Learn about ResGet memos in Amlib, which are used to alert libraries that items that are currently on the shelf have been reserved. ResGet memos are used to alert libraries that items that are currently on the shelf have been reserved. The Memos are generally printed off so that staff can GET the items from the shelf in readiness for the Reservation collection.

Create Borrower Record/s

To begin, you will need to create a Borrower record for each branch of your library. This is where the memos will appear.

1. Launch the Amlib client
2. Go to Main > Borrowers > Borrower – the Borrower Details screen will display
3. From the menu, select Borrower > EnterNewBorrower – the Borrower Details screen will go into creation mode (the F2 Insert button will become bolded)
4. Enter the relevant location details
5. Click the F2 Insert button when complete

Please Note: The barcode for this record will go into the Installation settings for that branch’s location, so take note of it.
Installation Settings

There are 2 Installation Settings to check

**Installation – Circulation – to set the Resget to be All On Shelf items or those at Other Locations:**

1. Go to **Main > Supervisor > Installation** – the Installation screen will display:

2. From the menu, select **Installation > Choose Location**, then select the location for that Branch and click the **OK** button

3. The Installation screen for that location will display - click on the Circulation tab:
4. Scroll down to: Memo library on reservation (Y) – All, (F) – Foreign, N – Don’t memo and enter the required setting in the Value column

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> (All)</td>
<td>Send a Memo to the allocated Borrower (set in Installation/Other settings – see below) if the Reservation is made for an Item currently on the shelf at the current Location and any other Location</td>
</tr>
<tr>
<td><strong>F</strong> (Foreign)</td>
<td>Send a Memo to the allocated Borrower (set in Installation/Other settings – see below) if the Reservation is made for an Item currently on the shelf another Location</td>
</tr>
<tr>
<td><strong>N</strong></td>
<td>Do not send any RESGET Memos</td>
</tr>
</tbody>
</table>

5. Click the **F3 Save** button when complete

6. Repeat steps 2 – 5 for all other Locations

7. Exit and restart the **Amlib** client for the changes to take effect

**Installation – Other – to set the Borrower Barcode for the Location**

1. Go to **Main > Supervisor > Installation** – the Installation screen will display:
2. From the menu, select **Installation > Choose Location**, then select the location for that Branch and click the **OK** button.

3. The Installation screen for that location will display - click on the Other tab:
4. Scroll down to: Location’s Borrower Barcode for Memos and type in the barcode for the previously created Borrower record into the Value column

5. Click the F3 Save button when complete

6. Repeat steps 2 – 5 for all other Locations

7. Exit and restart the Amlib client for the changes to take effect

**Reservation List (from Location Borrower Record)**

If an item has been reserved that is currently on shelf at more than one Location, then each branch will receive a ResGet memo generated by the system. This memo will be sent to the previously created Borrower record(s).

### Memos for this Borrower

![Memos for this Borrower](image)

- It is possible to print these memos by selecting the F7 Print button

Once one of these branches scans the item through Returns or Chute Returns screen to “trap” the reservation, the Memos are cancelled for all other branches and removed from the branch that returned it. The Memos are also removed from all branches if the patron cancels the reservation.

### Create a Reservation Report (for Printing)

In addition to using the F7 Print button on the Memos screen to get the list of reservations for collection, you can also run a report in RepReservation.

1. Go to Main > Reports > RepReservation – the Reservation Reports screen will display

2. Click the F1 New button – the Select Report Format table will display:

   ![Reservation Report](image)
3. Highlight the List of Reservations report (using &RESLIST.QRP template) and click Select button (Please Note: You may need to add this template via RepAddNew if it's not already set up).

4. A new entry will appear:

5. Give the report a meaningful Description – for example: On Shelf Reservations for Collection
6. Ensure Create Hist (Y/N) and Update Res Status settings are both set to Y
7. Click the F3 Save button
8. Click the F7 Where button – the Reservation Reports – Where screen will display:

```
Reservation Reports - Where

Choose Search Column

Floor Location
Process
Process Date
Borrower Bar No
Issue Date Due
Issue Location

Choose Operator

LIKE IN
LIKE IN
=

Process IS NULL
(Paste without placing a value in 3)

Only Show First in Queue (Y/N) = Y
```
9. Some items you can include are:
   - Temp Loc = *Your Location*
   - Res Item Status = SHELF
   - On Loan (Y/N) = N
   - (Optional) Is On Order (Y/N) = N
   - Process IS NULL (Paste without placing a value in 3)
   - Only Show First in Queue (Y/N) = Y
10. Click the F3 Save button when complete
11. This report should then be printed via the Scheduler (see separate guide) using the F6 Print button – this will update the Reservation STATUS to stop duplicate notices being printed
<table>
<thead>
<tr>
<th>Item Reservation List</th>
<th>16/02/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Harry Potter and the goblet of fire</strong> / J.K. Rowling</td>
<td><strong>Author</strong>: Rowling, J.K.</td>
</tr>
<tr>
<td><strong>Res Collect Locn</strong>:</td>
<td><strong>Res Expiry</strong>:</td>
</tr>
<tr>
<td>Borrower: 17573</td>
<td><strong>Rem Perm Loca</strong>:</td>
</tr>
<tr>
<td>Booking: 1</td>
<td><strong>Booked From</strong>:</td>
</tr>
<tr>
<td></td>
<td><strong>Booked To</strong>:</td>
</tr>
<tr>
<td><strong>Boys and books : building a culture of reading around</strong></td>
<td><strong>Author</strong>: Moloney, James</td>
</tr>
<tr>
<td><strong>Res Collect Locn</strong>:</td>
<td><strong>Res Expiry</strong>:</td>
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