

Moescience Smart Library User Guide

A library system for schools: manage books, students, borrowing and returns, fines and reports — on phone or computer, even offline.

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1. Getting started

Moescience Smart Library (MSL) manages a school library: books and their copies, students and other members, borrowing and returns, fines, and reports for the librarian, education officers and the administrator.

Logging in

1. Open **library.moescience.com** in your browser.
2. Enter the email and password you were given, then press **Log in**.
3. After **5** wrong passwords in a row you are blocked for **15** minutes to protect the account. Wait, then try again.

Moescience Smart Library — MSL
Library Management System

Simamia Maktaba yako kwa Ufanisi

Mfumo wa kisasa wa usimamizi wa maktaba za shule — vitabu, wanafunzi, mikopo, na ripoti zote mahali pamoja.

- Usimamizi wa vitabu na nakala
- Ripoti za ukosefu wa vitabu
- Dashibodi za Wilaya na Mkoa
- Utafutaji wa wanafunzi kwa Library ID
- Usalama wa data na idhini ya ngazi

5 NGAZI ZA USIMAMIZI **100%** DATA SALAMA **∞** RIPOTI

Karibu tena

Ingia kwenye akaunti yako

BARUA PEPE

NYWILA

Ingia →

AU ENDELEA BILA KUINGIA

Angalia Hali ya Mkopo
Tafuta kwa Library ID yako →

Sajili Shule Yako
Jiunga na Moescience Smart Library — MSL leo →

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Login page

Who sees what

Role	What they do
Librarian	Runs their own school library: students, members, books, borrowing/returns, fines, reports.
District / Regional / National officer	Sees a read-only dashboard of government schools in their area: book status and shortages.

Role	What they do
Admin	Manages all schools, users, plans, regions and system settings. Can also 'view as school' to see what a librarian sees.

Menu

On a computer the menu is on the left; on a phone it is at the bottom and the **More** button opens the full menu. Each user only sees the features that apply to them. The librarian menu has:

Menu	Purpose
Dashboard	Library summary and charts.
Students / Library Members	Students, and teachers/staff/others.
Books	Books and their copies.
Borrows	Lending, returns, history and lost books.
Library Cards	Library cards (printing).
Vilivyochelewa	Overdue books.
Takwimu	Detailed usage analytics.
Foleni ya Vitabu	Book reservations.
Bingwa wa Kusoma	Top readers (leaderboard).
Kumbukumbu	Record of everything done (audit log).
Shortage Report	Book shortage by class.
Print Reports	Printable reports.
Student Lookup	Page for students to check their own status.
Mipangilio	Library settings.

💡 You can switch language (Kiswahili/English) from the top of the system. Your choice is remembered.

2. Students and members

Before lending, a person must be registered. **Students** have their own page; teachers, staff and outsiders are registered as **Members**.

Adding a student

1. Go to **Students** and press the add button.
2. Fill in full name, class and the Library ID (library number).
3. Save. The student can now borrow.

Adding a teacher, staff member or outsider

1. Go to **Members** and add a new member.
2. Choose the type (teacher, staff or external), then enter the name and library number.

Library Members

SW

Dark

Library ID, Full Name...

All Types

Wanaofanya Kazi

Bulk Upload

Add Member

Showing 1-40 of 272 members

LIBRARY ID	FULL NAME	SEX	TYPE	CLASS/BATCH	CONTACT	STATUS	ACTIONS
		M	TEACHER	—	—	ACTIVE	
		F	STUDENT	Form III	—	ACTIVE	
		M	STUDENT	Form IV	—	ACTIVE	
		F	STUDENT	Form III	—	ACTIVE	
		F	STUDENT	Form III	—	ACTIVE	
		M	STUDENT	Form II	—	ACTIVE	
		F	STUDENT	Form IV	—	ACTIVE	
		M	STUDENT	Form IV	—	ACTIVE	
		M	STUDENT	Form II	—	ACTIVE	
		M	STUDENT	Form II	—	ACTIVE	
		F	STUDENT	Form II	—	ACTIVE	
		F	STUDENT	Form III	—	ACTIVE	
		F	STUDENT	Form II	—	ACTIVE	

Library Members: students, teachers and other members (names blurred)

! An inactive student or member cannot borrow. Make sure they are active before serving them.

