



USER DOCUMENTATION (ALEPHINO 5.0)

# Sub-library system

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# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>1 GENERAL CONCEPT.....</b>  | <b>3</b>  |
| <b>2 SETUP.....</b>  | <b>4</b>  |
| 2.1 ENABLING SUB-LIBRARY MODE AND DEFINING THE DEFAULT LIBRARY .....           | 4         |
| 2.2 SETTING UP SUB-LIBRARIES.....  | 4         |
| 2.3 ALEPHINO-USER.....   | 5         |
| 2.4 CIRCULATION PARAMETERS.....  | 6         |
| 2.5 SUB-LIBRARY SPECIFIC DISPLAY OF INVENTORY IN WEB OPAC AND GUI MODULES..... | 7         |
| <b>3 APPLICATION.....</b>  | <b>12</b> |
| 3.1 PATRONS AND ITEMS.....   | 12        |
| 3.2 ITEMS .....  | 14        |
| 3.3 ORDERS AND SUBSCRIPTIONS.....  | 15        |
| 3.4 HOLD REQUEST PROCESSING.....   | 16        |

# 1 General concept

In Alephino a sub-library system means that all data from the individual sub-libraries may be used collectively and will be maintained in a central database that may be accessed by all associated libraries.

In contrast to an Alephino "multi-base", also called „multi-pool“ - system where you also work in one installation but with separate databases, the "splitting" of data in a sub-library system applies e.g. to patron data or acquisition data. The databases of the individual libraries thus are similar which need not be the case with a multipool system. An Alephino sub-library system e.g. could be used at a technical college which is spread over various locations but whose sub-library system holdings are similar and partly identical.

The cataloging in a sub-library system takes place cooperatively in terms of entering the bibliographic data and the authority data (subject headings, authors, corporate bodies etc.). The local = sub-library relevant data is the item records whose sub-library affiliation may be distinguished by assigning a code (max. 5 digits) in the field "Sub-library".

The sub-library system functionalities run through all modules. E.g. in the Items module the copies are assigned to a specific sub-library, in Circulation the patrons get permissions for different sub-libraries, in the Acquisitions module, orders are created by sub-library, and in the WWW-OPAC and in the Search module the copies are displayed separately for each sub-library.

The permissions of an Alephino staff user in regard of the individual sub-libraries are controlled via the user administration in the "Setup Services" section of the Web Service Module. Depending on the staff user login at the Alephino Windows client the Alephino user gets connected to his home library. For the self service functions available for patrons via Web OPAC the respective home library stored in the patron record is effective. Every sub-library may have its individual set of parameters in terms of circulation, e.g. permissions, periods and fees can be configured per sub-library using the „Setup Services“.

## 2 Setup

In order to put Alephino into sub-library mode, the following adjustments are necessary to be made:

### 2.1 Enabling sub-library mode and defining the default library

For this file *etc/alephino.cfg*, section (Sublibs) needs processing:

```
(Sublibs)
SublibMode = Y           ← enable by Y
Default = CL             ← define default library
```

The default library is used everywhere if a user or item record does not contain sub-library information.

### 2.2 Setting up sub-libraries


First of all sub-libraries need to be defined. For this pls. select "Setup Services→Sub-libraries" from the Web services menu.

#### General adjustments

Server shutdown

System configuration

**Sub-libraries**

Library address 

The input screen looks like:

### Edit table of sub-libraries

| short name | naming (english) | naming (german)   |   |
|------------|------------------|-------------------|---|
| CL         | Central Library  | Zentralbibliothek | X |
| SL1        | Sub-library 1    | Zweigstelle 1     | X |
| SL2        | Sub-library 2    | Zweigstelle 2     | X |
|            |                  |                   |   |

### 2.3 Alephino-User

Then each employee of the library, also called **staff user**, must be assigned a default sub-library. In addition, you can define the permissions assigned to the employee for modules and functions apply to all branches and not only for the default branch. The correct assignment of employee IDs to branches is important for the circulation operation because of the location (the sub-library), in which a loan, return, reservation or fee is recognized is determined and stored under this assignment. If an employee is partly active in different sub-libraries, different employee accounts must be used.

