



## BOOKMARK FACT SHEET

### Reservations

April 2016

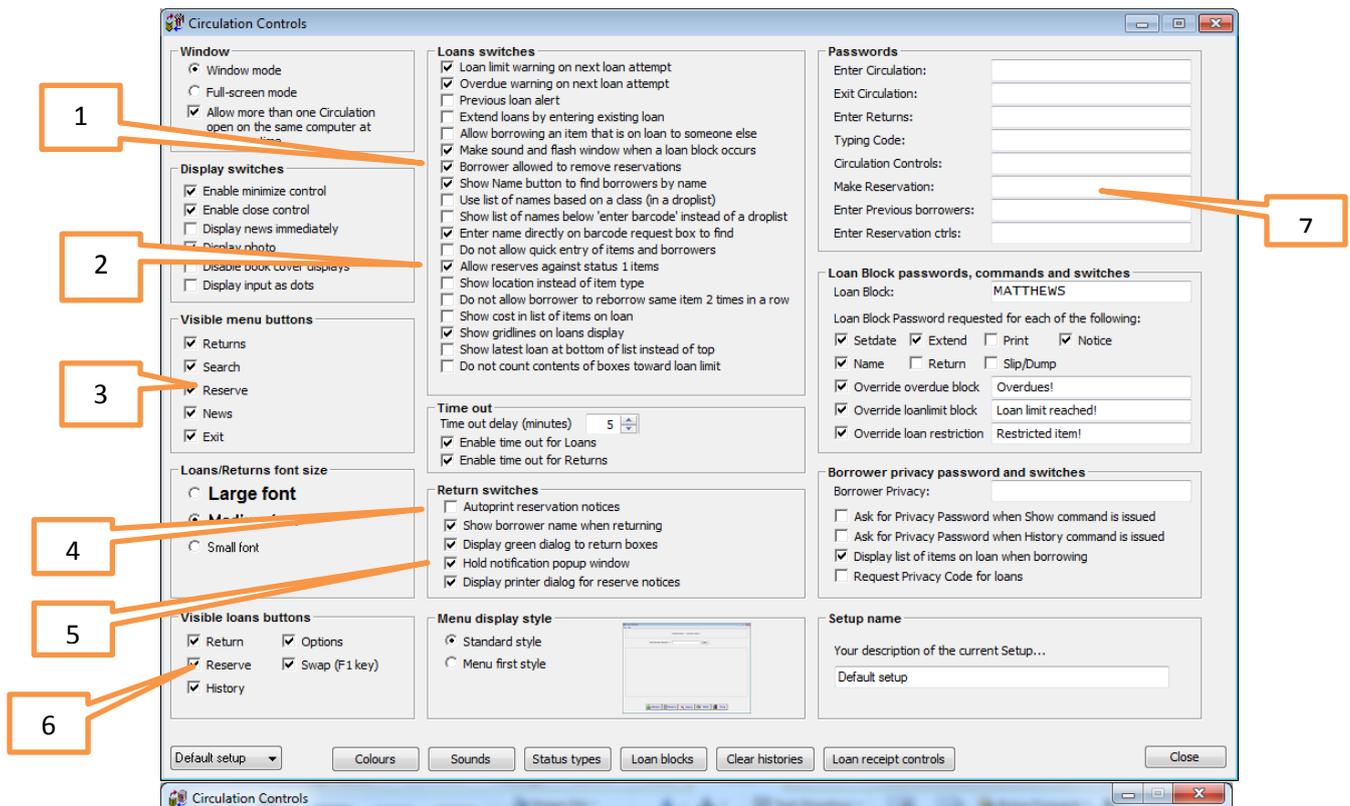
To reserve a book, the settings must be right, and there are many settings. The borrower has the number of reservations set in Borrower tables. There are different settings for Circulation and for Searching, since reservations can be made from both, either, or neither. It can be passworded or not. There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

#### Controls, Borrower tables

How many books a borrower is allowed to reserve.