Library card

The **Library Card** page lets you create and print cards showing the student's number so you can borrow quickly by scanning.

3. Books and copies

Every book has one or more **copies**. Each copy has a unique code, for example CIV-FIV-001-03, so you always know exactly which copy was borrowed and by whom.

Adding a book

1. Go to **Books** and press add book.
2. Enter title, author, ISBN (if any), category and number of copies.
3. Save. The system creates all the copies and their codes.

For many books at once, use the **Batch** feature (bulk import).

BOOK ID / ISBN	SUBJECT	CLASS	TITLE	AUTHOR	PUBLISHER	YEAR	COPIES
ADDMAT-FI-001	Additional Mathematics	Form I	Additional Mathematics for secondary schools Student's Book form One	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2021	51 avail 20 out 1 dam / 72
ADDMAT-FII-001	Additional Mathematics	Form II	Additional Mathematics for secondary schools Student's Book form Two	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2021	73 avail / 73
ADDMAT-FIII-001	Additional Mathematics	Form III	Additional Mathematics for secondary schools Student's Book form Three	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2021	73 avail / 73
ADDMAT-FIV-001	Additional Mathematics	Form IV	Additional Mathematics for secondary schools Student's Book form Four	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2021	94 avail / 94
KIOCHA-TG-006	Agriculture	Form I	Agriculture for secondary school Teacher's guide Form one	Tanzania Institute of Education (TIE) Tg	Tanzania Institute of Education (TIE)	2023	4 avail / 4
AGR-FII-001	Agriculture	Form II	Agriculture for secondary schools student's book form two large print	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2021	1 avail / 1
ARA-TG-001	Arabic Language	Form I	Arabic for secondary schools Teachers guide form one	Tanzania Institute of Education (TIE) Tg	Tanzania Institute of Education (TIE)	2023	1 avail / 1
BASMAT-FI-001	Basic Mathematics	Form I	Basic Mathematics for secondary schools Student's Book form One	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2021	6 avail 24 out / 30
MAT-FI-001	Basic Mathematics	Form I	Basic mathematics for secondary schools student's book form one (Mtaala mpya)	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	124 avail 62 out / 186
BASMAT-FI-004	Basic Mathematics	Form I	Essential Mathematics Pupil's Book 1	B.Solomon & G.Bukwell	Longman	1995	3 avail / 3

Books and copies list

Copy statuses

Status	Meaning
Available	On the shelf, can be borrowed.
Borrowed	With a student/member. Changes automatically when a book is borrowed or returned.
Damaged	Cannot be borrowed until repaired.
Lost	Not available; stays so until found.

✓ You can change a copy's status (available / damaged / lost) on the Books page. A borrowed copy cannot be changed by hand — return it first. A copy with an unreturned loan cannot be set to 'available'.

Shortages

The **Shortage Report** compares the number of copies with the number of students in a class (the ratio) so you can see subjects and classes that lack books. Tabs: **Vitabu** **Vyote** (all books), **Zenye Ratio** and **Upungufu** (shortage). Each book is marked GOOD, FAIR or SHORTAGE, and you can print with the **Print** button.

