

Reservations User Guide



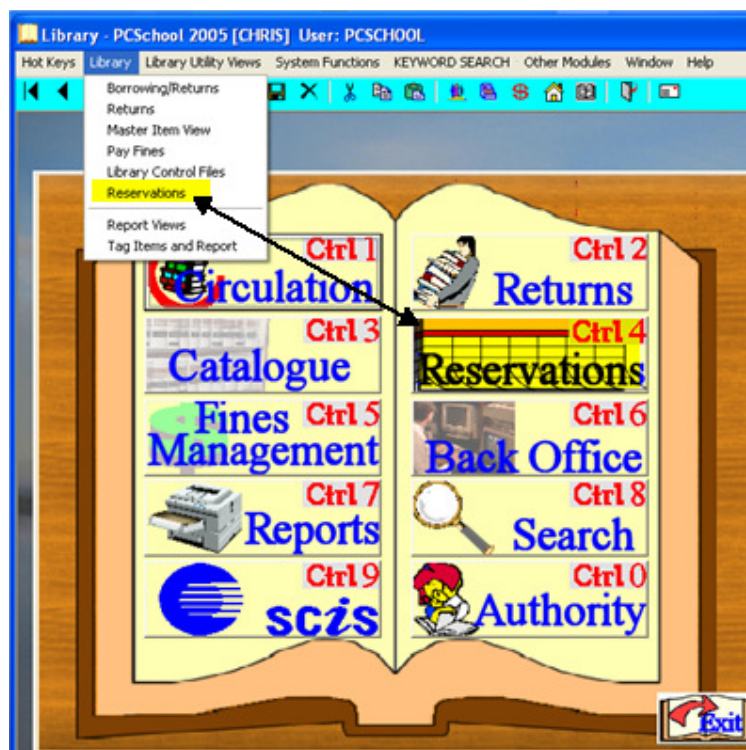
Table of Contents

<u>Reservations</u>	<u>2</u>
---------------------------	----------

Reservations

Path: Library → Reservations/

The Reservations can be accessed via the main Library menu or Library/ Reservations from the Toolbar.



Reservations can be recorded for each item, once the reservation is made you will be informed in the circulation screen of the reservations when the books are borrowed or returned. Reservations are always placed on the Master Item.

1.	Select the Item to be placed in reservation.
2.	Copies shows you how many Copies you have of this Master Item.
3.	Reserved lets you know how many copies are reserved.
4.	Available lets you know how many items of this Master Number are still available; <ul style="list-style-type: none"> • If dates are entered these are taken into account. • If Dates don't overlap then only one Item will be on loan at the one time.
5.	Out tells you how many of the Master Item are currently out on loan.
6.	Optional; Enter the dates for the loan.
7.	Select or enter the Patron Number or Key.
8.	Click Save reservations or click off the line to save.