

COBISS3/Loan Version V6.1-00, October 2014

List of changes No. 8, October 2014

<i>Title of manual part</i>	<i>Page with change</i>	<i>Type of change</i>
Title page	Title page/1–2	updated
CONTENTS	CONTENTS/1–5	updated
PREFACE	PREFACE/3–4	updated
1 INTRODUCTION	1/1–2	updated
2 Setting up parameters	2/1	updated
2.1 Time parameters	2.1/3	updated
2.4 Electronic notification	2.4/1–3	updated
3.1 Registering a new member	3.1/1–14	updated
3.3 Deleting member details	3.3/1–2	updated
3.8 Batch deletion of data on inactive members	3.8/1–7	updated
3.9 Reference students database	3.9/1–5	added
4 Home library material	4/1	updated
4.1 Selecting a member	4.1/1–2	updated
4.2 Home library material editor	4.2/1–6	updated
4.3 Outside loan	4.3/1–6	updated
4.4 Reading room loan	4.4/1–2	updated
4.5 Returning material	4.5/1–9	updated
4.6 Loan renewal	4.6/1–3	updated
4.7 Changing the due date	4.7/1–2	updated
4.13 Reserving material	4.13/3–13	updated
4.15 Entering the loss of material	4.15/1–3	added
4.16 Keeping records on the loan of sets	4.16/1–11	added
4.17 Loan in mobile library	4.17/1–10	added
6 Setting up the date of procedures	6/1	updated
7.2 Entering debts	7.2/1–6	updated
8 Overdue notices	8/1	updated
8.2 Printing overdue notices	8.2/1–2	updated
8.5 Creating overdue notice forms	8.5/1–14	added
Appendix A.2 – Groups and report description	Appendix A.2/1–6	updated
Appendix B – Loan statistics	Appendix B/1	updated
Appendix B.2 – Description of statistical reports	Appendix B.2/1–6	updated

Notes:

With regards to publishing changes in the manuals, the following rules apply: in the part, listed in the "Title of manual part" column, a new date must be entered in the footer on all the pages. The vertical lines next to the previous changes must be deleted. New vertical lines must be added next to the new changes. Text that was moved further down on the page or onto the next page due to changes made on the previous page must not be marked with a vertical line.

Listed under "Page with change" are all pages on which the content was changed compared to the previous printed version of the manual, i.e. new changes included in the text, deleted chapters, added chapters or moved text. For the purposes of updating double-sided printed manuals, the pages (odd and even) are listed, where the contents have not changed, but the only change made was the entry of a new date in the footer.

To update the printed version of the manual, print the "Set for printed version" file and replace the pages in the binder. The "Set for printed version" contains all the pages listed in the "Page with change" column. If you wish that the contents of the binder are the same as the "Complete manual" file, then you have to print out the complete parts listed in the "Title of manual part" column.

COBISS3/Loan

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Description of changes No. 8, October 2014

Below is a description of the main updates of the contents by the parts, listed in the "List of changes" in the "Title of manual part" column.

1. *Chapter 2.1. Time parameters*

The chapter was updated due to the new option of setting the loan period expiry date for the textbook fund, which is taken into account when entering the loan of material in the textbook fund.

2. *Chapter 2.4. Electronic notification*

The chapter was updated due to the new functionality of turning on and off the distribution of automatic e-notifications to library members.

3. *Chapter 3.1 Registering a new member*

The chapter was updated due to the transfer of member details from the reference students database, the new attribute "Language of overdue notices" for member and the option of deleting invalid member IDs.

4. *Chapter 3.3 Deleting member details*

The chapter was updated due to the additional restriction when deleting a member (an open ILL request for the member).

5. *Chapter 3.8 Batch deletion of data on inactive members*

The chapter was updated due to the additional restriction when deleting members (an open ILL request for the member).

6. *Chapter 3.9 Reference students database*

In the new chapter, a procedure for the creation of the reference database on students and a procedure of updating data on registered members – students with data from the students reference database is described.

7. *Chapter 4.2 Home library material editor*

The chapter was updated due to the new options of entering the loan of sets, returning material with restriction and selecting the mobile library stop in the mobile library department.

8. *Chapter 4.3 Outside loan*

The chapter was updated due to the option of returning material with restriction, transferring material between members, and controlling unsettled debts.

9. *Chapter 4.5 Returning material*

The chapter was updated due to the option of returning material with restriction, entering the loss of material, transferring material between members, and returning material in any library department.

10. *Chapters 4.6 Loan renewal and 4.7 Changing the due date*

The chapters were updated due to the option of returning material with restriction, entering the loss of material and controlling unsettled debts.

11. *Chapter 4.15 Entering the loss of material*

In the new chapter, the procedure of entering the loss of material is described.

12. *Chapter 4.16 Keeping records on the loan of sets*

In the chapter, the procedures with material that is put on loan in a set are described.

13. *Chapter 4.17 Loan in mobile library*

In the new chapter, loan procedures in the mobile library are described. Instructions on working with the **Offline COBISS/Loan in mobile library** application, which is used when working online in COBISS3/Loan is disabled, are also added.

14. *Chapter 6 Setting up the date of procedures*

The chapter was updated as the method for setting the date of entering loan procedures was transferred to the menu bar under **System / Settings** and because the privilege for working with this method has been abolished.

15. *Chapter 7.2 Entering debts*

The chapter was updated due to the option of automatically entering debts for loan fee or tear and wear fee when material is put on loan or when loan period is renewed.

16. Chapter 8.5 Creating overdue notice forms

In the new chapter, procedures related to the option of creating different content for overdue notice forms, which are taken into account when creating overdue notices, are described.

17. Appendix A Reports

A.2 Groups and report description

The chapter was updated due to the inclusion of the new report *LOAN-Mb-07: Statistics of updating member details – students* and the option of changing the contents of overdue notice forms. Also, the chapter was updated due to the changed functionality of using variables in connection with overdue notice forms.

18. Appendix B Loan statistics

B.2 Description of statistical reports

The chapter was updated due to the inclusion of the new statistics *LOAN-STA-Mb06: Active members – by member category*.