

Instructions for entering material returns that need to be quarantined

1 Introduction

These instructions describe the procedure for entering material returns in the COBISS3/Loan software while considering the quarantine of returned material in accordance with the recommendations from the National Institute of Public Health (NIJZ).

2 Returning material in COBISS3/Loan

The returned material quarantined by the library **needs to be marked as restricted for the member. The material is not to be returned** in the usual way.



ATTENTION:

DO NOT use the method for quick material return **Unavailable material / Return, delete** (V key) to open the **Home library material** window. Instead, use the **Member / Home library material** method (I key).

With the installation of the COBISS3 software, V6.26-00, an update of the method for quick material return was installed. After this update, the selected copy is cleared as soon as the accession number is entered.

Select the material copy being returned for the selected member in the **Home library material** window or scan the accession number of this material with the barcode reader and then click the **Retain** button (see Figure 1).

Home library material

Debts: RSD 0,0000 Entered equipment: 0

Loan res.: 10; Ren. lim.: 2;

No. of copies on loan (LOAN): 6; Membership expiry date: 22-Mar-2020; Date of last visit: 04-May-2020

St/Int	Access /ID/Type	Description	DPT/RSts	Loan/ren/chng	R/RA/LRR	Due/ovrd	Delay/ovrd/No.
C	300184492 books	TI=Отмеди о српској позоришној периодици : (1871-1941) AU=Frjind, Marta SG=M I 69989		13.03.2020		13.06.2020	
C	001072890 books	TI=Београдска scenografija i kostimografija : 1868-1941 AU=Milanović, Olga SG=M II 37754		13-Mar-2020		13.06.2020	1.
C	001087268 books	TI=Преглед историје Народног позоришта у Београду : 1868-1993 AU=Radovanović, Aleksandar SG=M II 58016		13.03.2020		13.06.2020	2.
C	001071749 books	TI=Književno djelo Borivoja Jevtića AU=Tomić-Kovač, Ljubica SG=M II 36233		13-Mar-2020		13.06.2020	3.
C	001076887 books	TI=Istorija jugoslavenske moderne režije : (1861-1941) AU=Lešić, Josip SG=M II 42775		13.03.2020		13.06.2020	4.
C	300167868 books	TI=Позориште у окупираној Србији : позоришна политика у Срби... AU=Мајданац, Боро, Мајданац, Боро SG=M II 94022		13.03.2020		13.06.2020	5.
		TI=Позориште у окупираној Србији : позоришна политика у Србији : 1941-1944					6.

ANLN= The last returned copy 003100423 TI=125 година Народнoг no...

Outside loan Reading room loan Through ILL

Catalogue View COB/MARC Lend Return Relain Renew Reserve Lending form Close

Figure 1: Returning with restriction

Material returned with restriction stays entered for the member and its status is changed to **B – retained** (see Figure 2).

Home library material

Debts: RSD 0,0000 Entered equipment: 0

Loan res.: 10; Ren. lim.: 2;

No. of copies on loan (LOAN): 5; Membership expiry date: 22-Mar-2020; Date of last visit: 04-May-2020

St/Int	Access /ID/Type	Description	DPT/RSts	Loan/ren/chng	R/RA/LRR	Due/ovrd	Delay/ovrd/No.
C	300184492 books	TI=Отмеди о српској позоришној периодици : (1871-1941) AU=Frjind, Marta SG=M I 69989		13.03.2020		13.06.2020	
C	001072890 books	TI=Београдска scenografija i kostimografija : 1868-1941 AU=Milanović, Olga SG=M II 37754		13-Mar-2020		13.06.2020	1.
C	001087268 books	TI=Преглед историје Народног позоришта у Београду : 1868-1993 AU=Radovanović, Aleksandar SG=M II 58016		13.03.2020		13.06.2020	2.
C	001071749 books	TI=Književno djelo Borivoja Jevtića AU=Tomić-Kovač, Ljubica SG=M II 36233		13-Mar-2020		13.06.2020	3.
C	001076887 books	TI=Istorija jugoslavenske moderne režije : (1861-1941) AU=Lešić, Josip SG=M II 42775		13.03.2020		13.06.2020	4.
B	300167868 books	TI=Позориште у окупираној Србији : позоришна политика у Срби... AU=Мајданац, Боро, Мајданац, Боро SG=M II 94022		13-Mar-2020	04.05.2020	05.10.2020	5.
		TI=Позориште у окупираној Србији : позоришна политика у Србији : 1941-1944					6.

ANLN= The last returned copy 300167868 TI=Позориште у окупираној...

