

## 4.1 SELECTING A MEMBER

To access the **Home library material** window:

### *Procedure*

1. Highlight the **Member** class and select the **Class / Home library material** method.

The **Search by key** window will open.

2. You can search for a member in two different ways:

- by identifying the library member through the membership card number

Type in or use the reader to enter the membership card number in the **Search by key** window. You can also enter the alternative membership card number (e.g. student card number). In this case, the alternative numbers for the members must be recorded previously.

- by using some other type of data

In the **Search by key** window, leave the entry field blank and click the **OK** button. The member search window will open, which you can use to search for the member (e.g. by name and surname).

You can also access the member search window, if the number you entered does not exist in the members' records.



#### Tip:

If the member is already on your workspace, use the mouse to highlight it and then use the **Home library material** method from the shortcut menu.

When you select the library member, some programme controls are performed and the corresponding warning messages are displayed:

- If the restrictions *Entry denied* or *Internet access only* are set up for the member, a notification will appear. In case of these restrictions you can only return the material from the **Home library material** window or you can change the restriction for the member in the **Member** editor.
- If a member has the restrictions *Outside loan not allowed*, *Membership card retained*, *Membership card lost* or *Membership card found*, a notification will appear.
- If a member has the restriction *Outside loan not allowed*, the **Outside loan** button in the **Home library material** editor will be inactive; if a member has the *Membership card retained* restriction, the **Lend**, **Renew** and **Reserve** buttons will be inactive, and if a member has the *Renewal denied* restriction, the **Renew** button will be inactive.
- If outstanding debts, which were not settled within the defined period, are entered for the member, a notification will appear. There are no

restrictions for loan procedures. The period is defined by setting up a special parameter upon the library's request.

- If the library member turns 18 and the type of mailing address for overdue notices is set to the guarantor's/guardian's address, a message will be displayed.

If a member is included in the members' records, the **Home library material** window will open.