

4.17 LOAN IN MOBILE LIBRARY

The COBISS3/Loan software enables automated loan procedures in the mobile library department in the area of the mobile library route, where the quality and strength of signal allows procedures to be performed effectively in the COBISS3 software. The COBISS3/Loan software can only be accessed online.



Tip:

As online connection is probably not available at all mobile library stops at all times, application for entering loan procedures during this time is available and you can subsequently make adjustments with the local library database (see chapter 4.17.4).

As the majority of loan procedures in the mobile library is the same as in libraries, this chapter contains only those procedures that are performed in the mobile library only (e.g. selection of mobile library stop, material arrangement in the mobile library, setting up special loan parameters, etc.).

4.17.1 Special settings

In libraries with departments you can highlight an individual mobile library department by entering the number of mobile libraries under “Number of mobile libraries” in the editor with data on the mobile library department. As libraries usually have only one mobile library department, enter number 1. When you highlight the mobile library department, methods for entering material transfer to and from the library become available, and controls related to the mobile library procedures are activated at the same time.

As the mobile library stops periodically at individual mobile library stops, time parameters for loan and opening times calendar must be set up accordingly. To set up time parameters for loan and opening times calendar, find the mobile library department, transfer it to the workspace and use the method **Department / Time parameters** or **Department / Calendar**.

4.17.2 Selecting mobile library stop

Before the mobile library starts operating, a mobile library stop must be selected. When you do that, all loan transactions that were carried out at the mobile library stop will be entered for the selected mobile library stop location.

**Tip:**

A list of mobile library stops is maintained in the local code list *Mobile library stop (CODE 311)*. Two-digit codes and mobile library stop names are entered to the code list. Under the code 99, it is recommended to enter *Permanent mobile library stop* which is normally selected when transferring material to and from the mobile library.

When you log in to the mobile library department, a window with a list of mobile library stops will open. When you confirm the selected mobile library stop, data on the selected mobile library stop will be displayed after data on the login department in the title bar.

**Tip:**

If it is already defined under your username that when you log in you are automatically logged in to the mobile library department, an automatic notification will appear when you enter the first loan transaction reminding you that you have to select the mobile library stop before you start.

If you wish to change the mobile library stop, you can do this in the following two ways:

- in the **Home library material** window, select the relevant mobile library stop from the drop-down list for the selected member
- use one of the ways of transitioning to another department (e.g. **Department / Transition to another department**) and select the mobile library department again

4.17.3 Entering material transfer to and from mobile library

Due to shortage of space, a mobile library holds only part of the mobile library material; the rest of the material is in the mobile library closed stacks or in other library departments. In order for the actual material availability at the mobile library to be displayed, each item transferred from the parent library department to the mobile library must be entered. When the material is returned to the parent library, it must be removed from the mobile library records.

4.17.3.1 Entering material delivered from library to mobile library

Use this procedure when material is delivered from the closed stacks or other parent library departments.



Note:

Material that was not entered as delivered to the mobile library cannot be put on loan in the mobile library. Such material can only be reserved.

Conditions

You can enter delivery for material:

- that has a designation of mobile library sublocation (in element 1 of subfield 996/997d or in element E of subfield 996/997e) or was on interdepartmental loan to the mobile library department
- that is available or reserved (status *O*)
- that was not yet entered as delivered to mobile library
- that is available for loan

Procedure

1. Log in to the mobile library department.
A window with a list of mobile library stops will open.
2. Select *permanent mobile library stop*.
3. In the **Department** class, find the mobile library department and load it to the workspace.
4. Highlight the department and select the **Transfer material to or from mobile library** method.

The **Enter material transfer to or from mobile library** window will open. In the window, the radio button for entering delivery of material to mobile library is selected as default.

5. Enter the item identification number (accession number or loan number).

The item is loaded to the workspace; at the same time you are returned to the **Enter material transfer to or from mobile library** window, where you continue with entry procedures.

If material is a serial with several issues and you entered only accession number without issue designation, the **Select issue** window will open, where an individual issue can be selected. If you wish to enter delivery of several issues of the same volume, you must repeat the procedure for each issue.

If material is reserved or is waiting for a member, a notification will be displayed, and you have to place the material to the appropriate place in the mobile library.



Tip:

Material that is located in the mobile library can be found in the **Field 996/997** search window. Under “Mobile library No.”, enter the number of the mobile library (usually 1) and click the **Find** button. In the same way you can search for material in the **Catalogue** window if you would like to see information on the loan status of the material.