Outside loan Reading room loan Through ILL

Catalogue View COB/MARC Lend Return Relain Renew Reserve Lending form Close

Figure 2: Copy returned with restriction

The software was updated for the time of the quarantine measures so that when you mark material as restricted, the expiration date of the status **B – retained** for 7 days is set. This enables you to keep exact records about the quarantine expiration date for the copy (status **B**) also in the COBISS3/Loan software.

If the member returns the material after the due date, the fine is entered when changing the status of the material to *B – retained*. Once the material has the status *retained*, the fine is no longer calculated and the member no longer receives overdue notices for the material with this status. If the member returns material that has reservations, a message will be displayed and the material will be allocated to the first member in the reservation queue only after the copy is completely cleared (see Figure 3). Members can reserve material with the status *retained*.

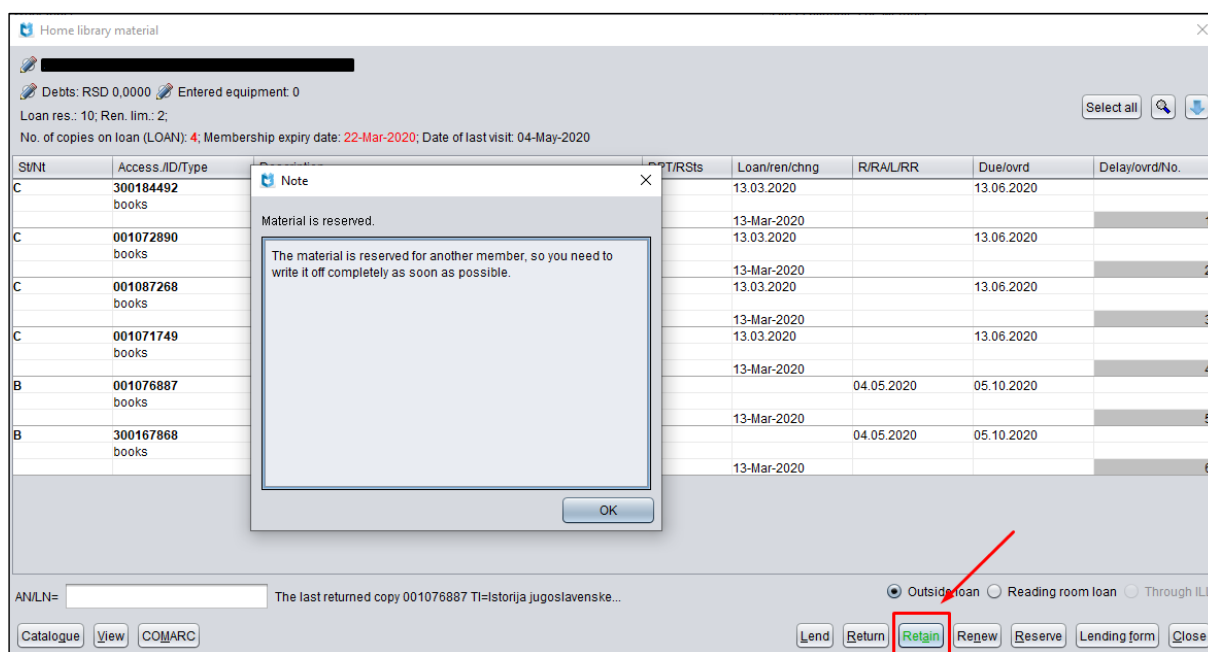


Figure 3: Return with restriction – reserved material

When returning material that was loaned in another department, the return with restriction must be performed in the parent department.

3 Storing material

The returned material can be stored in a location specified for storing quarantined material. We suggest that you store the material returned on the same day together in the specified location and mark the material group with the date of return and/or the date the quarantine end.

You can do the following in the search window of the **Unavailable material** class:

- find the material for which the status *B – retained* will expire on a specific date (e.g. the previous day); enter the date or the period of interest in the *Expiry date* search field and enter the status *B – retained* in the *Loan status* field (see Figure 4);

