

Government of South Australia

Department for Education

BOOKMARK

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BOOKMARK FACT SHEET	
Reservations	

To reserve a book, the settings must be right, and there are many settings. The borrower has the number of reservations set in Borrower tables. There are different settings for Circulation and for Searching, since reservations can be made from both, either, or neither. It can be passworded or not. There are also settings against the items, for the number of reservations that can be made against an item.

Controls, Borrower tables

				How n	nany boc	oks a bo	prrower	
				is	allowed	to rese	rve.	
orrower Type Categorie	es							
Description	Loan limit	Resv limit	Ovd bl	levels	Duration/date	Due date	Restriction	Count
Year 1	6	5	ne	1	6	25/06/2015	Restricted	146
Year 2	6	5	Jock	2	6	25/06/2015	Restricted	106
Year 3	6	5	no block	3	6	25/06/2015	Restricted	124
Year 4	6	5	no block	4	6	25/06/2015	Restricted	98
Year 5	6	5	no block	5	6	25/06/2015	Restricted	104
Year 6	6	5	no block	6	6	25/06/2015	Restricted	114
	10	5	blocked		14	03/07/2015	Restricted	
Staff	400	5	no block		30/11/2015	30/11/2015	Unrestricted	116
PrePrim	3	5	no block	PP	6	25/06/2015	Restricted	120
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
	10	5	blocked		14	03/07/2015	Unrestricted	
i l	10	5	blocked		14	03/07/2015	Unrestricted	
Description	Loan limit	Resv limit	Ovd block	Year levels	Duration/date	Due date	Restriction	
Year 1	6	5	no block 👻	1	6	25/06/2015	Restricted	
Update				Year levels	Calendar		Restriction	
Print							ОК	Cancel

Controls / Circulation Controls



- 1 Borrower is allowed to remove reservations.
- 2. Allowed to reserve against an item with a status of 1. If it is on the shelf why?
- 3. Visible Circulation menu button. If reserves are not allowed turn it off.
- 4. Print reserve notices automatically.
- 5. Hold notification popup window
- 6. Visible Loan menu button
- 7. Make reservation. If a password is here it must be used to allow a reservation.

Controls / Circulation Controls / Sounds

Sounds can be set. Make sure "play sounds" is ticked.

Highlight the action. Choose a sound from the dropdown list at the bottom . Test and set.

	Circulation sounds	Same in	x
	Sound event	Sound played	
1	General sound	.beep1	
	Loan OK	.blips	
	Loan blocked	.siren2	
	Quick entry	.siren3	
	Return OK	.blips	
	Return box	.beep3	
—	Return overdue item	.beep1	
	Return reservation	.siren3	
	Return irregular	.beep2	
	Cannot reserve item	.beep2	
	Overdue item	.siren2	
	Loan limit reached	.siren2	
• II	Restricted item	.siren2	
	Privacy code required	.siren2	
	Item on loan to person	.siren2	
	List items on hold	.siren2	
	Item on hold	.siren2	
	Item previously borrowed	.beep1	
	Borrower comment	.beep1	
	Loan note	.beep2	
	Return note	.beep2	
	News alert	.no sound	
	Birthday alert	applause.wav	
	✓ Play sounds (no tick = no so	punds)	
	.beep1	✓ Test Set Default	
		ОК	

Controls/ Search Controls

		ſ	P Search Controls	And Destate		J	
			Screen	Search and list controls	Font		
			 Window mode (960 by 660 pixels) 	Default search type: Words anywhere as default 👻	Font: Arial O Small font		
		-	C Full-screen mode (1280 by 994 pixels)	Titles listed in: Row format	Size: 12 (• Medium Style: Regular O Dark medium		
L	1.		💌 Display titlebar on top of window	Copies in title list: Include all copies 👻	AaBbCc C Large		
			Menu style: Large buttons menu 🔻	Show in column title list: Location	XxYyZz Custom		
			122-4034	Search entry: Style 1	Printer		
		ר ו	Screen colour	Switches	Passwords		4
	2		Screen <u>c</u> olour Reset	Read Book Reviews	Exit program:		
				 Write Book Reviews Display the last borrower in Item Details 	Borrower info:		
			Visible putter	Borrower privacy code required in Your Details	Reserve password:		
			Vour Details V Power S	Can make reservations	Main menu headings:		
Г		1	🔽 Bookbag 🔽 Help	Allow reservations against items with a status of 1	Heading		
	3		Resource lists Resource lists	Can remove reservations in Your Details	Font Arial 22 Regular		
				Allow Bookbag import/export	Colour: Heading		
			Item Type Icons	Allow Resource list import/export Sorrower photos visible	Second line: Search Library Database		
			Item type icons	Hide 'Limit search by item type'	Reservation limiting		
				✓ Hide 'Limit search by lexile'	Borrower types that can reserve even if the borrower		
			Time out	Hide 'Limit search by level'	has overdues.		
			Time elapsed from the last keypress or mouse click and		<u>iceserve aniterea</u>		
			when the program automatically re-displays the main menu.	Search limiting	Resource lists		5
			Time out delay (minutes) 0	Set up default search limiting based on location, item type and/or status.	Manage Resource Lists		
				Search limiting	New Items		
				<u>search ilmiung</u>	Automatic Manual Automatic: 20/11/2013 days		
			Default setup 🔻		OK Cancel Apply		

- 1. Allows reservations in the Search module. If this isn't ticked the reserve buttons won't appear.
- 2. Make reservations against items with status of 1. Tip.Set the same as for circulation .
- 3. Can remove reservations in Your details.
- 4. Password reserves. If passworded us the same word as in Circulations Controls.
- 5. Reservation limiting. This is the same as borrower tables.

