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

**Stockitem Record**

![Stockitem - STAFF at Belmont Library](image)

- **Title**: INDIVIDUAL FREEDOM AND GOVERNMENTAL RESTRAINTS.
- **Author**: GEHLHORN, WALTER, 1966-
- **ISBN**: VDX
- **Location**: HASTINGS
- **For Loan**: Y
- **Received**: 01/03/2011 2:07:21 PM
- **Last Modified**: 01/03/2011 2:07:21 PM

**ILL Library**: LIBRARY

**ILL Ren**: 01

**ILL Due**: 01

**On Loan**: N

**Due**: 01/03/2011

**On Order**: N

**Res 1**: 01

**Seq**: 14

**Set**: 44

**Size**: 200

**Edition Number**: 0

**Current Cost**: 0.00

**Copy No / Convert**: 9888

**Call Set**:
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.
Email alert with exception:

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](image)

   - Bor Type: 1E, Description: Level 1 English, Can Loan: Y, Loan Qty: 10, Loan Days: 7, Grace Period Days: 0, Can Renew: Y, Qty Renew: 0, Can Reserve: Y, Reserve Qty: 50
   - Bor Type: A, Description: Adult, Can Loan: Y, Loan Qty: 10, Loan Days: 7, Grace Period Days: 0, Can Renew: Y, Qty Renew: 0, Can Reserve: Y, Reserve Qty: 50
   - Bor Type: B, Description: Branch, Can Loan: Y, Loan Qty: 10, Loan Days: 7, Grace Period Days: 0, Can Renew: Y, Qty Renew: 0, Can Reserve: Y, Reserve Qty: 50
b. Update the Can Rsve (Y/N) and Rsve Qty columns accordingly

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