

## Z320 – ADVANCE BOOKING (TIME SLOTS)

Advance booking items are items that belong to a reserve collection from which patrons may borrow them on a short-term basis (e.g., overnight, for one or two hours). The library sets up a booking schedule and OPAC patrons may request to borrow an item during one of the time slots available in the schedule. After requesting the item, the patron goes to the circulation desk of the reserve item collection and the librarian loans the requested item to the patron.

The Z320 table holds information regarding the advance booking schedule. This table contains the time slots during which patrons may request and check out items. The advance booking schedule is set up by editing the library's tab/tab43 table. The Z320 table is related by the item number field to the Z321 table – Advance booking (status) – that contains information per copy regarding the item status of advance booking items.

Conversion is not applicable. Both tables, Z320 and Z321, are generated by running the “Open Advance Booking Schedule” (p\_cir\_60) batch procedure. This service is available from the Advance Booking option of the Services menu in the Circulation module. It is recommended to run the “Open Advance Booking Schedule” function once a week, in order to open up a new schedule for the next week that will be displayed for patron requests.

Z320 and Z321 are deleted by running the “Delete Advance Booking Schedule” (p\_cir\_61) batch procedure. This service is available from the Advance Booking option of the Services menu in the Circulation module.

It is recommended to run this function once a week, in order to delete the previous week's schedule.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces; all numeric fields are right-aligned with leading zeroes. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V.

02	Z320-REC-KEY.	
03	Z320-ITEM-NUMBER	PICTURE 9(5).
03	Z320-SEQUENCE	PICTURE 9(6).
02	Z320-ID	PICTURE X(12).
02	Z320-BARCODE	PICTURE X(30).
02	Z320-STATUS	PICTURE X(1).
02	Z320-START-DATE	PICTURE 9(8).
02	Z320-START-HOUR	PICTURE 9(4).
02	Z320-END-DATE	PICTURE 9(8).
02	Z320-END-HOUR	PICTURE 9(4).

<b>Z320-REC-KEY</b>			
Z320-ITEM-NUMBER	M	9(5) Leading zeroes	<b>DESC:</b> Sequence number of an advance booking item (Z321-ITEM-NUMBER).
Z320-SEQUENCE	M	9(6) Leading zeroes	<b>DESC:</b> Sequence number of a time slot for an advance booking item. Used to distinguish between different time slots for the same Z320-ITEM-NUMBER.
Z320-ID	-	X(12)	<b>DESC:</b> ID (Z303-ID) number of the patron that reserved the time slot. This field is filled by the system for time slots that have been reserved. The field is blank before the request has taken place.
Z320-BARCODE	-	X(30)	<b>DESC:</b> Unique identifier of the item (Z30-BARCODE). This field is filled by the system when the actual loan transaction takes place.
Z320-STATUS	-	X(1)	<b>DESC:</b> Not applicable.
Z320-START-DATE	M	9(8) Format: YYYYMMDD	<b>DESC:</b> This field defines the date for the beginning of the time slot
Z320-START-HOUR	M	9(4) Format: HHMM	<b>DESC:</b> This field defines the hour for the beginning of the time slot.
Z320-END-DATE	M	9(8) Format: YYYYMMDD	<b>DESC:</b> This field defines the date for the end of the time slot. This is the loan due date.
Z320-END-HOUR	M	9(4) Format: HHMM	<b>DESC:</b> This field defines the hour for the end of the time slot. This is the due hour of the item.