

## Z410 – ILL BORROWING - PATRON REQUEST

The Z410 is an ILL library (XXX40) Oracle table that contains administrative information about interlibrary loan (ILL) borrowing requests submitted by a patron or by a staff user on behalf of a patron. A borrowing request is also known as an outgoing request.

The ILL Borrowing-Request to Supplier (Z411) has a direct link to Z410.

It is not necessarily expected that a library will convert ILL requests when installing the ALEPH system. In some cases the library might inform patrons that there is a system switch-over and that outstanding requests are not retained and must be re-entered after the switchover.

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.

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<b>Z410-REC-KEY</b>			
Z410-DOC-NUMBER	M	9(9) Leading zeroes	<b>DESC:</b> The ILL request doc number. It is the same as the XXX40 doc. number. <b>CONV:</b> ILL system number.
Z410-ID	M	X(12)	<b>DESC:</b> Patron's ID. <b>CONV:</b> Patron's ID (Z303-ID).

Z410-STAFF-INITIATED	O	X(10)	<p><b>DESC:</b> Indicates if the ILL request was initiated by a staff user on behalf of a patron.</p> <p>Options:  Y – Yes (the ILL request was initiated by a staff user)  N – No (the ILL request was initiated by a patron from the Web OPAC).</p> <p><b>CONV:</b> Relevant value or blank.</p>
Z410-Z411-SEQUENCE	M	9(9)	<p><b>DESC:</b> The Z411-SEQUENCE of the active request to supplier that is attached to the borrowing patron request (Z410). If no Z411 (request to supplier) is attached to the Z410, this field is: 000000000.</p> <p><b>CONV:</b> 000000000 or relevant Z411-SEQUENCE.</p>
Z410-ILL-UNIT	M	X(20)	<p><b>DESC:</b> The ILL Unit (Z700-INTERNAL-CODE) that handles the request. Must be the same code as in Z303-ILL-LIBRARY of the Z410-ID.</p> <p><b>CONV:</b> Relevant value.</p>
Z410-WILLING-TO-PAY	M	X(1)	<p><b>DESC:</b> Indicates if the patron is willing to pay for possible Interlibrary Loan charges.</p> <p>Options:  <b>Y</b> – Yes  <b>N</b> – No</p> <p><b>CONV:</b> Relevant value.</p>

Z410-CIRC-SEND-ACTION	M/ O	X(2)	<p><b>DESC:</b> Action that is carried out when ILL request is filled. This field is mandatory only for loan request that has been received by the ILL unit. Requests that are not for loans and loan requests that have not been received have null in Z410-CIRC-SEND-ACTION.</p> <p>Values are defined in the adm_library/tab/tab37.</p> <p>Options:</p> <p><b>01</b> = Hold shelf. Prints pickup letter to patron/slip for item Loan will be performed in the regular manner when the item is picked up.</p> <p><b>02</b> = Home delivery. Prints delivery slip for item, automatic loan to patron.</p> <p><b>03</b> = Mailbox delivery. Prints pickup letter to patron/delivery slip for item, automatic loan to patron.</p> <p><b>04</b> = Reading room (option 02 + Z310 creation for Reading Room control).</p> <p><b>05</b> = Loan to pickup sublibrary. If there is no pickup sublibrary, loans to ILL sublibrary of the requester.</p> <p><b>CONV:</b> NULL or one of the above options.</p>
Z410-PICKUP-LOCATION	M	X(5)	<p><b>DESC:</b> The location from which the ILL material is picked by the patron. The value entered in this field must be defined as a valid sublibrary in Col. 1 of /alephe/tab/tab_sub_library.&lt;lng&gt;. Only sublibrary of type 1, 2, or 3 can be set in Z410-PICKUP-LOCATION.</p> <p><b>CONV:</b> Relevant sublibrary code.</p>