| No | Description | Loan limit | Resv limit | Ovd block | Year levels | Duration/date | Due date   | Restriction  | Count |
|----|-------------|------------|------------|-----------|-------------|---------------|------------|--------------|-------|
| 1  | Year 1      | 6          | 5          | no block  | 1           | 6             | 25/06/2015 | Restricted   | 146   |
| 2  | Year 2      | 6          | 5          | no block  | 2           | 6             | 25/06/2015 | Restricted   | 106   |
| 3  | Year 3      | 6          | 5          | no block  | 3           | 6             | 25/06/2015 | Restricted   | 124   |
| 4  | Year 4      | 6          | 5          | no block  | 4           | 6             | 25/06/2015 | Restricted   | 98    |
| 5  | Year 5      | 6          | 5          | no block  | 5           | 6             | 25/06/2015 | Restricted   | 104   |
| 6  | Year 6      | 6          | 5          | no block  | 6           | 6             | 25/06/2015 | Restricted   | 114   |
| 7  |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Restricted   |       |
| 8  | Staff       | 400        | 5          | no block  |             | 30/11/2015    | 30/11/2015 | Unrestricted | 116   |
| 9  | PrePrim     | 3          | 5          | no block  | PP          | 6             | 25/06/2015 | Restricted   | 120   |
| 10 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 11 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 12 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 13 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 14 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 15 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 16 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 17 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 18 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 19 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 20 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 21 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 22 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 23 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 24 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |
| 25 |             | 10         | 5          | blocked   |             | 14            | 03/07/2015 | Unrestricted |       |

## Controls / Circulation Controls

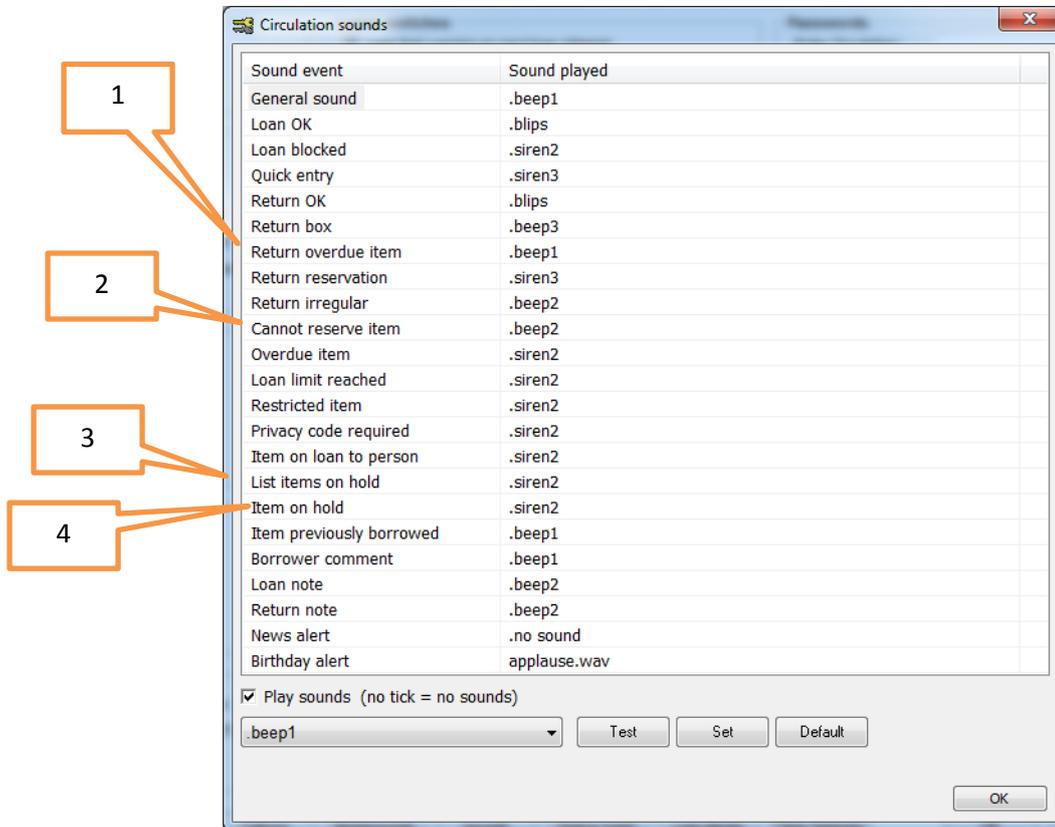


- 1 Borrower is allowed to remove reservations.
2. Allowed to reserve against an item with a status of 1. If it is on the shelf why?
3. Visible Circulation menu button. If reserves are not allowed turn it off.
4. Print reserve notices automatically.
5. Hold notification popup window
6. Visible Loan menu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

