

Problem of unreturned books

[Literature](#), [Books](#)



The problem of unreturned books in the company's library calls for a solution that is quick, efficient and sustainable. The IT team seeks to create a system that will ensure accountability and continuity solving the problem experienced. Currently there exists a manual system of distributing the available reading material, and no system is in place to remind the users on the deadline for their stay with the Journals. This brings about the need for a system with clearly outlined requirements, which will guide the creators during its creation.

This will ensure that the digital system fulfills all the needs that may be lacking in the current system. The requirement specifications will have to indicate the main requirements of the program in terms of its creation and running. This will indicate the resources and cost of running, which will be useful when asking for approval to run the program from the top management. It will also indicate the personnel who will be responsible for controlling the system to ensure that discrepancies in terms of control do not arise.

It will also ensure that the program achieves its main objectives by stating the specifications of the program. Achievement of the main objectives can be established by office automation where various software programs can be incorporated in the system to create, store, manipulate, collect and relay information necessary for office tasks. This will allow efficiency. The requirement specification will also show the procedures followed in coming up with the decisions for the specified system by the IT team. This will include the feasibility studies carried out, and the deductions made from the findings.

It will also indicate the procedure to be followed when approaching the management to ensure that approval of running the project is granted. The first step would be to identify the shortcomings of the current system for the program creators to know what will be included in the system. In the current system, the delivery of the new Journals is slow as it is dependent on snail-mail. As a result, if the mail carrier delays, the subscribers will not have knowledge of the availability of the Journal. The second issue is subscribers failing to forward the Journals in the stipulated time.

The subscribers should only stay with the Journal for three days after which they are expected to forward it to the next subscriber on the list. Most fail to do so leading to delays in the system where Journals remain unavailable for use by other members. The other problem experienced in the current program is the lack of traceability and accountability. Once the Journal is given to the first subscriber, it is difficult for the librarian to trace its progress as the subscribers themselves pass the Journal to each other.

Forgetfulness can lead to stagnation in the process with there being no system to remind the holder of the Journal when their time expires. Lack of accountability has led to the loss of many periodicals denying other employees the opportunity to gain from such materials. Upon identifying the current loopholes in the current system, the new system is made to be comprehensive and address the identified issues. Therefore, the new system introduced will have to address the issue of timely dissemination of information, ensuring accountability of users and traceability of the journals availed to subscribers.

In order to create such a system, the IT team must make various studies to identify which approach would be best suited for the company. This is to ensure that the system they come up with is in line with the strategic goals of the company as well as that it can be easily integrated into the working of the company. Feasibility studies have to be carried out. One type of feasibility study that has to be carried out will be the technology and system feasibility study. This study will ensure that the company can sustain the system once it is created.

It has to have the ability to integrate the current operational system with the created system. The system must be one that increases efficiency and not affect the performance of other systems. It must also run concurrently with other automated programs and lead to the smooth flow of activities. This study will also take into account the company's economic factors in order to determine whether it is able to fund the creation and installation of the proposed system. This will be in line with the financial feasibility study that will determine the total cost of the proposed project and determination of the company's ability to finance it.

Another study carried out is the operational feasibility study, which will identify how the proposed system will address the problems noted in the manual system. The company's IT team can study other companies that have implemented a similar system and highlight the difficulties they may have faced, and the main causes of the constraints in the functioning of the system. This will act as a guide on which areas the new system should focus on and ensure that it encounters fewer huddles.

This creating a matrix to show the areas in which their system surpasses other company's systems and the advantage that will have to the overall performance of the company. The team will also carry out economic feasibility studies to show the overall economic benefits that the system will bring to the company. A resource feasibility study will also have to be carried out to ensure that the system takes into account the available resources, in terms of available time and workers. This is because the resource has to be created and installed in a manner that does not interfere with normal business operations.

The IT team will have to decide whether to create the system themselves, or get commercial-off-the-shelf software that can be easily accessed and manipulated to suit the company's business environment. This will be dependent on the results obtained from the feasibility studies conducted and the availability of the COTS in the market. Feedback from other companies that may have installed such a system will also offer guidance on which option to take. The IT team expertise will also be a determining factor in considering whether to create the system themselves, or to purchase a custom-made system.

The program to be installed is of a small magnitude and the company already has an existing IT department. Therefore, it is possible for them to create the system themselves without having to seek outside assistance. The system will have some specifications on how it handles the problems presented by the previous manual system. It will function in a way that there will be constant updates by the librarian as soon as new periodicals arrive

and a section allowing staff member to register as subscribers to prevent locking out some people. Other than that, the system will have programs allowing it to time a person once they receive a Journal.

The timer will be set in that, once a person verifies that they have received the periodical, after three days, the program shows a pop-up message reminding he/she that his/her period is over and indicate which subscriber is next in line. This will ensure that the subscriber does not overstay with the periodical, and knows who to give next. Once the person forwards the periodical, he/she checks in the allocated slot, in the system confirming that they have given the book to the person in line. The person receiving the periodical also checks in the provided slot indicating that they have received the periodical.

The system will also be beneficial in identifying the employees who have a habit of overstaying with books. This way measures can be taken; for example, by developing a way of punishment where a subscriber's consequent subscription is denied. Those who show exemplary behavior are rewarded by having their names pushed to the front of the list. This way, in the next distribution of periodicals, they get to be among the first to receive the documents. The system can also be able to keep a Journal of the employees where they can tell when an employee is meant to be on vacation.

This way, Journals will be given to only those at work and those on a long vacation are exempted from receiving the periodicals. This will ensure a flow in the distribution of the material allowing its accessibility at all times. The

system will also be linked to the library where the librarian will be given access as the system administrator. This will allow the librarian to log in and update the list of available periodicals as they arrive. The librarian can also be able to update once a periodical has been returned so that other employees who have not subscribed can know when a periodical is available in the library.

The periodicals at all times without having to go physically to the library. The digitized library system will ensure efficiency not only in distribution matters but will lead to increased responsibility and efficiency in the employees. This will translate in other areas of work resulting in overall increased performance in the company. The studies conducted when creating the system can also be used in other fields of the company to bring about improvement. Therefore, this system once approved will bring growth in all sectors of the company.