
4 HOME LIBRARY MATERIAL

All procedures of entering the material (loan, loan renewal, returns) for a selected member are performed in the **Home library material** window. You can access the local catalogue from the **Home library material** window where you can put the material on loan or reserve it for a member.

Subchapters:

- Selecting a member
- Home library material editor
- Outside loan
- Interdepartmental loan
- Reading room loan
- Returning material
- Loan renewal
- Changing the due date
- Entering notes on material
- Printing lending forms
- Displaying a record in the COMARC format
- Viewing the library material status
- Catalogue
- Reserving material
- Routing lists for serials
- Entering the loss of material
- Keeping records on the loan of sets
- Loan in mobile library