

## Catalogue of lists, notifications and other reports for COBISS3 Interlibrary Loan

Report designation	<p><i>Report name</i></p> <hr/> <p>Short description of list/report</p> <hr/> <p>Data in list / report</p>
ILL-DM-A01	<p><b><i>ILL – Material on loan – by customers/date of loan/date of return</i></b></p> <hr/> <p>List of material with data on material from other libraries on loan with the customers (members and partners).</p> <hr/> <p>Member details: membership card number, name and surname (if the customer is a library member).</p> <hr/> <p>Other details: detailed information on the material on loan.</p>
ILL-DM-B01	<p><b><i>ILL – Material on loan – by customers/date of loan/date of return</i></b></p> <hr/> <p>List of material with data on material from the home library on loan with the customers (members and partners).</p> <hr/> <p>Member details: membership card number, name and surname (if the customer is a library member).</p> <hr/> <p>Other details: detailed information on the material on loan.</p>
ILL-STA-A07	<p><b><i>MI – Articles delivered by selected supplier – by customers</i></b></p> <hr/> <p>Statistic about the data on articles that you received for your customers (members and partners) from the selected supplier and delivered in the selected time period.</p> <hr/> <p>The data is displayed for each customer individually.</p> <hr/> <p>Member details: name and surname, membership card number (if the</p>

	<p>customer is a library member).</p> <p>Other details: detailed information on the material on loan.</p>
<b>ILL-STA-A08</b>	<p><b><i>MI – Articles delivered by selected supplier – by journal titles</i></b></p> <hr/> <p>Statistic about the data on articles that you received for your customers (members and partners) from the selected supplier and delivered in the selected time period.</p> <p>The data is displayed for each journal individually.</p> <hr/> <p>Member details: name and surname, membership card number (if the customer is a library member).</p> <p>Other details: detailed information of delivered articles.</p>
<b>ILL-STA-B01</b>	<p><b><i>ILL – Orders and order fulfillment – by customers/service type</i></b></p> <hr/> <p>Statistic with the data on the number of received orders from customers (members and partners) for home library material in the selected time period and the number of delivered units of material based on these orders in the same time period.</p> <hr/> <p>Member details: name and surname, membership card number (if the customer is a library member).</p> <p>Other details: data on customer order fulfillment.</p>
<b>ILL-STA-B02</b>	<p><b><i>ILL – Orders and order fulfillment – by cust. with highest No. of ILL req./service type</i></b></p> <hr/> <p>Statistic with the data on the number of received requests from customers (members and partners) for home library material in the selected time period and the number of selected units of material based on these orders in the same time period. The data is displayed for up to ten (10) customers who ordered material the most times, and for up to ten (10) countries from which we received the most orders.</p> <hr/> <p>Member details: name and surname, membership card number (if the customer is a library member).</p> <p>Other details: data on order fulfillment for customers who ordered material most frequently.</p>
<b>ILL-STA-B03</b>	<p><b><i>ILL – Speed of delivery – by customers/service type</i></b></p> <hr/> <p>Statistic with the data on the speed of delivery of material to customers (members and partners) for home library material in the selected time period.</p> <hr/> <p>Member details: name and surname, membership card number (if the customer is a library member).</p>

	Other details: data on the average speed of material delivery.
<b>ILL-STA-B04</b>	<p><b><i>ILL – Orders and order fulfillment – by customers/material type</i></b></p> <hr/> <p>Statistic with the data on the number of received requests from customers (members and partners) for home library material in the selected time period and the number of delivered units of material based on these orders in the same time period.</p> <hr/> <p>Member details: name and surname, membership card number (if the customer is a library member).</p> <p>Other details: data on customer order fulfillment.</p>
<b>ILL-STA-C05</b>	<p><b><i>MI – Electronically delivered documents – by customer/delivery method</i></b></p> <hr/> <p>Statistic with data on electronic documents delivered to the customers (members and partners) in the selected time period.</p> <hr/> <p>Member details: name and surname, membership card number (if the customer is a library member).</p> <p>Other details: data on electronically delivered documents to customers.</p>
	<p><b><i>ILL – ILL request</i></b></p> <hr/> <p>Internal document with data on the entered customer (member or partner) ILL request.</p> <hr/> <p>Member details: membership card number, name and surname, address (street/town, street number, postcode and city), country (for members from abroad), telephone number, e-mail (if the customer is a library member).</p> <p>Other details: values of all attributes that you specified for the ILL request, details on material and current status, and date of ILL request entry.</p>
	<p><b><i>ILL – Order rejection notification (e-mail)</i></b></p> <hr/> <p>Notification for the customer (member or partner) about the rejection of their ILL request.</p> <p>The notification is sent from the e-mail address of the system user sending the report.</p> <hr/> <p>Member details: membership card number (if the customer is a member).</p> <p>Other details: data on the notification sender, data on the ordered material and the reason for rejecting the customer's ILL request.</p>
	<p><b><i>ILL – Order rejection notification (post)</i></b></p> <hr/>

