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

![Stockitem Record](https://help.oclc.org/Library_Management/Amlib/VDX_ILL_Email/060Record_display_in_Amlib)

- **Title**: INDIVIDUAL FREEDOM AND GOVERNMENTAL RESTRAINTS
- **Author**: GELLHORN, WALTER, 1906-
- **Call Number**: VDX
- **Location**: HASTINGS
- **For Loan (Y/N)**: Y
- **Received**: 01/03/2011
- **Last Modified**: 01/03/2011 2:27:21 PM

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

Printed: Sat, 20 Nov 2021 00:30:58 GMT
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

![Error](https://help.oclc.org/Library_Management/Amlib/VDX_ILL_Email/060Record_display_in_Amlib)

- 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

![Error](https://help.oclc.org/Library_Management/Amlib/VDX_ILL_Email/060Record_display_in_Amlib)

- 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)

<table>
<thead>
<tr>
<th>Bor Type</th>
<th>Description</th>
<th>(H)ourly (O)vernight (D)aily (T)erm (S)emester</th>
<th>Can Loan</th>
<th>Loan Qty</th>
<th>Loan Days</th>
<th>Grace Period Days</th>
<th>Can Renew</th>
<th>Qty Renew</th>
<th>Can Resv</th>
<th>Can Rsve</th>
<th>Rsve Qty</th>
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<tbody>
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<td>Level 1 English</td>
<td>D Y 10 7 0 N O Y 50</td>
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b. Update the Can Rsve (Y/N) and Rsve Qty columns accordingly

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