

## 4.6 LOAN RENEWAL

Loan renewals for outside loans can only be performed in the **Home library material** window. You have to find the member for whom you wish to renew the loan period first. You cannot renew the loan period for the material put on reading room loan in this way, but you can change the expiry date manually (see chapter 4.7). You can renew the loan period for the material borrowed through interlibrary loan only for interlibrary loan.

Upon the library's request, a special parameter can be set up to enable loan period renewal for the material for which an overdue notice has been entered and reservation validity renewal for the reserved material (loan statuses *R*, *W* or *O*).

### Procedure

1. Highlight the **Member** class and select the **Class / Home library material** method.

The **Search by key** window will open.

2. Select the member.

Find the member by using the library membership card number or some other data (see chapter 4.1).

The **Home library material** window will open.

3. In the **Home library material** window, highlight the item (or items) for which you wish to renew the loan period.



Tip:

You can select all issues on the list for renewal by clicking the **Select all** button.



Tip:

Upon the library's request, a special parameter can be set so that when you select all the material by using the **Select all** button for renewal, the material that is entered for the member in other library departments will also be renewed.

When a library sets up this parameter, you can renew the due date or reservation validity in other departments by clicking the **Renew** button even if no item is entered in the current department.

4. Click the **Renew** button.

The new due date for the selected item(s) is calculated on the basis of the renewal period for the individual types of material by taking the current date into account. The current date is also entered as the date of renewal.

When renewing loan period for the item whose loan period has expired, you can record the debt for the fine (see chapter 7.2.2.2). If a library allows loan renewal for material for which an overdue notice was received, the overdue notice will be deleted when the loan period is renewed.



Note:

*When defining a new loan period expiry date, the library's calendar will be taken into account, so the loan period cannot expire on the day when the library is closed (see chapter 2.2). In this case, the first working day is defined as the due date.*



Note:

*If different time parameters and a calendar are set for individual departments, the renewal date and the calendar of the department where we are logged in are taken into account.*

### **Precondition**

In case of loan period restrictions for the member or the material, a warning message will appear. You can decide whether you wish to renew the loan despite restrictions in the following cases:

- the member reached the loan renewal limit for the item
- the availability level or the status set up for the item restricts the loan (see chapter 2.3). This usually applies to the availability levels (996/997p) 4 – limited access – reading room, 5 – limited access – with author's permission or 6 – contents of document not accessible (special treatment) and status (996/997q) 6 – damaged.
- the loan period is exceeded and the member has already received an overdue notice for the item on loan

The **loan cannot be renewed** for the material in the following cases:

- the item is on interdepartmental loan (status *D – interdepartmental loan*), the **Renew** button is not active
- the item was borrowed through interlibrary loan (status *M – interlibrary loan*)
- the item is entered as retained or as lost for the member (status *B* or *L*)
- the member has the restriction "Renewal denied", the **Renew** button is inactive
- the **Renew** button is inactive because the upper limit of total debts has been reached or the date of the oldest entered debts exceeded the time period (restrictions that are taken into account are defined by setting special parameters upon the library's request)



Tip:

Upon the library's request, a special parameter can be set up, where in

the case of unsettled debts in the specified period, a note will be automatically displayed before conditions for loan restrictions are activated.

- the library will not allow renewals for this type of material (the renewal period in the time parameters table is 0d or is not specified at all)
- the availability level or the status set up for the item prohibits the loan (see chapter 2.3). This usually applies to availability level (996/997p) 7 – *completely inaccessible (archival copy)* or to any status (996/997q) other than 6 – *damaged*
- the loan restriction (996/997u) for the item is set to 0d (996/997u)
- the newly defined loan period due date would be older than the previously defined one
- the material is reserved for other member
- the library does not allow loan renewal for the material for which an overdue notice has been issued
- the library does not allow the loan renewal to members which have at least one item on loan for which loan period has already expired.