



BOOKMARK FACT SHEET

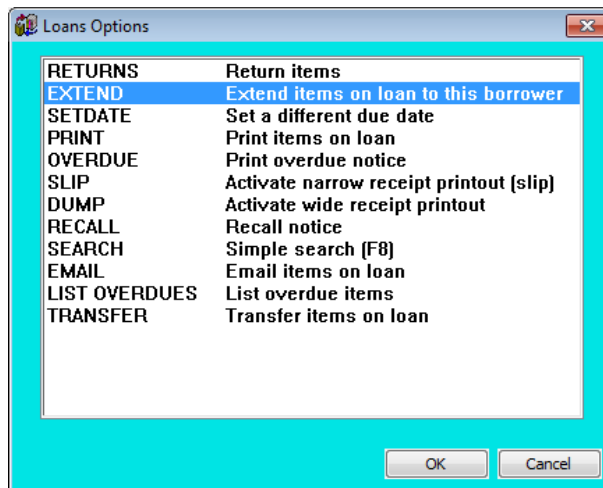
How to Extend Items on Loan

September 2016

Bookmark features not one but three different ways to extend the due date of items on loan to borrowers.

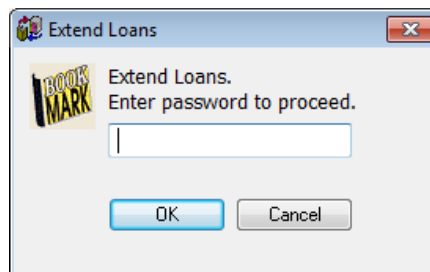
(1) Extend option

After entering a borrower in Loans, click on the Options button at the bottom to see the Loans Options menu.



Click on EXTEND then OK. (Alternately, type the command word EXTEND instead of scanning an item barcode.)

If it has been set up in Circulation Controls, a password may be requested. This is either the Loans Override password or the Master password. Use of this password is optional.



Requesting it can be turned off in Circulation Controls by unticking the "Extend" checkbox in Loan Block passwords.

Loan Block passwords, commands and switches

Loan Block: MATTHEWS

Loan Block Password requested for each of the following:

Setdate **Extend** Print Notice

Name Return Slip/Dump

Override overdue block Overdues!

Override loanlimit block Loan limit reached!

Override loan restriction Restricted item!

The next window displays all items on loan to the borrower.

Click on each item whose due date is to be extended.
Click on the "Select All" button to extend all items on loan.

Extend Loans

Click on each entry to mark for loan extension.

	Title	Due now	Extend to
3171	Toys at Playtime	26/06/2015	
3403	The Princess and the Pea	26/06/2015	01/07/2016
4515	Clever Tortoise : A Traditional African Tale	26/06/2015	01/07/2016
5630	Toy and Game Science	26/06/2015	
5676	Play With Computers	26/06/2015	
5819	Toys	26/06/2015	
5921	The Toys We Play With	26/06/2015	01/07/2016
6019	Snow White and the Seven Dwarfs	26/06/2015	01/07/2016
6221	Toys	26/06/2015	01/07/2016
6233	Classic Fairy Tales	26/06/2015	
6388	Tikki Tikki Tembo	26/06/2015	
6393	The Velveteen Rabbit	26/06/2015	
7667	Irish Legends for Children	26/06/2015	01/07/2016
7814	Flat Stanley	26/06/2015	
8619	The Frog Princess	26/06/2015	
8646	The Princess and the Pea	26/06/2015	

Select all OK Cancel

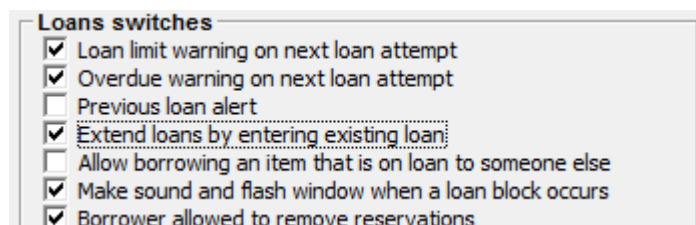
Click OK.

Note: the due date that is set is determined by either the borrowers due date, the items due date category or the SETDATE command, whichever has precedence at the time.

(2) Automatic extend when item is re-issued

Another way to extend a loan is to rescan the item or re-enter its item number as if loaning it out again.

This only works if the checkbox "Extend loans by entering existing loan" is ticked in Circulation Controls.