	<p>Notification for the customer (member or partner) about the rejection of their ILL request.</p> <hr/> <p>Member details: name and surname, address (street/town, street number, postcode and city), country (for members from abroad) (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the ordered material and the reason for rejecting the customer's ILL request.</p>
	<p><b><i>ILL – Notification (e-mail)</i></b></p> <hr/> <p>General notification for the customer (member or partner).</p> <p>The notification is sent from the e-mail address of the system user sending the report.</p> <hr/> <p>Member details: membership card number (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the ordered material and any text.</p>
	<p><b><i>ILL – Notification (post)</i></b></p> <hr/> <p>General notification for the customer (member or partner).</p> <hr/> <p>Member details: name and surname, address (street/town, street number, postcode and city), country (for members from abroad) (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the ordered material and notification text prepared by the library.</p>
	<p><b><i>ILL – Non-delivery notification (e-mail)</i></b></p> <hr/> <p>Notification for the customer (member or partner) that the material ordered via interlibrary loan cannot be delivered.</p> <p>The notification is sent from the e-mail address of the system user sending the report.</p> <hr/> <p>Member details: membership card number (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the ordered material and the reason for non-delivery.</p>
	<p><b><i>ILL – Non-delivery notification (post)</i></b></p> <hr/>

	<p>General notification for the customer (member or partner) that the material ordered via interlibrary loan cannot be delivered.</p> <hr/> <p>Member details: name and surname, address (street/town, street number, postcode and city), country (for members from abroad) (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the ordered material and the reason for non-delivery.</p>
	<p><b><i>ILL – Non-delivery notification (SMS)</i></b></p> <hr/> <p>SMS-notification for the customer – member that the material ordered via interlibrary loan through COBISS+ cannot be delivered.</p> <hr/> <p>Member details: membership card number.</p> <p>Other details: short title of the material that cannot be delivered.</p>
	<p><b><i>ILL – Notification about received material (e-mail)</i></b></p> <hr/> <p>Notification for the customer (member or partner) that the material ordered via interlibrary loan arrived.</p> <p>The notification is sent from the e-mail address of the system user sending the report.</p> <hr/> <p>Member details: membership card number (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the ordered material and notification for the customer that the material is waiting at the library.</p>
	<p><b><i>ILL – Notification about received material (post)</i></b></p> <hr/> <p>General notification for the customer (member or partner) that the material ordered via interlibrary loan arrived.</p> <hr/> <p>Member details: name and surname, address (street/town, street number, postcode and city), country (for members from abroad) (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the ordered material and notification for the customer that the material is waiting at the library.</p>
	<p><b><i>ILL – Notification about received material (SMS)</i></b></p> <hr/> <p>SMS-notification for the customer – member that the material ordered via interlibrary loan arrived.</p>

	<hr/> <p>Member details: membership card number.</p> <p>Other details: short title of the material that arrived at the library.</p>
	<p><b><i>ILL – Notification about a loan period expiry date (e-mail)</i></b></p> <hr/> <p>Notification for the customer (member or partner) with material on loan, for which the loan period expired.</p> <p>The notification is sent from the e-mail address of the system user sending the report.</p> <hr/> <p>Member details: membership card number (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the material on loan for which the loan period expired and notification for the customer.</p>
	<p><b><i>ILL – Notification about a loan period expiry date (post)</i></b></p> <hr/> <p>Notification for the customer (member or partner) with material on loan, for which the loan period expired.</p> <hr/> <p>Member details: name and surname, address (street/town, street number, postcode and city), country (for members from abroad) (if the customer is a library member).</p> <p>Other details: data on the notification sender, data on the material on loan for which the loan period expired and notification for the customer.</p>
	<p><b><i>ILL – Delivery note (e-mail)</i></b></p> <hr/> <p>Document for the customer (member or partner) sent when delivering the material.</p> <p>The delivery note is sent from the e-mail address of the system user sending the report.</p> <hr/> <p>Member details: membership card number (if the customer is a library member).</p> <p>Other details: sender details, more detailed information on the material that will be delivered to the customer and the amount to be paid for this material.</p>
	<p><b><i>ILL – Delivery note (mail)</i></b></p> <hr/> <p>Document for the customer (member or partner) submitted to the customer when delivering the material.</p> <hr/>

