

4.11 INSIGHT INTO THE LIBRARY MATERIAL STATUS

In the **Home library material** window you can get the information on who borrowed or reserved the material for an individual copy in the list of recorded material. If there is a list of reservations for the borrowed or reserved material, you will also get information about who else reserved the material.

Procedure

1. Find and select the item in the **Home library material** window.
2. Click the **View** button.

The **Insight into the library material status** window will open displaying first the basic data on material (title, author, publication year and language of publication for monographs, or title, ISSN, language of publication and publisher for serials) and then the following:

- accession number
- date of loan or reservation entry
- last loan renewal date
- loan due date or reservation due date
- loan status
- data on library member or partner who has borrowed or reserved the material (for the member, the membership card number, name and surname of the library member will be displayed; for the partner, the symbol of the partner will be displayed)
- ILL request number (only if the material is reserved for interlibrary loan or borrowed through interlibrary loan)

If the material is reserved, the list of reservations will be displayed. In this list, date of reservation, data on the member or partner, for whom the material is reserved, ILL request number (in reservation for interlibrary loan) will also be displayed. In libraries with departments the data on the department in which the reservation has been recorded will also be displayed.

Options

You can also view the library material status, if you click the **View** button in the **Catalogue** window. In that way, you will get information on who borrowed the item and information on possible reservations.

You can also check the loan status for an individual copy of material by finding it in the **Field 996/997** class. If the copy is unavailable, data on loan or reservation (**On loan/reserved** folder), possible list of reservation for this material (**Reservations** folder), data on the member or partner, who has reserved or borrowed the material, and the ILL request number (only if the material is reserved for interlibrary loan or borrowed through interlibrary loan) are accessible from the related objects.