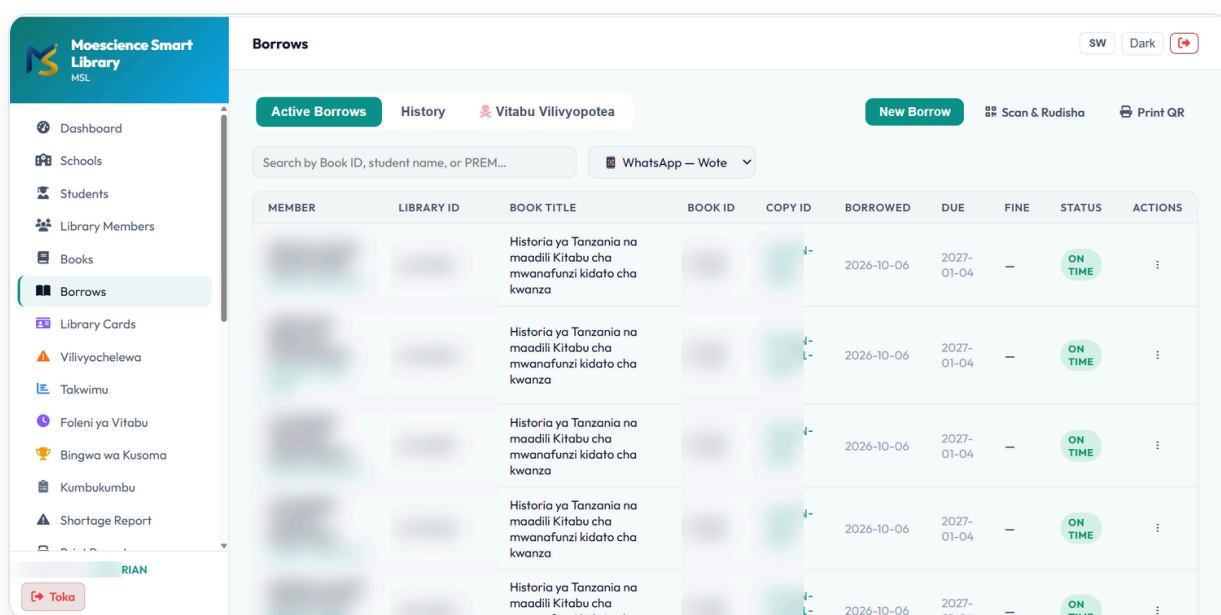
S/N	BOOK TITLE	CLASS	AUTHOR	PUBLISHER	MWAKA	COPIES	STUDENTS	RATIO	PENGO/ZIADA	REMARK
1	Basic mathematics for secondary schools student's book form one (Mtaala mpya)	Form I	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	186	49	1:1	↑ Ziada: 137	GOOD
2	Mathematics for secondary school student's book Book two	Form II	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	105	51	1:1	↑ Ziada: 54	GOOD
3	Biology for secondary schools student's book form one (Mtaala mpya)	Form I	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	84	49	1:1	↑ Ziada: 35	GOOD
4	Biology for secondary school student's book Book two	Form II	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	120	51	1:1	↑ Ziada: 69	GOOD
5	Business studies for secondary schools student's book form one	Form I	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	34	49	1:2	↓ Pengo: 15	GOOD
6	Business studies for secondary school student's book Book two	Form II	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	39	51	1:2	↓ Pengo: 12	GOOD
7	Chemistry for secondary schools student's book form one (Mtaala mpya)	Form I	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	84	49	1:1	↑ Ziada: 35	GOOD
8	Chemistry for secondary school student's book Book two	Form II	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	144	24	1:1	↑ Ziada: 120	GOOD
9	Computer Applications for secondary schools	Form III	TIE	TIE	2024	14	85	1:7	↓ Pengo: 29	SHORTAGE
10	English for secondary school student's book form one	Form I	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	65	49	1:1	↑ Ziada: 16	GOOD
11	English for secondary school student's book Book two	Form II	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	41	51	1:2	↓ Pengo: 10	GOOD
12	Geography for secondary schools student's book form one	Form I	Tanzania Institute of Education (TIE)	Tanzania Institute of Education (TIE)	2023	19	49	1:3	↓ Pengo: 6	FAIR

Shortage Report: ratio and shortage per book

4. Borrowing and returning

Lending a book

1. Go to **Borrows** and press **New Borrow**.
2. Find the student/member by name or number, or scan their card.
3. Pick the book and copy (or scan the copy code). You can add up to **10** books at once.
4. Confirm. The due date is set automatically.