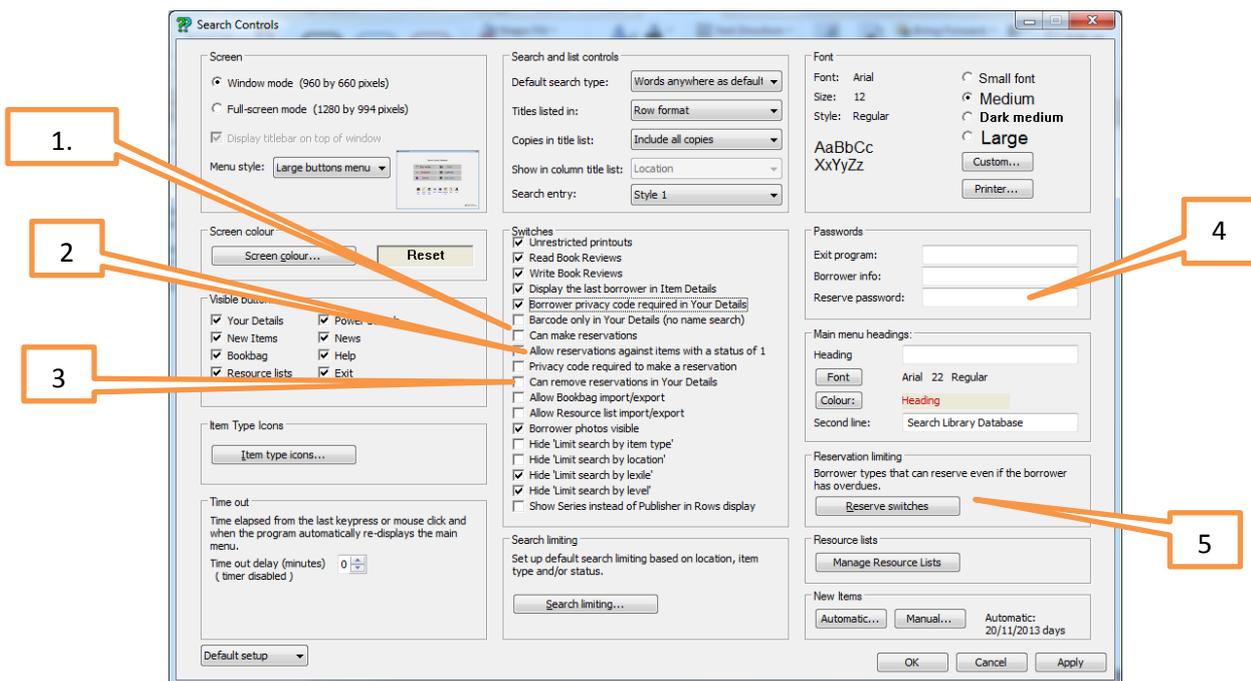
## Controls / Circulation Controls / Sounds

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.