## User Maintenance

Name  Group  Administrator

### Permissions

Database  assigned to sublibrary  Permissions to all sublibraries

Fundamental information regarding installation of staff user accounts can be found in the help chapter attached to the function.

## 2.4 Circulation parameters

To define the circulation parameters for a specific sub-library, first select the desired sub-library as shown below:

### Maintenance

Select database

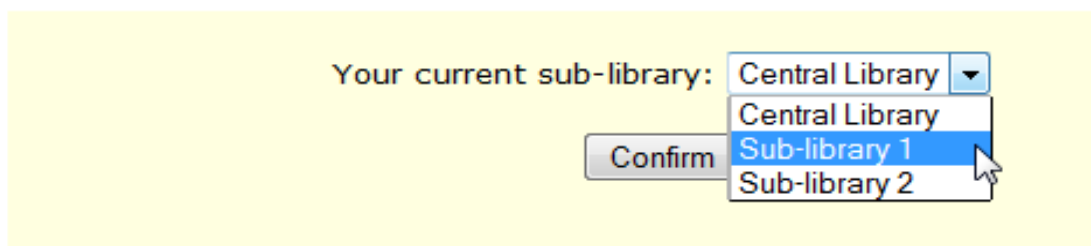
**Select sub-library**

Show log

Show protocol

In the right frame the following selection box appears:

### Select a sub-library ...



After having selected a sub-library all subsequently performed settings with regard to permissions, periods, fees etc. will be assigned to this sub-library.

## Setup circulation permissions - sub-library: SL1

**Borrower-related permissions**

| Borrower status | Loan                                | Hold request                        | Multiple hold request               | Renew                               | Ignore late return                  | Ignore circulation lockings | Recall                              | Hold request to available items | Renew while claimed      | Search profiles                     | Self loan/self return Web-OPAC                      | Maximum age for borrower status |
|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|-------------------------------------|---------------------------------|--------------------------|-------------------------------------|---|---------------------------------|
| any             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>    | <input checked="" type="checkbox"/> | <input type="checkbox"/>        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> / <input type="checkbox"/> | <input type="text"/>            |

any  
Employees  
Lecturers  
Foreigners  
Students  
Auxiliary  
Libraries  
Institutions

set

---

store from  
daily backup

help

Elaborate information regarding circulation parameters can also be found in chapter 6 of our documentation „Alephino Setup“.

### 2.5 Sub-library specific display of inventory in Web OPAC and GUI modules

The holdings of the sub-libraries will be presented in both – the brief lists as well as the title record full - views. The following figures serve to illustrate this special display formats. The control table adjustments necessary for this are subject of the following chapter.

Record 1 of 3693 ◀ Previous Record    Next Record ▶

**Book cover**

**The 13 1/2 lives of Captain Bluebear.**

**LC Control No.** 2008540173

**LC Call No.** PT2673.O293 A61313 2000

**Personal name** Moers, Walter, Personal dates: 1957-

**Uniform title** 13 1/2 Leben des Käpt'n Blaubär. English

**Main Title** The 13 1/2 lives of Captain Bluebear. being the demibiography of a seagoing bear ... and excerpts from the 'Encyclopedia of the marvels, life forms and other phenomena of Zamonia and the its environs,' by Professor Abdulla Nightingale / Walter Moers ; translated by John Brownjohn.