MEMBER	LIBRARY ID	BOOK TITLE	BOOK ID	COPY ID	BORROWED	DUE	FINE	STATUS	ACTIONS
		Historia ya Tanzania na maadili Kitabu cha mwanafunzi kidato cha kwanza			2026-10-06	2027-01-04	—	ON TIME	
		Historia ya Tanzania na maadili Kitabu cha mwanafunzi kidato cha kwanza			2026-10-06	2027-01-04	—	ON TIME	
		Historia ya Tanzania na maadili Kitabu cha mwanafunzi kidato cha kwanza			2026-10-06	2027-01-04	—	ON TIME	
		Historia ya Tanzania na maadili Kitabu cha mwanafunzi kidato cha kwanza			2026-10-06	2027-01-04	—	ON TIME	
		Historia ya Tanzania na maadili Kitabu cha mwanafunzi kidato cha kwanza			2026-10-06	2027-01-04	—	ON TIME	

Borrows page: books currently on loan

At the top there are three tabs: **Active Borrows**, **History** and **Vitabu Vilivyopotea** (lost books). Buttons: **New Borrow** (lend), **Scan & Rudisha** (return by scanning) and **Print QR**. You can search by name, Library ID or book, and filter by WhatsApp status.

Rule	Details
Loan period	Set in Settings (Mipangilio) . The due date appears in the Due column of each loan.
Limit	A person cannot hold more than 10 unreturned books.
Copies	One copy cannot be borrowed by two people at the same time.

Returning a book

1. In **Borrows**, find the loan and choose **Return** from the actions menu (:) at the end of the row, or use **Scan & Rudisha**.

2. Choose the condition: excellent, good, fair, damaged, severely damaged, or lost.
3. Confirm. The copy goes back to 'available' (or 'damaged/lost' depending on the condition you chose).

 If someone reserved the book, the first person in the queue is marked 'ready' when it is returned.

Lost books

If a book is lost, use the **Lost** button on the loan record. Later, if it is found or the fee is paid, use **Resolve**: choose 'paid' (the book stays lost) or 'returned' (the book goes back into stock).

Scan & Go and QR

With your phone camera you can scan a student card and copy code to borrow and return quickly. Allow camera access when asked.

5. Overdue books and fines

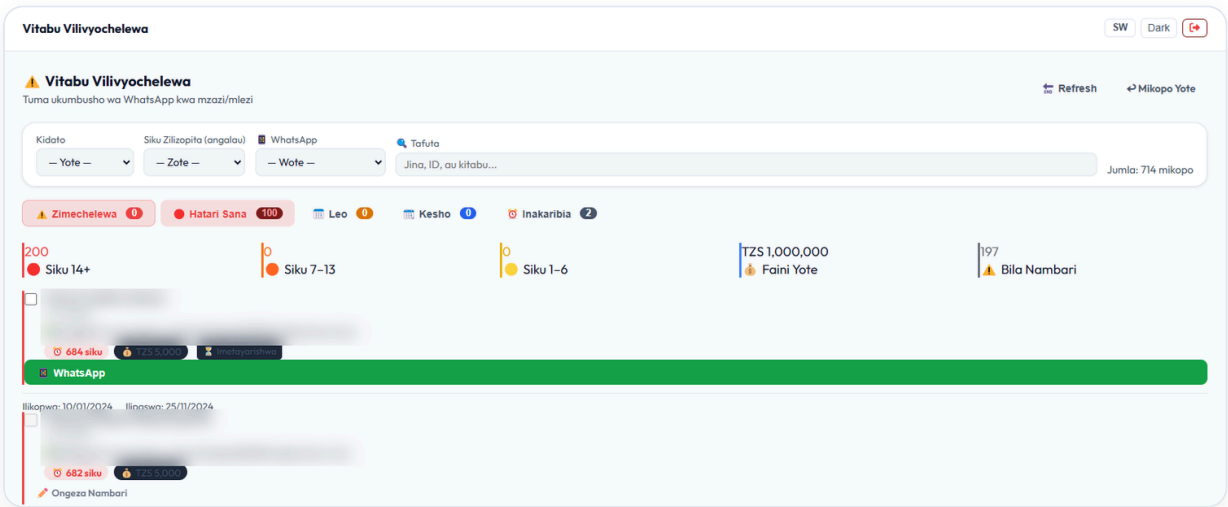
The **Overdue** page lists books past their due date.