Information about the material being located in the mobile library will be displayed in the **Insight into the library material status** window if you use the **View** method, and in the **Catalogue** window within the loan status report.

4.17.3.2 Deleting material from the mobile library records

Use the procedure when you want to return material from the mobile library to the closed stacks or to other parent library departments.



Note:

Material that was deleted from the records in this way can no longer be put on loan in the mobile library.

Conditions

You can enter deletion from the mobile library material records for:

- material that was previously marked to be located in the mobile library
- available material

Procedure

1. Log in to the mobile library department.
A window with the list of mobile library stops will open.
2. Select *permanent mobile library stop*.
3. In the **Department** class, find the mobile library department and load it to the workspace.
4. Highlight the department and select the **Enter material transfer to and from mobile library** method.

The **Enter material transfer to and from mobile library** window will open. In the window, the radio button for entering delivery of material to the mobile library is selected as default.

5. Select the **transfer from mobile library** button.
6. Enter the item identification number (accession number or loan number).
The item is loaded to the workspace; at the same time you are returned to the **Enter material transfer to and from mobile library** window, where you continue with the entry procedure.

If a copy is not located in the mobile library or if it is still entered for the member, a notification will be displayed.

4.17.4 Entering loan procedures when working online in COBISS3/Loan is not possible

If the quality and strength of signal do not allow effective work with the COBISS3 software, loan procedures, return of material and loan renewals are entered in the **Offline COBISS/Loan in mobile library** application. Before you start working in the COBISS3/Loan, the application must be installed to your computer in the mobile library.

You can install the application by selecting the **Class / Install offline application in mobile library** method in the **Department** class. In the **Offline COBISS/Loan in mobile library** window, select the folder to which you wish to save the application. The folder *C:\Users\<username>\busC3Loan* is already set as default. At the same time, the application shortcut will be created on the desktop. As a rule, the application is installed only once.

When you are at the mobile library stop and you establish that you cannot work online in the COBISS3/Loan software module, activate the shortcut on your desktop and run the **Offline COBISS/Loan in mobile library** application. In the **Login to offline COBISS/Loan in mobile library** window, enter your username and click the **OK** button.

4.17.4.1 User settings

In the menu, select the **System / Settings** option. The **User settings** window will open, containing the following tabs:

- **User**, where you define the name and surname of the username you use to login to the application
- **User interface**, where you select the font, font colour and font size
- **Lending form**, where you select whether a window for selecting printer settings should open, enter the name of the person who will sign the lending form (e.g. *Librarian*) and greetings (e.g. *Thank you for visiting our library! We look forward to seeing you again soon.*)

Save the settings by clicking the **OK** button, or cancel the settings by clicking the **Cancel** button.

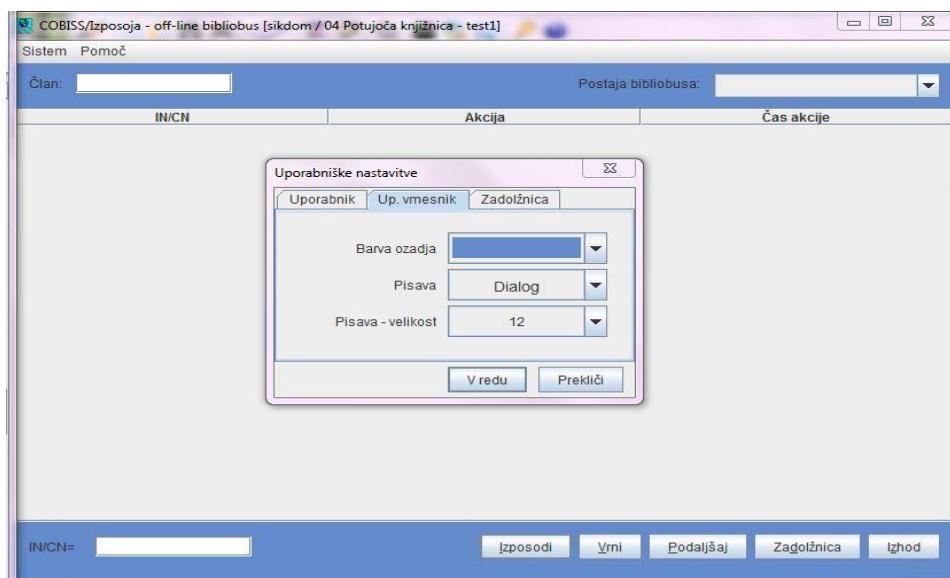


Figure 4.17 - 1: User interface settings

4.17.4.2 Entering loan procedures

The following loan procedures can be performed:

- loan of material
- return of material
- loan renewal
- printing lending forms



Note:

In the application you cannot enter new members, change member details, etc., as the application is not connected with the COBISS3/Loan software module and is intended only for entering the most common loan procedures, which are transferred to the COBISS3/Loan software module at a later time.