	<p>Member details: name and surname, address (street/town, number, postcode and city), country (members from abroad) (if the customer is a member).</p> <p>Other details: sender details, more detailed information on the material that will be delivered to the customer and the amount to be paid for this material.</p>
	<p><b><i>ILL – Confirmation on material return (e-mail)</i></b></p> <hr/> <p>Confirmation for the customer (member or partner) on the material returned.</p> <p>The confirmation on material return is sent from the e-mail address of the system user sending the report.</p> <hr/> <p>Member details: membership card number (if the customer is a library member).</p> <p>Other details: sender details, data on the material returned and standard-form text.</p>
	<p><b><i>ILL – Confirmation on material return (mail)</i></b></p> <hr/> <p>Confirmation for the customer (member or partner) on returned material.</p> <hr/> <p>Member details: name and surname, address (street/town, number, postcode and city), country (members from abroad) (if the customer is a member).</p> <p>Other details: sender details, data on the material returned and standard-form text.</p>
	<p><b><i>Label with customer's address</i></b></p> <hr/> <p>Printing a label with customer's address (member's or partner's).</p> <hr/> <p>Member details: name, surname, address (street/town, number, postcode and city), country (members from abroad) (if the customer is a library member).</p> <p>Other details: /</p>
	<p><b>Order – Basic report</b></p> <hr/> <p>Display/report of all the data entered into the local database on an order for the supplier or on an internal order and objects related to it (material, bibliographic record, field 996/997, customer, supplier, ILL request, received/delivered material).</p> <hr/> <p>Member details: membership card number, name, surname, date of birth, gender, permanent address, category, e-mail address for e-notifications, guardian/guarantor name, membership start date, date of entry/membership</p>

	<p>renewal, membership expiry date, membership validity, permanent municipality residence, notes about member, schooling details (University, name of school, level of study, University in eVŠ, study programme in eVŠ, employment, department of employment), mobile library stop (if the customer is a member).</p> <p>Other details: other data on the customer – member (registration method, data on unsettled overdue notices, language of overdue notices, data on entered debts, information about whether the member lost the material, data on restrictions and privileges, date of last visit, data on received overdue notices, information whether the member signed the registration statement, data on the number of visits of the member, the number of copies on loan, the number of pieces of equipment on loan, data on interlibrary loan, data on the entry and last change of member data), order data, data on ordered material, data on bibliographic record and field 997/997 (if you reserve home library material), data on the selected supplier, ILL request data, data on received/delivered material.</p>
	<p><b>Received/delivered material – Basic report</b></p> <hr/> <p>Display/report of all the data that can be entered into the local database on received/delivered material and objects related to it (material, bibliographic record, field 996/997, customer, supplier, ILL request, order, delivery note).</p> <hr/> <p>Member details: membership card number, name, surname, date of birth, gender, permanent address, category, e-mail address for e-notifications, guardian/guarantor name, membership start date, date of entry/membership renewal, membership expiry date, membership validity, permanent municipality residence, notes about member, schooling details (University, name of school, level of study, University in eVŠ, study programme in eVŠ, employment, department of employment), mobile library stop (if the customer is a member).</p> <p>Other details: other data on the customer – member (registration method, data on unsettled overdue notices, language of overdue notices, data on entered debts, information about whether the member lost the material, data on restrictions and privileges, date of last visit, data on received overdue notices, information whether the member signed the registration statement, data on the number of visits of the member, the number of copies on loan, the number of pieces of equipment on loan, data on interlibrary loan, data on the entry and last change of member details), data on received/delivered material, data on ordered material, data on bibliographic record and field 997/997 (if you reserve home library material), data on the selected supplier, ILL request data, order data, data on the delivery note.</p>
	<p><b>Delivery note – Basic report</b></p> <hr/> <p>Display/report of all the data that can be entered into the local database on a</p>



