

2.1 TIME PARAMETERS

The data on time parameters for loan is maintained with the **Home library / Time parameters** method.



Note:

Initial parameter settings for "Loan period" are entered by the national COBISS centre on the basis of the table of time parameters defined by the library in Loan minutes in chapter 3.3. Upon the library's request, the NCC can change the value of this parameter, so that the loan will be disabled ("0d" or blank).

If departments do not have the same time parameters in the library in which loan is organised in separate departments, define the time parameters separately for each department. Find and select the department in the **Departments** class and then use the **Object / Time parameters** method.

The **Time parameters** window will open, showing for which department (e.g. *Department 01*) the time parameters are valid, when and who created the table for the first time and who modified the table last.

Once you click the **Table** button, the **Time parameters table** window will open. The rows in the table represent the type of material, while the columns represent the following time parameters:

borr. – loan period for outside loan for copies that do not have special loan restriction in the subfields 996/997p, 996/997u or a special status in subfield 996/997q

ren. – renewal period for copies that do not have special loan restriction in the subfields 996/997p, 996/997u or a special status in subfield 996/997q

res. – reservation validity period

wait. – time when the material is waiting for the library member who reserved the material

ord. – reservation validity period for available material

1st – number of days after the due date, required before the first overdue notice is issued

2nd – number of days after issuing the first overdue notice, required to issue the second overdue notice

3rd – number of days after issuing the second overdue notice, required to issue the third overdue notice

4th – number of days after issuing the third overdue notice, required to issue the fourth overdue notice

fine – period, within which the overdue fine is not charged despite the material being returned late

read. – reading room reservation validity period

You can enter different time parameters for:

- basic types of material (e.g. books, CDs, etc.)
- types of material depending on the content, which is specified in subfield 675s:
 - 82 = fiction
 - 78 = music
 - 79* = entertainment

If you only enter the parameter for the basic type (e.g. CDs) and leave the parameter for the "subtype" blank, the first parameter will also be taken into account for the "subtype" (e.g. CDs – fiction, CDs – entertainment and CDs – music). If, e.g., you wish to have different time parameters for CD-ROM and CD-ROM – fiction, enter the parameter for the basic type and the "subtype".



Note:

In the current version of COBISS3/Loan the parameter "Reading room reservation validity period" is not taken into account!

The values in the table can be as follows:

- number of days or number of months, e.g. 21d or 1m
- blank – loan and loan renewal are not possible for the basic type of material; the parameter for the basic type is taken into account for the "subtype"
- value 0d – loan, loan renewal or reservation of material are disabled



Tip:

If you wish to take into account only work days, add the "*" character in front of the number (e.g. *5d – five work days).



Note:

If the date, calculated on the basis of the specified time parameters, falls on a non-work day, then the new date is postponed to the next work day.



Tip:

When creating a time parameter table for individual departments in a library with departments, the time parameters for the Home library will be transferred, if they have been previously defined.

2.1.1 Loan period expiry date for textbook fund

In school libraries, where loan is organized by departments, a special loan period expiry date can be set in the department that is defined as the textbook fund. This date is taken into account when material is put on loan, regardless of the type of material and the date of loan procedures. The set loan period expiry date will be taken into account until it is either deleted or changed by the library. The loan period expiry date set in this way has priority over all time parameters values in the *borr.* column, which are entered in the **Time parameters table** window.

Procedure

1. In the **Department** class, find and select the department that is defined as a textbook fund, and then use the **Object / Loan period expiry date** method.
2. The **Loan period expiry date** window will open, where you can enter the date in the form *dd.mm.yyy.* into the entry field.
3. To confirm the entry, click the **OK** button.



Note:

- *Setting the loan period expiry date is linked to all usernames that are logged into the application after the setting is changed.*
- *The loan period expiry date must be greater than the current date.*
- *The loan period expiry date does not affect other loan transactions where values of other time parameters are taken into account (e.g. parameters in columns *res. ren.*, etc.).*