

2.5 CONTACT DETAILS AND INFORMATION FOR COBISS/OPAC

It is recommended for the library to publish its contact details related to the My library service in COBISS/OPAC on its web page (e.g. telephone number and e-mail address for information, special notifications etc.). The web page address where the data is published can be defined by the method **Home library / Contact details and information for COBISS/OPAC**. The members can access the page through the link in the My Library service in COBISS/OPAC. In libraries with departments it is recommended to publish contact details for each library department.

After you select the method **Home library / Contact details and information for COBISS/OPAC**, a window will open where you can enter:

- under "Contact details and info (COBISS/OPAC)" enter the URL address where your contact details and notifications related to the service My library are published
- under "E-mail address for reservations" enter the e-mail address for receiving notification about reservations of available copies carried out via COBISS/OPAC; in libraries with departments, enter e-mail address for each department under data on department
- under "E-mail for copies of e-notifi." enter the e-mail address for receiving copies of e-notifications.



Tip:

If the library has departments and wishes that copies of e-notifications for separate departments are sent to a separate e-mail address, that address is entered in the **Department** editor under "E-mail for copies of e-notifi.".

- messages which are displayed during reservation of material via COBISS/OPAC:
 - message about unsuccessful reservation because the member is not subscribed to e-notifications about received reserved material; the message is displayed only if the appropriate settings were set up upon the library's request
 - message about successful reservation of available material; it consists of a record about successful reservation, reservation expiry date and note related to the collection of material
 - message about successful reservation of unavailable material; it consists of a record on successful reservation and reservation expiry date

Default values, which can be changed if needed, are in the fields for messages:

- Under "Res. not possible" the default text of the message which is displayed in case of unsuccessful reservation: *Material is not reserved. Your library does not allow you to reserve material via My library as, in your profile, you did not choose e-notification about availability of reserved material (e-mail or SMS) under your settings. Please set the e-notification parameters in My library (in the E-notification window) or contact your library.*
- Under "Status O" the default text of the first part of the message which is displayed in case of successful reservation of available material is: *Your reservation request received.*
- Under "Status O – valid to" the default text of the second part of the message which is displayed in case of successful reservation of available material is: *Your selected material will be waiting for you in your library until;* reservation expiry date will be automatically added at the end of the text
- Under "Status O – note" the default text of the third part of the message which is displayed in case of successful reservation of available material: *It is recommended to check loan status before collection.*
- Under "Status R" the default text of the first part of the message which is displayed in case of successful reservation of unavailable material: *You reserved currently unavailable material. Once it becomes available, you will be notified by the selected method of notification.*
- Under "Status R – valid to" the default text of the second part of the message which is displayed in case of successful reservation of unavailable material is: *Material reserved until;* reservation expiry date will be automatically added at the end of the text.