	<p>delivery note and objects related to it (bibliographic record, field 996/997, customer).</p> <hr/> <p>Member details: membership card number, name, surname, date of birth, gender, permanent address, category, e-mail address for e-notifications, guardian/guarantor name, membership start date, date of entry/membership renewal, membership expiry date, membership validity, permanent municipality residence, notes about member, schooling details (University, name of school, level of study, University in eVŠ, study programme in eVŠ, employment, department of employment), mobile library stop (if the customer is a member).</p> <p>Other details: other data on the customer – member (registration method, data on unsettled overdue notices, language of overdue notices, data on entered debts, information about whether the member lost the material, data on restrictions and privileges, date of last visit, data on received overdue notices, information whether the member signed the registration statement, data on the number of visits of the member, the number of copies on loan, the number of pieces of equipment on loan, data on interlibrary loan, data on the entry and last change of member details), data on delivery note, data on bibliographic record and field 997/997 (if you reserve or borrow home library material), data on the payer.</p>
	<p><b>Material – Basic report</b></p> <hr/> <p>Display/report of all the data that can be entered into the local database on received/delivered material and objects related to it (bibliographic record, field 996/997, customer, supplier, ILL request, order, received/delivered material).</p> <hr/> <p>Member details: membership card number, name, surname, date of birth, gender, permanent address, category, e-mail address for e-notifications, guardian/guarantor name, membership start date, date of entry/membership renewal, membership expiry date, membership validity, permanent municipality residence, notes about member, schooling details (University, name of school, level of study, University in eVŠ, study programme in eVŠ, employment, department of employment), mobile library stop (if the customer is a member).</p> <p>Other details: other data on the customer – member (registration method, data on unsettled overdue notices, language of overdue notices, data on entered debts, information about whether the member lost the material, data on restrictions and privileges, date of last visit, data on received overdue notices, information whether the member signed the registration statement, data on the number of visits of the member, the number of copies on loan, the number of pieces of equipment on loan, data on interlibrary loan, data on the entry and last change of member details), data on the material from the ILL request, data on bibliographic record and field 997/997 (if you reserve</p>

	home library material), data on the selected supplier, ILL request data, order data, data on the received/delivered material.
	<p><b>Incoming notification – Basic report</b></p> <hr/> <p>Display/report of all the data on the received request for cancellation of order or loan renewal request that was sent from COBISS+ by customer – member and objects related to it (member, ILL request, received/delivered material).</p> <hr/> <p>Member details: membership card number, name, surname, date of birth, gender, permanent address, category, e-mail address for e-notifications, guardian/guarantor name, membership start date, date of entry/membership renewal, membership expiry date, membership validity, permanent municipality residence, notes about member, schooling details (University, name of school, level of study, University in eVŠ, study programme in eVŠ, employment, department of employment), mobile library stop (if the customer is a member).</p> <p>Other details: other data on the customer – member (registration method, data on unsettled overdue notices, language of overdue notices, data on entered debts, information about whether the member lost the material, data on restrictions and privileges, date of last visit, data on received overdue notices, information whether the member signed the registration statement, data on the number of visits of the member, the number of copies on loan, the number of pieces of equipment on loan, data on interlibrary loan, data on the entry and last change of member details), ILL request data, data on the payer of the service, data on the material from the ILL request, data on bibliographic record and field 997/997 (if you reserve home library material), data on the received notification, ILL request data, data on the received/delivered material.</p>
	<p><b>Notification sent – Basic report</b></p> <hr/> <p>Display/report of all the data that can be entered into the local database on a notification sent and objects related to it (customer, supplier).</p> <hr/> <p>Member details: membership card number, name, surname, date of birth, gender, permanent address, category, e-mail address for e-notifications, guardian/guarantor name, membership start date, date of entry/membership renewal, membership expiry date, membership validity, permanent municipality residence, notes about member, schooling details (University, name of school, level of study, University in eVŠ, study programme in eVŠ, employment, department of employment), mobile library stop (if the customer is a member).</p> <p>Other details: other data on the customer – member (registration method, data on unsettled overdue notices, language of overdue notices, data on entered debts, information about whether the member lost the material, data</p>

	on restrictions and privileges, date of last visit, data on received overdue notices, information whether the member signed the registration statement, data on the number of visits of the member, the number of copies on loan, the number of pieces of equipment on loan, data on interlibrary loan, data on the entry and last change of member details), data on the notification sent, data on the supplier – notification recipient.
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