Item	Details
Fine per day	The amount per late day is set in Settings (Mipangilio) .
Fine cap	The fine for one book never exceeds TZS 5,000 .
Calculation	The system shows a live fine for books not yet returned and stores it when the book is returned.

At the top of the page are filters: **Kidato** (class), **Siku Zilizopita (angalau)** (days overdue, at least), **WhatsApp** and a **Tafuta** (search) box for name, ID or book. The tabs show **Zimechelewa** (overdue), **Hatari Sana** (critical), **Leo** (today), **Kesho** (tomorrow) and **Inakaribia** (due soon). Summary cards count records by days overdue (14+, 7–13, 1–6), **Faini Yote** (total fines) and records with no parent phone (**Bila Nambari**); those have an **Ongeza Nambari** (add number) link so WhatsApp can be used.

Marking a fine as paid

1. Open the loan record with the fine.
2. Press **Paid**. If you made a mistake, set it back to **Unpaid**.
3. To change the amount, use edit fine.



Overdue books: filters, tabs, summary and fines (names blurred)



Fine management (marking paid/unpaid and editing amounts) is available from

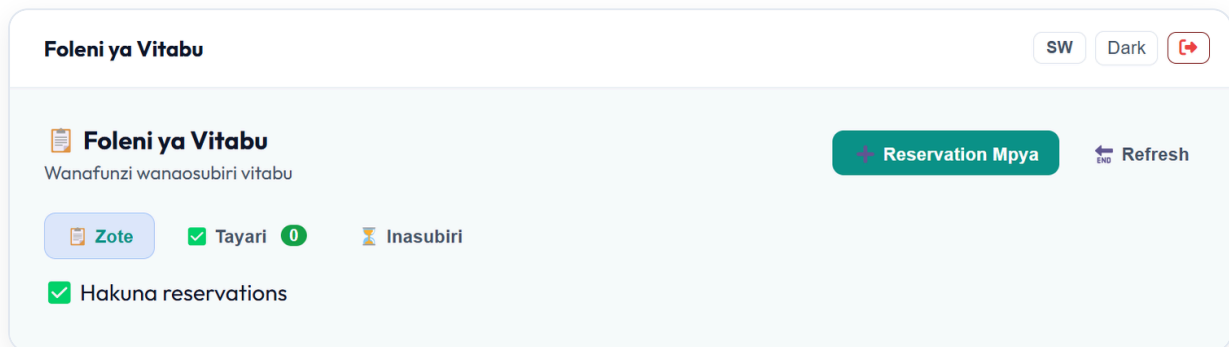
the **Standard** plan.

WhatsApp messages (Premium)

On the **Premium** plan and above you can prepare a reminder message. The system opens WhatsApp with the message ready; you press send, then come back and confirm **Sent**.