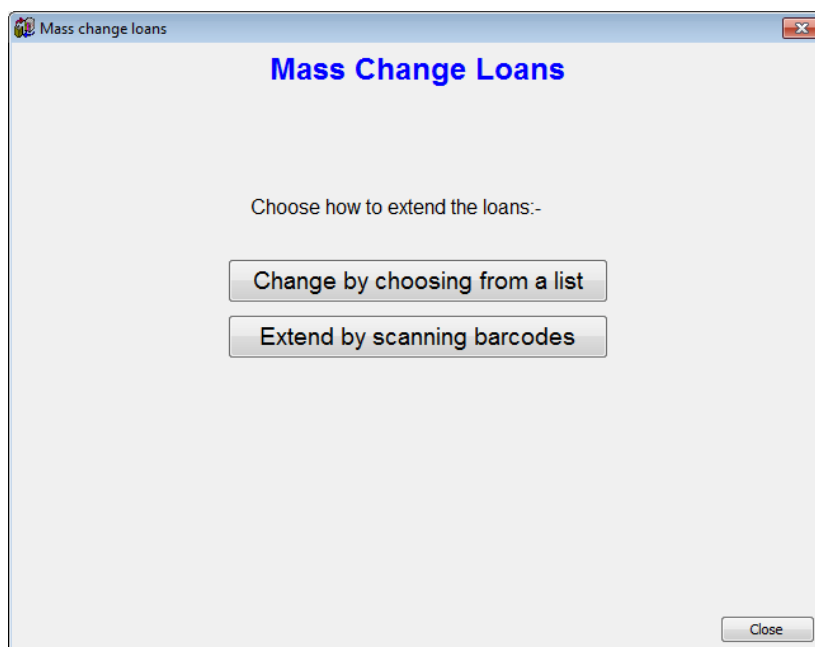
If this is set, re-issuing the item automatically changes its due date.

(2) Mass extend loans

A third method allows extending loans to a large number of items that may not necessarily be on loan to the same person.

On the Loans entry window where the borrower's barcode is scanned, click on the word EDIT in the upper left corner. (This is a menubar entry.)

On the dropdown menu, click on "Mass change loans".



Click on "Change by choosing from a list".

All items on loan are listed.

Item #	Title	Borr #	Name	Class	Year	Type	Date
38902	The silky seal pup : Zoe's rescue zoo - Book 3	260	BROWNING, Jett	1SB	1	1	26/05/2015
38767	A tiny bit lucky : Book 7 - Tom Gates	159	COLLITON, Thomas	6SR	6	3	04/05/2015
38764	Strawberry thief : A Billie B mystery - Book 4	311	POLLARD, Liberty	1SB	1	1	26/05/2015
38705	Dracopedia the bestiary	450	ROBINSON, Ella	5RT	5	2	18/05/2015
38696	Brick city : global icons to make from LEGO	168	EDEN, Miles	3ST	3	2	21/05/2015
38675	Gigantosaurus	113	COLE, Isabel	TE...	T	1	20/05/2015
38621	The revenge of the green meanie : Superher...	194	RICHARTZ, Frederik	4LV	4	2	21/05/2015
38604	All my kisses	215	FAIRFAX, Jem	KEC	K	1	21/05/2015
38601	Edward and the great discovery	177	MILOVIC, Annika	KEC	K	1	21/05/2015
38588	Doomsday : The phoenix files - Book 6	447	BATTEN, Emma	6SR	6	3	04/05/2015
38583	The invisible boy	18	NIELSEN, Helen	STAF	S	7	26/06/2015
38580	Billie B Brown treasury	309	POLLARD, Harper	1SB	1	1	26/05/2015
38560	Riley and the jumpy kangaroo : a journey aro...	200	HADDAD, Charlotte	1SB	3	2	30/04/2015
38439	Mr Chicken lands on London	451	TUCKEY, Indigo	2MB	2	1	26/05/2015
38438	Pig the pug	332	CAYZER, Grayson	KAG	K	1	21/05/2015
38436	The cake	136	WALLICH, Annabelle	KAG	K	1	14/05/2015
38414	Foofy fables	11	TUCKERMAN, Rod	5RT	S	7	26/06/2015
38411	Issun Boshi (one-inch boy) : a Japanese folk...	3	BATTEN, Sara	1SB	S	7	26/06/2015
38350	Cand rule of wishing : Princess Betony - Boo...	105	ATHIS, Eliza	4LV	4	2	21/05/2015
38284	The best project : Billie B Brown - Book 12	383	MCFADZEAN, Tahlia	1SB	1	1	26/05/2015
38263	Brick wonders : ancient, natural & modern ma...	237	STEPNIAK, Maximilian	3ST	3	2	21/05/2015

The order of the items can be changed by clicking on the heading at the top of a column – e.g. click on Borr # to sort by borrowers, grouping all items on loan to borrowers together.

Highlight each entry that should be extended. To highlight multiple entries, hold down the CTRL key while clicking. To highlight a block of entries, hold down the SHIFT key and click on the top entry first, then the last entry.

Once the items are highlighted, click on "Extend".

The "Filter" button can be used to limit the range of items on loan being viewed. This can make a large list easier to work.

The "Reset due date" button can be used to specify a particular date to be assigned. This overrides any other date settings associated with the items or borrowers.

Reset Due Date Date

Enter the due date to be used:

08/09/2016

September 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 6/09/2016

OK Cancel

The "Change status" button can be used to change the status of highlighted entries instead of changing their due dates.