Record display in Amlib
Last updated: Mon, 20 Jul 2020 20:26:22 GMT

Find examples of how Stockitem, ILL, and Reservation records display in Amlib.

Stockitem Record

[Image of Stockitem Record in Amlib interface]
**ILL Record**

**Reservation Record**

Reservations are created with a default Status of **ILLS**:

- Select **Item > CurrentReserves** on the Stockitem screen of the ILL item to access the Stockitem Reservations screen for these details:
Note: It is possible for patrons to change the Location Pick-up for any reservation (including ILLs) via the NetOPACs at any point prior to the patron being sent a Reservation collection notice (done via RepReservations with the Update Status on the notice set to Y).

Staff can also change the Location Pick-up point (at any time) by using the F7 CollLoc button on the Stockitem Reservations screen above.

**Amlib Exception Messages**

During manual processing, or in the alert emails, exception messages may be seen under certain conditions:

- If a Borrower has **exceeded** their reservation limit an error message will appear. The Stockitem and ILL records will still be created, but no reservation will be created. Click the OK button.

- If a reservation **cannot be made** by that borrower type, an error message will appear. The Stockitem and ILL records will still be created. Click the OK button.

- If an **invalid borrower barcode** is entered, an error message will appear. The Stockitem and ILL records will still be created. Click the OK button.
1. The reservation can be dealt with by noting the patron and item details from the alert email or error notification and:
   - **Allowing** the request by placing the reservation manually and overriding the reservation screen message; or
   - **Disallowing** the request and cancelling the order in VDX

2. Libraries may wish to increase the number of reservations permitted using **Main > Stockitem > Stockitem Forms** screen:
   a. Highlight the ILL Form and select the **F7 Loan** button – the Loan Parameters and Borrower Types screen will display:

![Loan Parameters and Borrower Types](https://help.oclc.org/Library_Management/Amlib/VDX_ILL_Email/060Record_display_in_Amlib)

https://help.oclc.org/Library_Management/Amlib/VDX_ILL_Email/060Record_display_in_Amlib

Printed: Sat, 31 Dec 2022 01:01:33 GMT
b. Update the Can Rsve (Y/N) and Rsve Qty columns accordingly

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