## Controls/ Search Controls



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

The screenshot shows a window titled "Reservations and Holds" with a table of reservation data and a control panel on the right. Callouts 1-4 point to specific elements:

| Order | Item  | Link  | BN | Date       | Time     | Title                                 | Status  | Name             | Class |
|-------|-------|-------|----|------------|----------|---------------------------------------|---------|------------------|-------|
| 1     | 4834  | 4834  | 36 | 04/04/2014 | 12:21:25 | Balloons, Airships, Kites and Gliders | on hold | Mitchell, Marion | STAF  |
| 2     | 29532 | 29532 | 99 | 01/02/2013 | 10:48:47 | Scrummy Cat                           | on hold | WORKROOM         | STAF  |
| 3     | 31488 | 31488 | 99 | 01/02/2013 | 10:48:47 | The Gate of Days : Book 2 - Boo...    | n/a     | WORKROOM         | STAF  |
| 4     | 31822 | 31822 | 99 | 01/02/2013 | 10:48:47 | No Other Story : Book 3 - Cuthb...    | n/a     | WORKROOM         | STAF  |

Control Panel (Right):

- Display entry
- Remove entry
- Age list
- Print notice
- Batch print notices
- Print entire list
- Print holds only
- Print for a title
- Borrower types
- Clear list
- Change list order: Up, Down

Messages (Bottom):

These messages appear at the bottom of reservation and hold notices.

Reservation message: This item is not yet available. Do you wish to keep the reservation?

Hold message: This item is now available.

Maximum reservations per title: 10

Maximum reservations per person per title: 1

4 reservations and holds

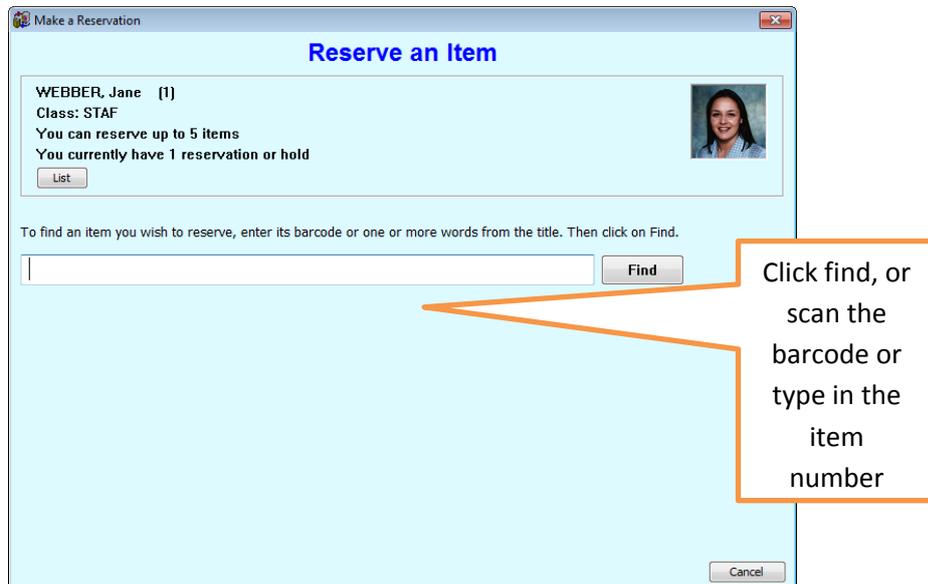
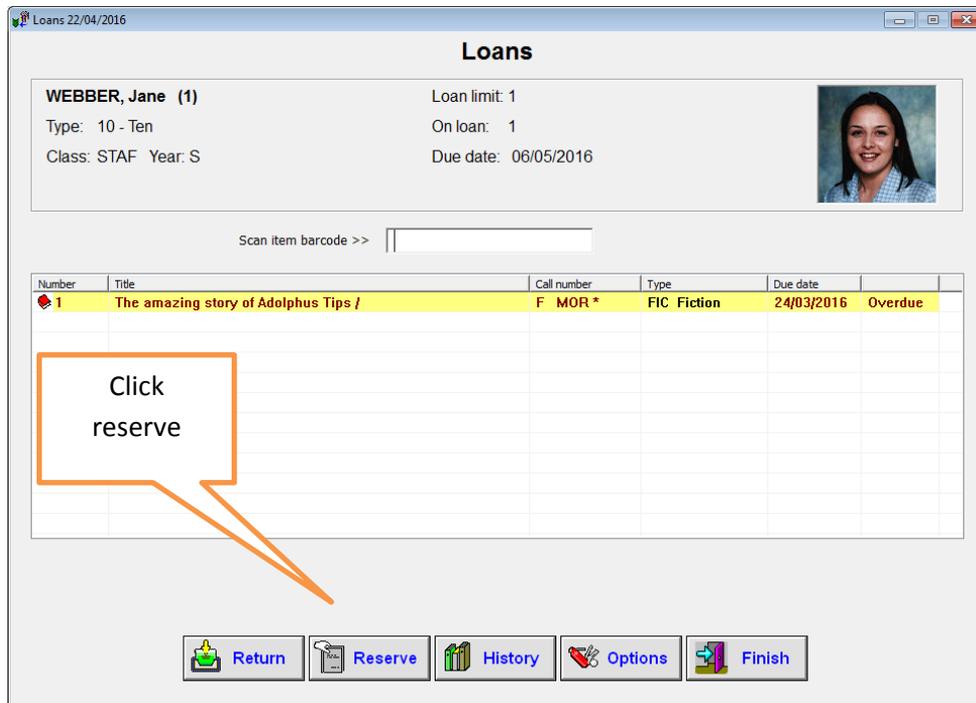
Save & Close