Use the application only when you cannot work online in the COBISS3/Loan software module.

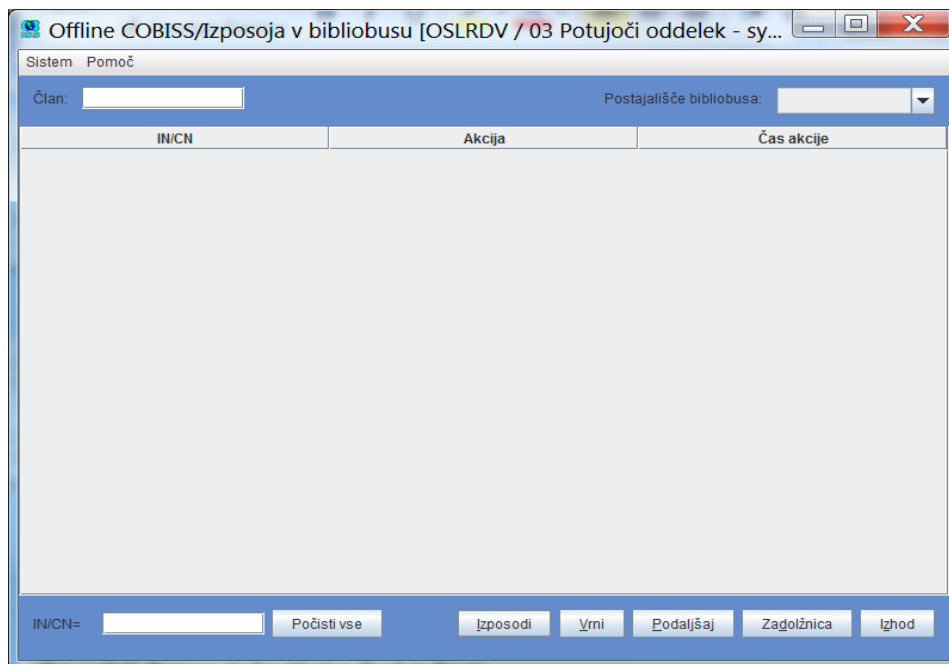


Figure 4.17 - 2: Basic user interface window

Before you start entering loan procedures, select a mobile library stop from the drop-down list under “Mobile library stop”. Next, under “Member”, enter (manually or with a barcode reader) the membership card number of the member for whom you wish to enter one of the possible transactions. Under “AN/LN”, enter the accession number of the item that you wish to enter for the member. Depending on what you wish to do with the material, click one of the following buttons: **Lend, Return, Renew, Lending form**. If you wish to renew the loan period for all the items entered for the member, enter only the membership card number, and leave “AL/LN” empty.



Note:

For serials with several issues, the entire identification number of the item ((<accession number>*, *<issue number>*) must be entered. If there is only accession number on the label, identification number must be entered manually; if not, the transaction will not be transferred.*



Note:

When entering member’s identification number and item’s accession number, be precise as the programme does not check if the entry is correct. Possible mistakes will be detected only in the procedure of transferring data into COBISS3/Loan. Later on, it will be more difficult to detect incorrect entries for members or material.

When you enter accession numbers with a barcode reader, select the procedure you will perform for the member before you read the barcode.

**Tip:**

If you wish to cancel the entered transaction, you can delete it by clicking the right mouse button to highlight the transaction and then clicking the **Delete** button that appears in the screen tip.

**Tip:**

If you wish to delete contents under “Member”, “Mobile library stop” and “AN/LN”, click the **Clear all** button.

When you finish entering loan for a member and continue the procedure for the next member, first enter the identification number of the next member under “Member” and then start entering loan procedures.

The screenshot shows a window titled "Offline COBISS/Izposoja v bibliobusu [OSLRDV / 03 Potujoči oddelek - s...". The interface includes a "Sistem Pomoč" menu, a "Član:" field with the value "0300543", and a "Postajališče bibliobusa:" dropdown menu set to "Brezje". Below this is a table with three columns: "IN/CN", "Akcija", and "Čas akcije".

