steps we used above.

Title: A Walk In the Forest
Author: Beazly Harold
Number of Pages: 82
Reading Level: Teenage

Click the "Accept" button and your book will be added to the list.

We'll only add these two books for now. So we are ready to create our new list of two books. Click the "Save File" button. You will be notified that the list has been saved. Click the "OK" button.

Now click the "Click Without Save" button and verify that you want this action performed. You will be returned to the main program window and you should see your new list presented there.



Of course this is a very short list, but it will perform just as we illustrated at the start of this tutorial. You can go on and practice adding more books to this mythical list if you like, to get the feel of the program. Just click the Booklist Editor under files to return to add more books.

Playing with this feature and checking books in and out will give you a good feel for the program.

When you are ready to start your own list for real, once again delete the MCLbooks.txt file from the directory and then return to the program to start your own book list for real.

Making A Student List

You will also need to replace the sample list included in your download or CD package in order to use the program with your classes.

Making a list is simple using the following steps.

1. Open any word processor or text editor.
2. Type the names of the students you want to have access to your library. We suggest that you do it in alphabetical order base on the last names, but this is not entirely necessary. You will be able to add or delete from the list as needed.
3. Save the list to the directory or folder where you have the main program stored using the name **students.txt**. This should replace the list that came with your download or CD.

You are no ready to use the program.

Final Details

Before making use of the program in your classes, you should delete the storage file called **LoanedBooks.txt**. This will be created automatically when you start to get book returns.

Program Setup Environment

Whether you received the program on CD or as part of a download we recommend you do the following as standard setup on your machines.

1. Create a folder on your computer desktop called My Classroom Library System.
2. Copy the following programs to this folder
 - ? My Classroom Library.exe
 - ? MCLbooks.txt
 - ? Students.txt

If you are using the Windows PC version you must also copy the **My Classroom Library System Libs** folder to this location as well.

Caveat

As with all Baggetta_Ware products we have tried to keep this software simple to use and yet functional enough to make it useful. We hope to improve the program yet and welcome any suggestions you might have. You can forward them to us through our web page or directly via email at the following address: abaggetta@comcast.net

If you encounter any problems with the program, we will try to help you resolve them as quickly as possible. Please send us email at the above address detailing the problem. Be sure to include information about your computer system makeup and any error messages you might encounter. Baggetta_Ware and affiliates are not responsible for any damage caused by unforeseen bugs or issues to other software and hardware you may be using. Do not use this software if you cannot agree to these terms.

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A. Baggetta
Baggetta_Ware