6. Reservations

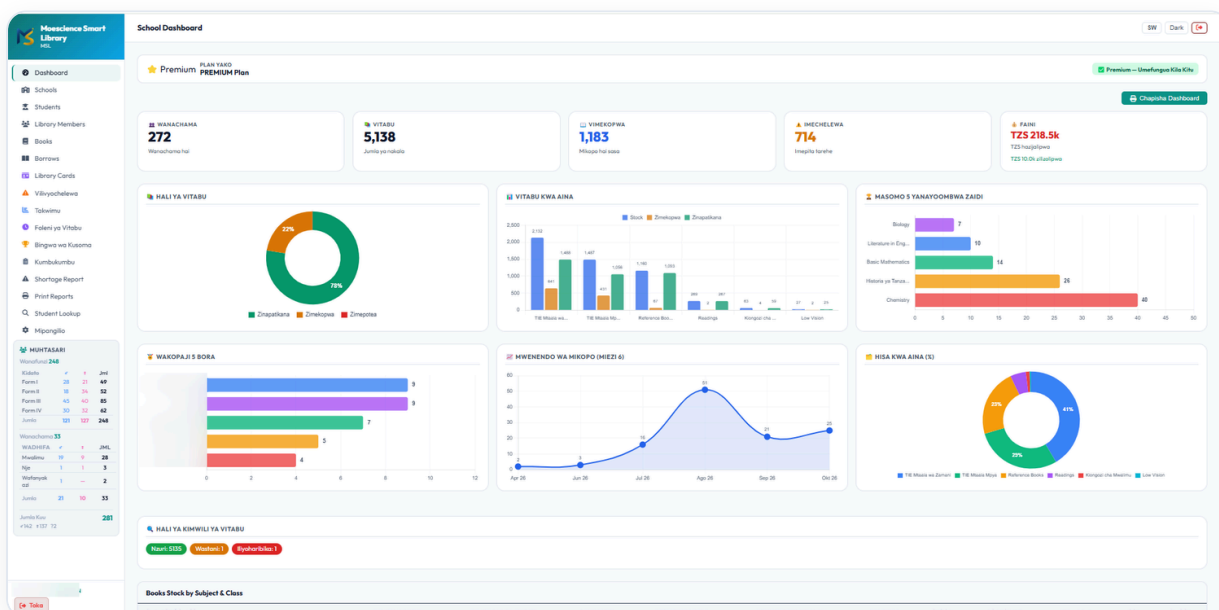
When a book is not available (all copies are borrowed), a reservation can be placed. The queue is respected; when the book comes back, the first in line is marked 'ready' so the librarian can notify them.



Foleni ya Vitabu (reservations): Ready / Waiting tabs and the New Reservation button

7. Reports and analysis

Page	What it shows
Dashboard	Cards for Members, Books, On loan, Overdue and Fines; charts for book status, most requested subjects, top 5 borrowers and a 6-month borrowing trend. A Print Dashboard button.
Analytics	Most-read books, classes and usage trends.
Leaderboard	Students who read the most — to encourage reading.
Shortage report	Book shortage versus student numbers.
Audit log	A record of everything done: who lent, returned or changed what, and when.
Print reports	Ready-to-print reports for offices and inspections.



School dashboard

✓ Advanced analytics, the Leaderboard and the Audit log are available from the **Standard** plan. The basic dashboard and printable reports are on every plan.

Student status page (Student Lookup)

A student can check the books they borrowed and their fines without logging in: open **Check your borrowing status** on the login page, choose the school, then enter their **Library ID**. If they search by name, the system shows their name with a hint, and they then enter the full Library ID to confirm.

Student Lookup page (for students)

💡 The Library ID is the student's secret; librarians should not announce it publicly.

8. Working without internet

The system can keep working even when the network is down (for school accounts).