IN/CN	Akcija	Čas akcije
032012099	11 - izposoja na dom	09.10.2014 16:14:22
032012654	11 - izposoja na dom	09.10.2014 16:14:33
032012090	17 - vračilo gradiva	09.10.2014 16:15:20
032014544	16 - podaljšanje roka izposoje	09.10.2014 16:15:31

At the bottom of the window, there is an "IN/CN=" field and several buttons: "Počisti vse", "Izposodi", "Vrni", "Podaljšaj", "Zagolžnica", and "Izhod".

Figure 4.17 - 3: Entered loan procedures for a member

After loan of material, return of material or loan period renewal, you can print a lending form for the selected member. To do this, click the **Lending form** button. On the lending form, the following data will be displayed:

- library name and department
- date and time of issuing the lending form
- membership card number of the member for whom procedures with material were entered
- procedure that was carried out for the item of material (Unavailable material for the loan of material, Returned material for the return of material and Loan period renewal for renewing loan period), and accession number or loan number used for the procedure
- data on the person who lent the material

- greetings



Note:

*Specific member details (e.g. name and surname) and data on the material (e.g. author, address, etc.) are not displayed on the lending form as there is no connection between the **Offline COBISS/Loan in mobile library** application and the COBISS3/Loan software module.*

When you finish entering loan procedures at the mobile library stop, close the application by clicking the **Close** button. At the next stop, where you will have to enter loan procedures via the **Offline COBISS/Loan in mobile library** application, open the application again, select the relevant mobile library stop from the drop-down list under “Mobile library stop” and start entering loan procedures.

4.17.4.3 Transferring entered transactions to the COBISS3/Loan software module

When you come to the mobile library stop, where you can enter loan procedures online, all transactions that were entered in the **Offline COBISS/Loan in mobile library** application will be transferred to the COBISS3/Loan software module.



Note:

*Transactions that were carried out in the **Offline COBISS/Loan in mobile library** application must be transferred to the COBISS3/Loan software module **at the first mobile library stop where you can work online**. It should be noted that members could lend the material, which was returned by members at the previous mobile library stop where procedures could not be performed online, at the next mobile library stops. If return of material that was returned at the mobile library stop where procedures could not be performed online was not transferred to the COBISS3/Loan software module, these items will not be available for loan.*



Note:

*Before you start transferring transactions, it is recommended that you log out from the **Offline COBISS/Loan in mobile library** application, and log in to the mobile library department in the COBISS3/Loan software module.*

In the COBISS3/Loan software module, highlight the **Department** class and select the **Class / Transfer transactions from offline application in mobile library** method, which enables entering all transferred transactions to the COBISS3/Loan software module.

If a transaction was not successfully transferred (e.g. membership card number of the member for whom the transaction was entered in the **Offline**

COBISS/Loan in mobile library application does not exist, the loan period was not renewed, etc.), the corresponding message will be displayed.

If you want to view detailed data on the transferred transactions, you can do this in the **Offline COBISS/Loan in mobile library** application. In the menu, select **System /View messages on the transfer of offline transactions**. The **Transfer offline transactions** window with a list of files with messages will open. The file name contains the date and time of the performed transfer (e.g. 10.09.2014 10:53:45). When you click on an individual line, a file will open in the editor, which is set to open txt. files by default. The following data will be displayed:

- date and time of transaction
- action performed on the basis of the transferred transaction
- member's membership card number
- accession number
- transfer status
- additional data on restrictions for the material or member.

When *OK* is displayed in the "Transfer" column, the transferred transaction is successfully entered. If *NOT OK* is displayed under status for an individual transaction, the transaction was not successfully entered. The reason for the unsuccessful transfer of the transaction is displayed in the "Action" column.

The second option for viewing detailed data on the transferred offline transactions is available also in the COBISS3/Loan software module.

Procedure

1. In the **Department** class, select the **View messages on the transfer of offline transactions** method.

The **Transfer offline transactions** window will open.

2. In the *From* and *To* entry fields, enter the period of viewing messages on the transfer of offline transactions and confirm by clicking the **OK** button.
3. Select one or more files that are visible in the form of a timestamp and confirm by clicking the **OK** button.

A file will open in the editor, which is set to open txt. files by default. If you select several files to view messages on the transfer of offline transactions at the same time, only one file will open, where all messages are displayed in individual sets, separated by a transverse line, according to the transfer of offline transactions.