

Materials for Live-Thru Case Histories

Overdue Book Notice Project

Section A: Project Assignment to Hand out in Class

Project 1: Automating Library Overdue Book Notices

Situation:

An elementary school of 500 students is using a manual method for tracking books on loan. As books are taken from the library the book card is taken from the book jacket and filed by date. Books may be borrowed for two weeks. As books are returned the card is put back into the book jacket. Books that are not returned in two weeks are considered overdue and an Overdue Book Notice is sent to the students. Students who do not return a book within three weeks are given a second notice. Books not returned in four weeks have a third notice and are reported on a special 'Critical Overdue' librarian's report. This report is sent to student's teacher and to the principal. The book card is given to the librarian.

Clerks write overdue book notices on one half of a sheet of paper for about 200 books each week. The notices are distributed weekly. This layout of the Overdue Book notice was used for many years:

Glenwood School Overdue Book Notice

Book Title:

Student Name:

Teacher Name:

Date of Notice:

Notice 1 2 3 (circle one)

This book is overdue please return it promptly

Problem Statement:

Automate the overdue book notice process using a computer borrowed from the computer class. The computer room is next to the library. This is the first computer automation project in the school. Data may not be left on the computer from week to week. The computer is not networked.
