

2.3 LOAN TYPE (PQ TABLE)

Only those copies of material can be put on loan to library members, for which loan restrictions or loan bans were not set up during the process of cataloguing. If certain copies cannot be put on loan or their loan period is different, you can set up a loan restriction for these copies within the cataloguing software by making entries to the subfields 996/997p – *Availability level*, 996/997q – *Status* and 996/997u – *Loan restriction*.

The time restriction for the loan of every individual item is defined by the content of subfield 996/997p, if it contains one of the following values:

- 1 – limited access – up to 7 days*
- 2 – limited access – 7 days*
- 3 – limited access – 14 days*

The loan restriction or loan ban is defined by a combination of the contents of subfields 996/997p and 996/997q. The values entered in those subfields warn the person in charge of loan that there are special restrictions placed on the item and that the item can only be put on loan under special conditions or cannot be put on loan at all (e.g. the value 7 in subfield 996/997p warns the person in charge of loan and the member that the item is not intended for loan).

For individual occurrences of these subfields, one of the loan types for outside loan or reading room loan is specified in the **Loan type (pq table)** table:

Loan type

- the item can be put on loan **without restrictions**
- the item can be put on loan **with restrictions**

When you select such an item, the software will warn you that the subfields 996/997p or 996/997q contain a value that restricts the loan. You can put the item on loan despite the restriction, if you highlight it and confirm the selection by clicking the **OK** button.

- the loan of the item can be **denied**

When you select such an item, the software will warn you that the item cannot be put on loan.

The default parameter values that define the outside loan or reading room loan are displayed in table 1.

Table 1: Default values for loan types (pq table)

p / q	blank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	+	-
blank	00	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22
1	00	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22
2	00	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22
3	00	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22
4	10	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22
5	11	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22
6	11	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22
7	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
8	33	22	22	22	22	22	11	22	22	22	22	22	22	22	22	22	22

In the table, the rows refer to different values of subfield 996/997p – *Availability level*, and the columns refer to different values of subfield 996/997q – *Status*.

Two values are entered to each table cell following the structure XY (e.g. 10):

- Y – outside loan
- Z – reading room loan

The values in the table refer to:

- 0 – loan not restricted
- 1 – restricted loan (the employee must decide whether to put the material on loan or renew the loan period despite the restriction)
- 2 – loan denied
- 3 – self-checkout not possible, although unrestricted loan applies in the library



Note:

If a library wants to have parameter settings other than default, a written request must be sent to IZUM.

You can see the current loan settings by using the **Home library / Show loan parameters** method. To display outside loan settings in the **Loan parameters** window, select **Outside loan type**; to display reading room loan settings, select **Reading room loan type**.