

## Z321 – ADVANCE BOOKING (STATUS)

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.

A Z321 record is created for each item (Z30) that is an "advance booking" copy, indicating the date until which it is a reserved copy. "Advance booking" item statuses are defined in the library's tab/tab43. The Z321 record is used by the system for creating Z320 records and functions for this purpose only.

The Z321 table is linked to the Z320 table – Advance Booking (time slots) – which holds information on the time slots and copies for the advance booking schedule, by the Z321 item number field.

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	Z321-REC-KEY.	
03	Z321-DOC-NUMBER	PICTURE 9(9).
03	Z321-ITEM-SEQUENCE	PICTURE 9(6).
02	Z321-SUB-LIBRARY	PICTURE X(5).
02	Z321-ITEM-STATUS	PICTURE X(2).
02	Z321-ITEM-NUMBER	PICTURE 9(5).
02	Z321-ITEM-BUFFERS	PICTURE X(500).
02	Z321-DATE-LAST	PICTURE 9(8).

<b>Z321-REC-KEY</b>			
Z321-DOC-NUMBER	M	9(9) Leading zeroes	<b>DESC:</b> System number of the administrative record to which the item is related (Z30-DOC-NUMBER).
Z321-SEQUENCE-NUMBER	M	9(6) Leading zeroes	<b>DESC:</b> Item sequence number, within one ADM number. This field matches the Z30-ITEM-SEQUENCE field of the item record.
Z321-SUB-LIBRARY	M	X(5)	<b>DESC:</b> Sublibrary code (Z30-SUB-LIBRARY).
Z321-ITEM-STATUS	M	X(2)	<b>DESC:</b> Status of the item for loan purposes. Item statuses are defined in the library's data_tab/tab15 (Z30-ITEM-STATUS).
Z321-ITEM-NUMBER	M	9(5) Leading zeroes	<b>DESC:</b> Sequence number of an advance booking item. Used to link between the record and the Z320 table.
Z321-ITEM-BUFFERS	O	X(500)	<b>DESC:</b> This field contains the information stored in the Z30-BUFFERS fields of the item record.
Z321-DATE-LAST	M	9(8) Format: YYYYMMDD	<b>DESC:</b> Latest date for schedule to be opened.