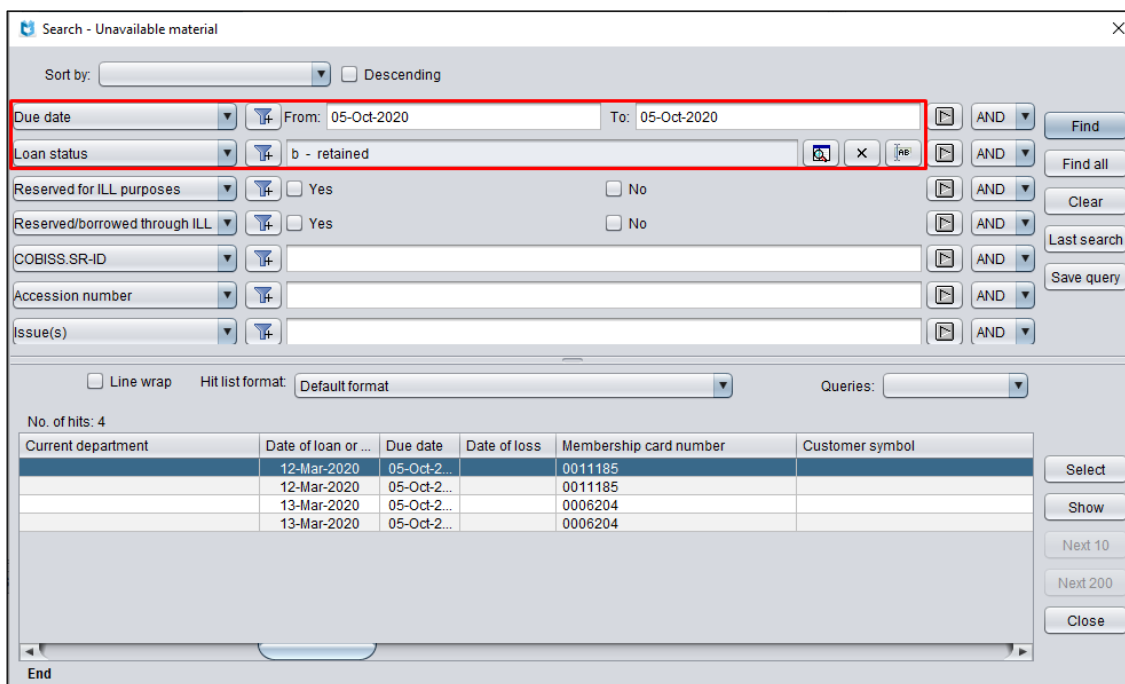


Figure 4: Searching for material for which the status *retained* expires on the selected date

- check for which material a specified number of days has elapsed since it has been returned to the library; enter status *B – retained* in the *Loan status* search field, limit the search to a specific department if needed, and sort the search results by the *Return/delete* attribute (see Figure 5);

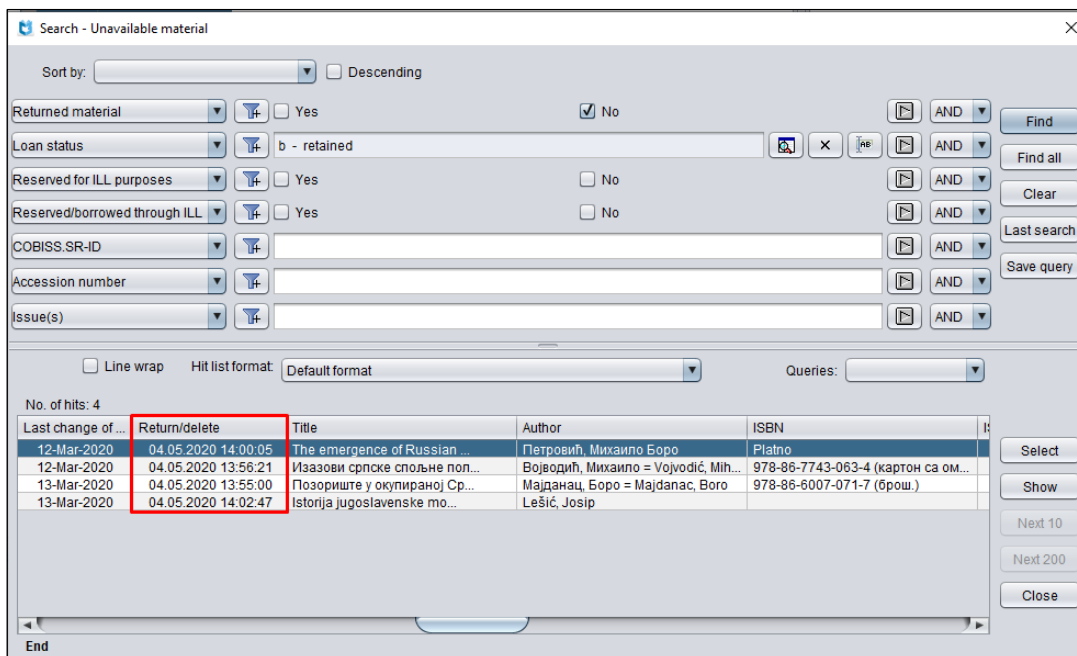


Figure 5: Searching for material returned on a specific date

- you can also create a list of material returned on a specific date with the report *LOAN-Mt-01: Material by transaction*; in the *Transaction* search field select *return with restriction* enter the date or the period of interest in the *Period* search field (see Figure 6).