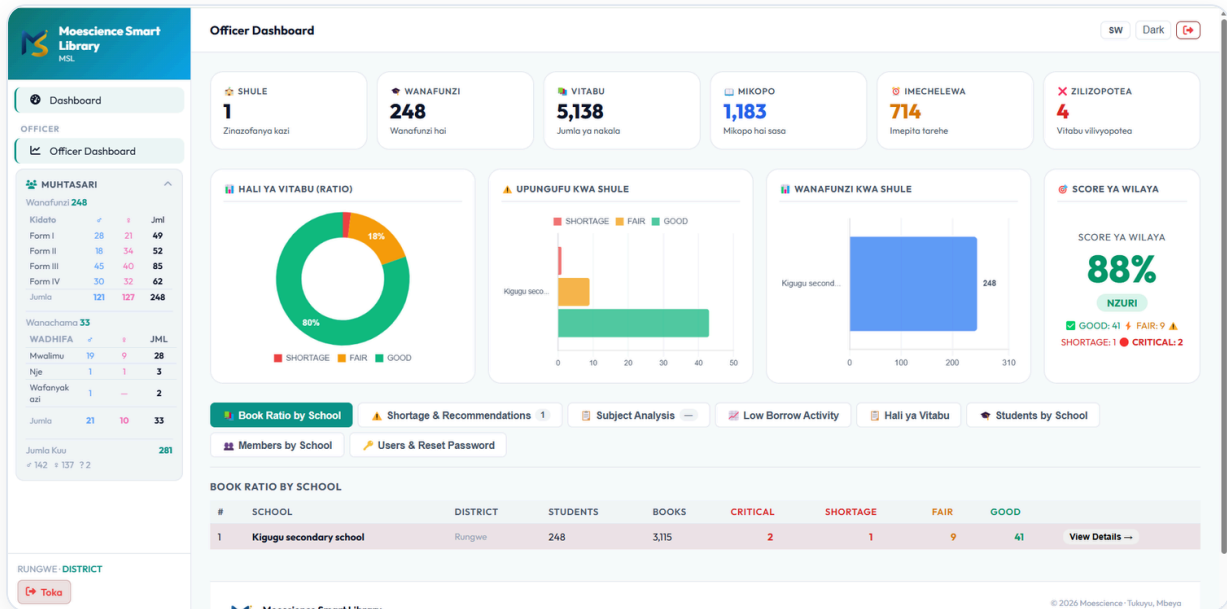
1. Log in with internet at least once so the system gets offline permission.
2. If the network drops, keep lending and returning as usual; records are saved on the device.
3. When the network returns, records are sent automatically. You can also press  **Sync** at the top.

⚠ While syncing, the system may reject a record if: the person reached the 10-book limit, there is no copy left, or the same copy was borrowed on another device. These show as 'conflicts' for you to resolve.

Offline permission expires after a while; if so, log in again with internet.