Controls / Reservation Controls

	📋 Reserva	ations an	d Holds		12. 10		B. Same	-	3.3	10.00.4	
	Order 1	Item I	Link	BN	Date	Time	Title	Status	Name	Class	Display entry
	1 2	4834	4834	36 99	04/04/2014	12:21:25 10:48:47	Balloons, Airships, Kites and Gliders Scrawny Cat	on hold on hold	Mitchell, Marion	STAF	Remove entry
	3	31488	31488	99	01/02/2013	10:48:47	The Gate of Days : Book 2 - Boo	n/a	WORKROOM	STAF	Age list
	1	51622	51622	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	01/02/2015	10.40.47	No ouler story : book 5 - caulo	nya	WORRCOOM	314	Print notice
											Batch print notices
											Print entire list
											Print holds only
											Print for a title
											Borrower types
1.											Clear list
━━┺┳╲ぺ╵											Change list order:
2											Up Down
	These mes	ssages ap	pear at the bo	ttom of	reservation ar	nd hold notic	es.				
	Reservatio	on messag	je	This	item is not yet	available. D	o you wish to keep the reservation?				
	Hold messi	age		This	item is now av	ailable.					
	Maximum r	reservatio	ons per title	10							
3	Maximum r	reservatio	ons per person	1							
	per title										
4											
·	4 reservat	ions and H	holds								Save & Close

- 1. N/a message applies to Print notice if the item is unavailable. Use this toward the end of the year.
- 2. A standard message for the borrower.
- 3. Maximum reservations per title.
- 4. Maximum reservations per person per title

If any of the above setting are incorrectly set it will not work.

To reserve a book

There are two ways. The first is to enter the borrower as if to issue loans. Click Reserve.

Loans 22/04/2016					
	L	oans			
WEBBER, Jane (1)	Loan	limit: 1			
Type: 10 - Ten	On lo	an: 1			-
Class: STAF Year: S	Due o	date: 06/05/2016			E.
				G	
	Scan item barcode >>				
Number Title		Call number	Туре	Due date	
1 The amazing	story of Adolphus Tips /	F MOR*	FIC Fiction	24/03/2016	Overdue
Click					
reserve					
	7				
🙀 Make a Reser	vation Reser	ve an Item			
WEDDED	lana (1)	ve an nem			
Class: ST/ You can re You curren	Sance (r) AF eserve up to 5 items ntly have 1 reservation or hold				
To find an iter	n you wish to reserve, enter its barcode or or	ne or more words from the	title. Then click on	Find.	
			Fin	d	Click find,
					scan the
					barcode o
					type in th
					itom
					item
					number
				Cance	4

	Reserve an Item	1		
WEB Class You You List	BER, Jane [1] s: STAF can reserve up to 5 items currently have 1 reservation or hold			
ighlight	t item to be reserved below and click on the Reserve button.	Call number	Status	
1226	The Kingfisher Book of Space	520 RED	1 Available	1
1729	The History News: In Space	629.409 JOH	1 Available	
2225	All About Space Amazing Cosmic Facts	522 Gra	1 Available	
2234	The Usborne Complete Book of Astronomy & Space	520 MIL	1 Available	
2350	Space Encyclopedia	520 Cou	1 Available	
	Outer Space	BB 808 Eva	1 Available	
2444		P/KTT 523.2 Lev	1 Available	
2444 2468	Space and the Earth			
2444 2468 3376	Space and the Earth Living in Space	629.442 TRO	1 Available	
2444 2468 3376 4152	Space and the Earth Living in Space Poems About Space	629.442 TRO J821.91408 POE	1 Available 1 Available	
2444 2468 3376 4152 4203	Space and the Earth Living in Space Poems About Space Mysteries of Deep Space:Black Holes, Pulsars, and Quasars	629.442 TRO J821.91408 POE 523.8 ASI	1 Available 1 Available 1 Available	
2444 2468 3376 4152 4203 4230	Space and the Earth Living in Space Poems About Space Mysteries of Deep Space:Black Holes, Pulsars, and Quasars Space	629.442 TRO J821.91408 POE 523.8 ASI 629.4 GRA	1 Available 1 Available 1 Available 1 Available	
2444 2468 3376 4152 4203 4230 4230	Space and the Earth Living in Space Poems About Space Mysteries of Deep Space:Black Holes, Pulsars, and Quasars Space Look Around You : Organising Space in the Local Environment	629.442 TRO J821.91408 POE 523.8 ASI 629.4 GRA TR 507 LOO	1 Available 1 Available 1 Available 1 Available 1 Available	

Highlight and click Reserve.

🙀 Make Reservation	×
Item has been reserved.	
ОК	

It is done!

You can also reserve by clicking on the Reserve button first, finding the item, entering the borrower next. Reservations can also be made from Searches.

In Circulation messages will remind a borrower that there is a book on hold.

em	Title	
834	Balloons, Airships, Kites and Gliders	629.133 LOV
6120	Dogs Don't Tell Jokes	F Sac
6682	Elephants	J599.67 Ken
28974	Amazing Cows! : A Book of Bovinely Inspired Misinformation	GF Boy
33945	Animal Families	J591.5 Ani
13032	The Dahana Machine	DI MCC



Multiple copies.



Linking ties copies of a book together. If books are not linked only the copy reserved will be put on hold and three or four other copies may go in or out several times while the reserver is waiting. See the Cataloguing manual for more information on linking.

If links have been incorrectly made, reservations will not work properly. There is a place in the program that shows incorrect links. Ring the Help Desk for interpretation of this part of the program.