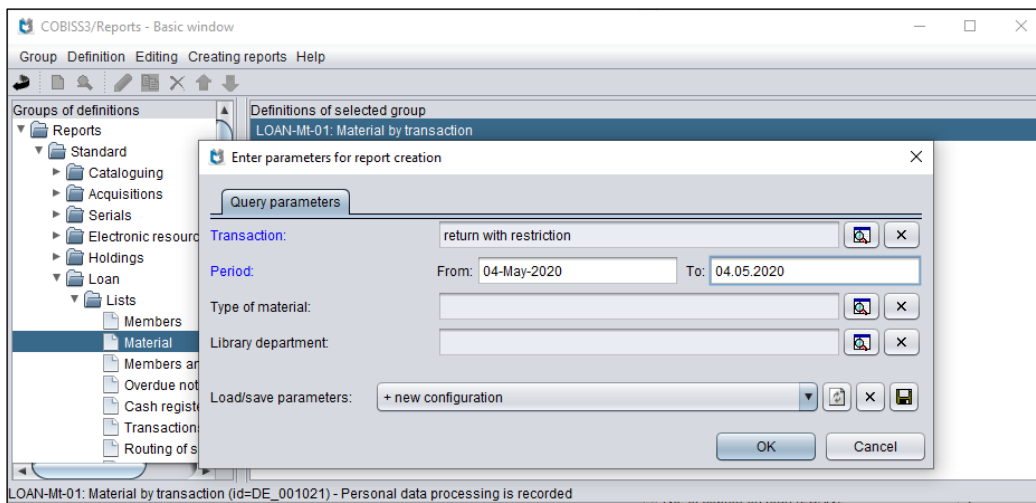


Figure 6: Creating the report LOAN-Mt-01: Material by transaction

4 Complete clearing of the material

After the quarantine, the material is cleared for the member completely and returned to the book shelf or prepared to be received by the member who reserved the material. We suggest you do this every day before opening the library.

To clear the material completely, we suggest you use the method **Unavailable material / Return, delete** or the **shortcut key V** (see Figure 7).

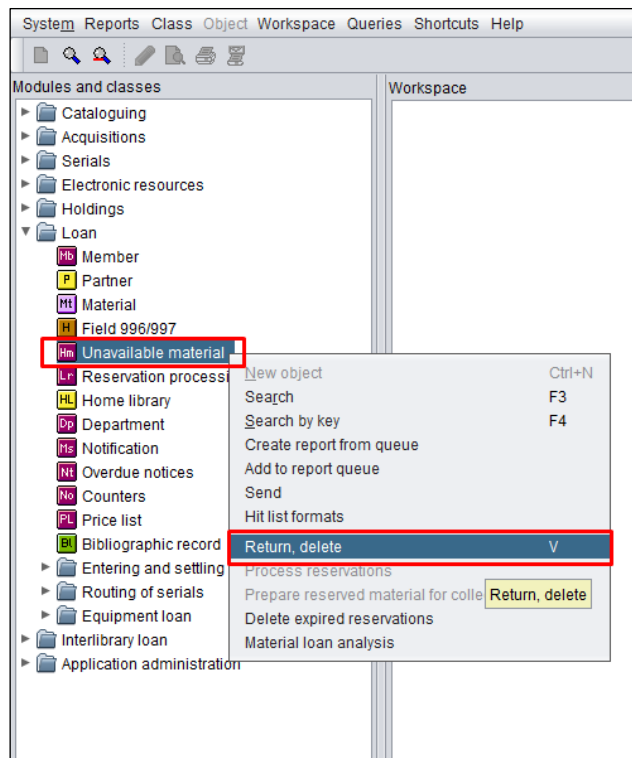


Figure 7: Method Return, delete

If the material is reserved, a message will be displayed when you clear it and all procedures usually performed when returning reserved material will be performed (printing a slip, notifying the member, etc.).

Some suggestions:

- We recommend you notify the members that the material will be quarantined after return and that it will remain entered for the member until the end of the quarantine. Reason being, the members will see that the material is still entered for them in the *My Library* service (column "*Other material*") even though they have already returned it.
- It would also be prudent to add the notification about the changes in returning the material on the library's website, on the notification boards in the library, as well as notifying the members and other library visitors via the usual communication channels.
- In the case of reservations, the waiting period will be longer because of the quarantine. So it would perhaps be wise to consider extending the reservation validity period for unavailable material.
- When returning equipment, we recommend the use of disinfectant and keeping the records manually. Returning equipment with restriction is not possible in the COBISS3/Loan software.
- A new parameter is added to the COBISS3/Loan software module, which enables you to specify the expiration date of the status B – retained for 7 days as default. The parameter can be changed if the library sends us such a request.