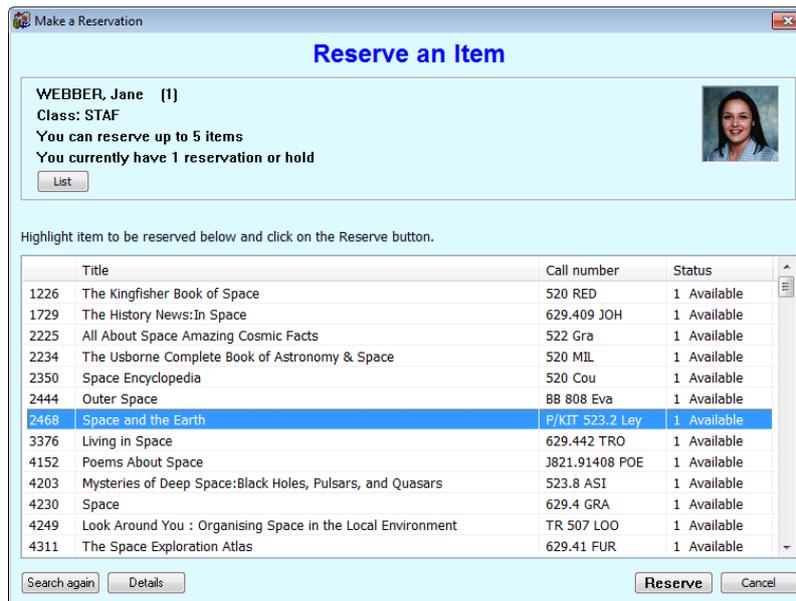
1. N/a message applies to Print notice if the item is unavailable. Use this toward the end of the year.
2. A standard message for the borrower.
3. Maximum reservations per title.
4. Maximum reservations per person per title

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.





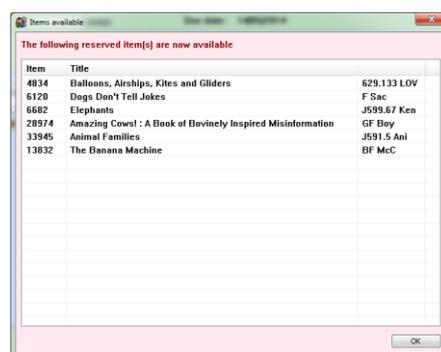
Highlight and click Reserve.



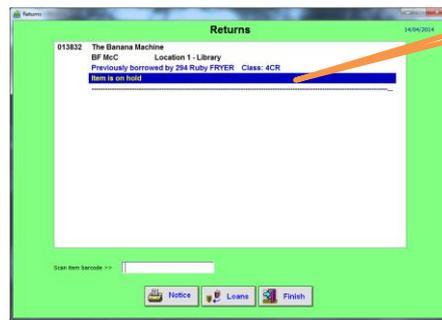
It is done!

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.



In return a book on hold will have an attached message.



Here

Multiple copies.



Cataloguing, Add/edit Linking, with a list of the linked 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.