

## 4.4 READING ROOM LOAN

Reading room loan procedure is the same as the outside loan procedure. You can lend material to the member in two ways:

- enter the item's identification number (accession number or loan number) to "AN/LN="
- find the item in the catalogue and then select it from the list of found copies



**Tip:**

If an item is already reserved for a member (status *O*, *W* or *U*), you can lend the item also by highlighting it in the list and then clicking the **Lend** button.

Before you click the **Lend** button, check if the **Reading room loan** radio button is ticked. The copy will be added to the list of material for the member and has status *S*. The material is normally put on reading room loan only for one day, for this reason, the due date is the same as the date of loan.

If material was previously reserved for reading room use (status *U*), the due date for the material is the same as the reservation expiry date.

When the due date expires, it is displayed in red. If you wish to record debt for the fine automatically, you must define the price for the fine for the material put on reading room loan ("Type of service/debts" is 15 – *ZCI fine – reading room*).

It is possible to limit the number of copies put on reading room loan in the library:

- you can define the maximum possible number of copies put on reading room loan for individual group (category) of members (see chapter 2.6)
- you can define the maximum possible number of copies on loan for a member taking into account both copies on outside loan and on reading room loan. If the restriction is not defined for the member, general restriction is taken into account for member category and even if this restriction is not defined, the restriction for the number of copies on reading room loan will be applied.



**Note:**

*If the restrictions are defined for the member or the material which restricts or disables the loan, an appropriate warning will be displayed. In the following cases you can decide if you wish to lend the material despite the restrictions:*

*– the member has reached the maximum possible number of copies which the members of the same category can borrow*

– availability level (996/997p) is defined for the copy restricting reading room loan; it usually applies to availability level 5 – restricted availability – with author's permission or 6 – the contents of the document is not available

– status (996/997q) is defined for the copy restricting reading room loan; it normally applies to status 6 – damaged

– the copy is reserved for other member (it is a reservation of available material (status O) or the material waits for the member(status W))

– the material with the same COBISS.SI-ID is reserved for the member (status R), if you put the material on loan despite that, the reservation will be deleted



Note:

The material cannot be put on reading room loan in the following cases:

- the item's identification number does not exist
- the item does not belong to the department in which you wish to put it on loan (this applies to libraries where loan is organized by departments)
- the item is entered as on loan, retained or lost for member
- the item is entered as on loan, retained or lost for another member
- availability level (996/997p) is defined for the item restricting reading room loan; this usually applies to availability level 7 – completely inaccessible (archival copy)
- status (996/997q) is defined for the item restricting reading room loan; this normally applies to status that is different from 6 – damaged
- loan restriction 0d (996/997u) specified for the item prevents outside or reading room loan
- the **Lend** button is not active if some restriction which, among other, disables reading room loan (Entry denied, Internet access only, membership card retained)

#### 4.4.1 Entering transaction with material in reading room

Use the procedure if your library does not record loan in the reading room and you would like the loan in the reading room loan to be taken into account for loan statistics.

##### *Procedure*

1. Highlight the **Field 996/997** class and select the **Class / Enter transaction with material in reading room** method.  
The **Search by key** window will open.
2. Enter the ID of the item (accession number or loan number).  
The item will be loaded to the workspace.

Entering a transaction with material in reading room differs from entering loan in reading room in the following ways:

- the status of the copy remains *Available*
- data on the member who borrowed the material in the reading room is not recorded; for this reason, the visit by the member is not recorded

A transaction with material in reading room that was entered in this way will be taken into account when creating the following reports:

- for loan statistics from **LOAN-STA-Mt01** to **LOAN-STA-Mt010**
- **LOAN-Mt-01: Material by transaction** (when the relevant transaction is selected)
- **LOAN-Mt-02: List of most requested material**
- **LOAN-TR-03: Transactions involving material** (when the relevant transaction is selected)