Z410-STATUS	M	X(3)	<p><b>DESC:</b> Status of the patron request. The status indicates the request's handling stage. Values are defined in BOR-REQ-STATUS menu of the ILL library's tab/pc_tab_exp_field.&lt;lng&gt;. Note that this menu defines statuses for Z410-STATUS and Z411-STATUS. Part of the status is relevant only for Z411-STATUS.</p> <p>Example of Z410-STATUS:  NEW – New  WAP – Waiting for Process  SV – Sent to Supplier  CAN – Cancelled  LON – Received by Library  LOP – Loaned to Patron  RTP – Returned by Patron  CLS – Closed</p> <p><b>CONV:</b> Relevant value.</p>
Z410-PATRON-NOTE	O	X(300)	<p><b>DESC:</b> Patron's free text note.  <b>CONV:</b> Relevant text or blank.</p>
Z410-STAFF-NOTE	O	X(300)	<p><b>DESC:</b> Staff's free text note.  <b>CONV:</b> Relevant text or blank.</p>
Z410-OPEN-DATE	M	9(8) Format: YYYYMM DD	<p><b>DESC:</b> Date the record was opened.  <b>CONV:</b> Relevant date or conversion date.</p>
Z410-UPDATE-DATE	M	9(8) Format: YYYYMM DD	<p><b>DESC:</b> Date the record was modified.  <b>CONV:</b> Relevant date or conversion date.</p>
Z410-LAST-INTEREST-DATE	M	9(8) Format: YYYYMM DD	<p><b>DESC:</b> Last date of interest for the ILL request.  <b>CONV:</b> Relevant date.</p>

Z410-MEDIA	M	X(20)	<p><b>DESC:</b> Defines the format and media of the requested material. The media can be L (loan request) or C (photocopy request) or E (electronic media). The format can be: PRINTED, COPY, MICROFORM, VIDEO, AUDIO, OTHER, or MR. Z410-MEDIA can be a combination between format and media. For example: L-PRINTED C-COPY E-MR L-OTHER Values are defined in the ILL-REQUEST-MEDIA menu of the ill_library/tab/pc_tab_exp_field.&lt;lng&gt; table. <b>CONV:</b> Relevant value.</p>
Z410-LNG	M	X(3)	<p><b>DESC:</b> Language code. Use to define the language of the requested material. Values are defined in the LANG menu of the ill_library/tab/pc_tab_exp_field.&lt;lng&gt; table. <b>CONV:</b> Relevant value or default ENG.</p>
Z410-LEVEL-OF-SERVICE	M	X(1)	<p><b>DESC:</b> The request's rush parameter or the level of service code depending on agreements with your ILL Partners. Values are defined in LEVEL-OF-SERVICE menu of the ill_library/tab/pc_tab_exp_field.&lt;lng&gt;. <b>CONV:</b> Relevant value. The first value defined in the LEVEL-OF-SERVICE menu can be used as a default.</p>

Z410-COPYRIGHT-LETTER	O	X(1)	<p><b>DESC:</b> For ILL requests submitted via the Web OPAC: If the UPDATE_COPYRIGHT_LETTER variable in the new-ill-r-copyright www_f_eng HTML page is set to 'Y', the patron has read and agreed to abide by the restrictions stated in the warning concerning copyright regulations when placing a request from the Web OPAC.</p> <p>Options:  <b>Y</b> = The patron has read and agreed to abide by the copyright regulations.  <b>N</b> = The patron has not agreed to abide by the copyright regulations.  <b>Blank</b> = The UPDATE_COPYRIGHT_LETTER variable in the ill-request-main-include file is set to 'N'.</p> <p>For ILL requests submitted via GUI-ILL: The relevant value is entered according to the value entered in the borrowing request form.</p> <p><b>CONV:</b> Relevant value or blank.</p>
Z410-SEND-DIRECT	M	X(1)	<p><b>DESC:</b> This is a toggle field that determines whether the material is to be sent directly to the patron's address (as opposed to the library). Values are :</p> <p><b>Y</b> = send directly to the patron.  <b>N</b> = send to the library.</p> <p><b>CONV:</b> Relevant value. Usually 'N'.</p>
Z410-MEDIA-SEND-METHOD	O	X(2)	<p><b>DESC:</b> This is the method in which the patron prefers the requested material be sent. For example: Airmail, E-mail, Fax. Values are set in the ILL-DELIVERY-METHOD menu of the ill_library/tab/pc_tab_exp_field.&lt;lng&gt;.</p> <p><b>CONV:</b> Relevant value.</p>
Z410-MEDIA-SEND-INFO	M/ O	X(200)	<p><b>DESC:</b> The E-mail address of the patron (Z410-ID). Mandatory only if the first character of Z410-MEDIA is "E" (electronic media). E.g.: E-MR, E-COPY.</p> <p><b>CONV:</b> Relevant value.</p>

Z410-ARCHIVE	M	X(1)	<p><b>DESC:</b> This field indicated whether or not the ILL borrowing request has been transferred to the ILL History Database. Borrowing requests can be transferred to the Historical Database by activating the batch service: Generate Borrowing History (ill-88).</p> <p>Values can be:</p> <p><b>N</b> – Request has not been transferred to the ILL History Database.</p> <p><b>Y</b> - Request has been transferred to ILL History Database.</p> <p><b>CONV:</b> Y or N. Default: N</p>
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