**Varying form** Thirteen and a half lives of Captain Bluebear

**Imprint** London : Secker & Warburg, 2000.

**Physical description** 702 p. : ill. ; 24 cm.

**General note** Maps on lining papers.

**Genre/Form** Fantasy fiction.

**Genre/Form** Humorous stories.

**AE - personal name** [Brownjohn, John.](#)

**ISBN** 9780436275005

**No. items** 4

**Items CL** 2 : Bluebear.0815

**Items SL1** 1 : Bluebear.910

**Items SL2** 1 : Bluebear.870919



◀ Previous Record    Next Record ▶

Fig. 1: Title record full view in Web OPAC


| # | Author   | Title                                 | Year  | It. | Location  |
|---|--|---------------------------------------|-------|-----|---|
| 1 |  Moers, Walter, | The 13 1/2 lives of Captain Bluebear. | 2000. | 4   | (CL:2) Bluebear.0815<br>(SL1:1) Bluebear.910<br>(SL2:1) Bluebear.870919 |

Fig. 2: Titles brief list entry in Web OPAC

**Item list** [Get it](#)

| Location  | Description | Collection          | Barcode     | Status    | Due at     | Hold req. | Subl.           |
|---|-------------|---------------------|-------------|-----------|------------|-----------|-----------------|
|  Bluebear.0815   |             | Textbook collection | 098765432   | on loan   | 11/11/2014 |           | Central Library |
|  Bluebear.761    |             | Textbook collection | 09189881212 | available |            |           | Central Library |
|  Bluebear.910    |             | Textbook collection | 081028300   | available |            |           | Sub-library 1   |
|  Bluebear.870919 |             | Textbook collection | 18291310001 | available |            |           | Sub-library 2   |

Fig. 3: Items list in Web OPAC



In order to get the aforementioned display formatting we suggest to proceed as follows.

1. Create file *etc/sublibs.ext* with the following contents:

```
*****
* Sub-formats for sub-libraries
*****
(titl6s)
TAG=000,SUB=signCL,AFTER=SKIP
TAG=000,SUB=signSL1,AFTER=SKIP
TAG=000,SUB=signSL2,AFTER=SKIP
*
(signCL)
TAG=000,TEXT='(CL:'
TAG=COUNT,LINK=20:2,SUBLIB='CL',LOG=U,AFTER=') '
TAG=000.999,LINK=20:2,SUBLIB='CL',FORM=mexl3w
*
(signSL1)
TAG=000,TEXT='(SL1:'
TAG=COUNT,LINK=20:2,SUBLIB='SL1',LOG=U,AFTER=') '
TAG=000.999,LINK=20:2,SUBLIB='SL1',FORM=mexl3w
*
(signSL2)
TAG=000,TEXT='(SL2:'
TAG=COUNT,LINK=20:2,SUBLIB='SL2',LOG=U,AFTER=') '
TAG=000.999,LINK=20:2,SUBLIB='SL2',FORM=mexl3w
*
(subCL)
TAG=COUNT,LINK=20:2,SUBLIB='CL'
TAG=000,TEXT=' : ',LOG=U
TAG=000.999,LINK=20:2,SUBLIB='CL',FORM=mexl3w
*
(subSL1)
TAG=COUNT,LINK=20:2,SUBLIB='SL1'
TAG=000,TEXT=' : ',LOG=U
TAG=000.999,LINK=20:2,SUBLIB='SL1',FORM=mexl3w
*
(subSL2)
TAG=COUNT,LINK=20:2,SUBLIB='SL2'
TAG=000,TEXT=' : ',LOG=U
TAG=000.999,LINK=20:2,SUBLIB='SL2',FORM=mexl3w
```

