

## 4.8 ENTERING NOTES ON MATERIAL

In the **Home library material** window, enter or edit the note for any item of material in the list of recorded material. The notes on the material can be related to the member, for whom the material is recorded (temporary notes) or to the actual item of the material (notes on items). When you enter a note, the username of the librarian who entered the note, the time and the date of the entry will be recorded. When you edit notes, this data will only be displayed for the last change made.

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### 4.8.1 Entering a temporary note

Notes on the material that are related to the library member for whom the material is recorded are called temporary notes. When the member returns the material, for which a temporary note was entered, the note is deleted automatically. Temporary notes can only be entered in the **Home library material** window. You have to find the member with the material, for which you wish to enter a temporary note, first.

#### *Procedure*

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

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

2. Select the member.

The member can be found by using the library membership card number or by using some other type of data (see chapter 4.1).

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

3. Find the item in the list of recorded material and double-click on the third row in the 1st column St/Nt.

The **Temporary note** window will open.

4. Enter the note.

The temporary note will be visible in the **Home library material** window and in the viewer of the recorded material.

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### 4.8.2 Entering a note on item

For loan purposes, you can also enter notes on the items that are only related to the actual item of the material regardless of the member the material is recorded for. These notes remain saved even after the member returns the material. For serials with bound or partially bound issues the note applies to all

units with the same accession number. For this reason, it is recommended to enter the unit designation (e.g. issue number) when the note refers only to one unit.

Notes on items can be entered in the **Home library material** window. You have to find the member with the material, for which you wish to enter a note on item, first.

### *Procedure*

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

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

2. Select the member.

The member can be found by using the library membership card number or by using some other type of data (see chapter 4.1).

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

3. Find the item in the list of recorded material and double-click on the second row in the 1st column St/Nt.

The **Note on item** window will open.

4. Enter the note.

### *Options...*

You can also enter a note on the item by using the method **Field 996/997 / Note for loan**. In this case, you have to find the item first in the **Field 996/997 class**. Next, select the **Enter note for loan** method from the shortcut menu for the selected field 996/997.