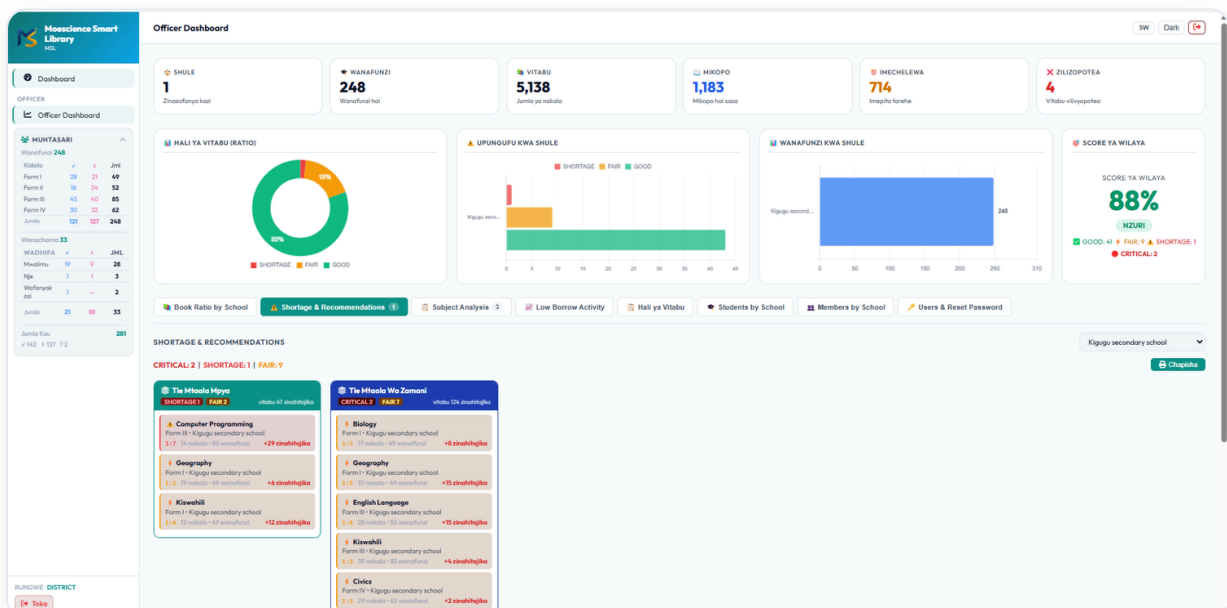
9. Education officers

District, regional and national officers log in with their own account and see the **Officer Dashboard**: government schools in their area, book status and shortages. They cannot change school data; it is view and analysis only.



Officer Dashboard: schools, students, books, loans and district score

Below the charts there are tabs: **Book Ratio by School**, **Shortage & Recommendations**, **Subject Analysis**, **Low Borrow Activity**, **Hali ya Vitabu**, **Students by School**, **Members by School** and **Users & Reset Password**.



Shortage & Recommendations: suggested books each school needs

✓ The Officer Dashboard and district reports are part of the **Institution** plan.

10. For Admins

Page	Purpose
Schools	Register, edit, approve and delete schools. Deleting a school also deletes its books, students and records — be careful.
Users	Create librarian and officer accounts, reset passwords.
Plans	Upgrade/downgrade a school's plan and record payments.
Regions & districts	Manage the list of areas.
Subjects	Subjects used in analysis.
Settings	Loan period, fine per day and other system settings.

An admin can use **View as school** to see the system as a given school's librarian, in order to help them.

⚠ System settings (loan period, fines) currently apply to all schools. Change them carefully.

11. Plans and subscription

A new school starts with a trial period. After that it needs a paid subscription according to its plan.

Plan	Extra features
Basic	Books, borrowing/returns, students and members, library card, QR, offline, basic reports.
Standard	Basic + fine management, advanced analytics, leaderboard, audit log.
Premium	Standard + AI assistant, WhatsApp messages, school branding, priority support.
Institution	Premium + officer dashboard, multiple schools, district reports.

💡 If you press a feature your plan does not include, the system shows an upgrade message. Contact us to upgrade.

12. Security and good practice

- Never share your password. Give each librarian their own account so the audit log shows who did what.
- Log out when you finish, especially on a shared computer.
- If you forget your password, ask the Admin to set a new one.
- 5 wrong password attempts block you for 15 minutes.
- Do a physical shelf check regularly and compare with the system; if you find a difference, correct the status of that copy.

13. Frequently asked questions

A copy shows 'borrowed' but the book is on the shelf.

Find its loan record in **Borrows**. If someone returned it but it was never recorded, press **Return**. Do not change the status by hand; the system does not allow a borrowed copy to be changed.

The system says 'Limit reached'.

Each person can hold only 10 unreturned books. Return some first.

I marked a fine as paid by mistake.

Press **Unpaid** on that record. The action is written to the audit log.

The fine or WhatsApp button shows an upgrade message.

That feature is not in your school's plan. Contact us to upgrade.

I can't log in — I'm blocked.

You entered the wrong password too many times. Wait 15 minutes and try again, or ask the Admin for a new password.

The network is down, what do I do?

Keep lending and returning. When the network is back press  **Sync**. Check for 'conflicts'.

The camera does not open in Scan & Go.

Allow camera access for this site in the browser settings, then reload.

How do I get help?

Call or WhatsApp us on **+255 768 139 301** or email moescience@proton.me.

Moescience Smart Library — Library Management System for Schools

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