2. Process sections (*titfull*) and (*titwww*) in file *etc/marcform.ext*:

```
(titfull)
...
TAG=000,NAME=011ITM,LINK=20:1,INFO='GLOBAL_ITEM'
*** Sub-library inventory { ***
TAG=000,NAME='Items CL',LINK=20:2,SUBLIB='CL',INFO='SUB_LIB_ITEM',FORM=subCL
TAG=000,NAME='Items SL1',LINK=20:2,SUBLIB='SL1',INFO='SUB_LIB_ITEM',FORM=subSL1
```

```

TAG=000,NAME='Items SL2',LINK=20:2,SUBLIB='SL2',INFO='SUB_LIB_ITEM',FORM=subSL2
*** Sub-library inventory } ***

...

(titwww)
...
TAG=000,NAME=011ITM,LINK=20:1,INFO='GLOBAL_ITEM',FORM=stock
*** Sub-library inventory { ***
TAG=000,NAME='Items CL',LINK=20:2,SUBLIB='CL',INFO='SUB_LIB_ITEM',FORM=subCL
TAG=000,NAME='Items SL1',LINK=20:2,SUBLIB='SL1',INFO='SUB_LIB_ITEM',FORM=subSL1
TAG=000,NAME='Items SL2',LINK=20:2,SUBLIB='SL2',INFO='SUB_LIB_ITEM',FORM=subSL2
*** Sub-library inventory } ***

```

3. For having our new control file *etc/sublibs.ext* recognized by the Alephino server, its configuration file *etc/alephino.cfg* needs processing:

```

(Files)
...
ApplDict = ../etc/sublibs.ext

```

4. To make our new sub-library specific formatting effective for representation of call numbers in brief lists, replace all references to the respective control table entries in file *etc/marclist.ext*:

```

TAG=titl6 ← replace it by titl6s (3 times)

```

5. If sub-libraries shall be displayed with its long names instead of shorthand symbols in the items list, the following modification in file *etc/marclist.ext* is necessary:

```

*** Web OPAC
(mexaweb)
COLUMN=1, TAG=mexl3, HEAD=020HEAD03
...
*COLUMN=8, TAG=opacnote, HEAD=020HEAD27 ← commented out
COLUMN=8, TAG=sublibrary, HEAD=SUBLIB ← inserted

```

6. If you want to have items belonging to the home-library of the patron that has identified himself in Web OPAC marked in a special way (green background), the following modification in file *htdocs/alipac\_[lng]/itemlist-table-row.htm* needs to be performed:

```
...  
<td>$0800</td> ← before  
<td><a name="OWN">$0800</a></td> ← afterwards
```

### 3 Application

Basically, a sub-library system does not distinguish in the application of a system with only one central library. In some respects however there are still differences, which are listed below.

#### 3.1 Patrons and items

In a sub-library system borrower permissions are to be assigned per sub-library:

| Subl. | Status | Description | Privileges  | Valid to   | Last activity |
|-------|--------|-------------|---|------------|---------------|
| SL1   | 01     | employee    | Loan=N<br>Renewal=N<br>Hold request=N<br>Multi hold request=N<br>Self loan=N<br>Self return=N<br>Ignore=N<br>No overdue notice=N<br>User profile=N<br>Requesting available item=N | 00/00/0000 |               |
| SL2   | 01     | employee    | Loan=Y<br>Renewal=Y<br>Hold request=Y<br>Multi hold request=N<br>Self loan=Y<br>Self return=Y<br>Ignore=N<br>No overdue notice=Y<br>User profile=N<br>Requesting available item=N | 00/00/0000 | 06/15/2006    |

ZB

In case the sub-library system is set-up afterwards and e.g. there is now -in addition to the standard sub-library CL another sub-library SL1, all borrowers that already exist in the the circulation module must get privileges for the new sub-library. If you are logged in as user with sub-library SL1 (see section 2.4) and in the Circulation module retrieve a borrower who so far had only privileges for the sub-library CL, the system automatically creates an empty privileges record for the sub-library SL1. Highlight it and assign the desired privileges. If the privileges for the sub-library SL1 are identical those of sub-library CL, you can simply copy the privileges records of sub-library CL of all existing borrowers for the sub-library SL1. For this, please proceed as follows:

Use Web Service „Interfaces→Export data“:

Fill in the parameter form:

master file: User permissions  
data format: Alephino  
export file: ../temp/permissions.txt (for example)

Leave all other input elements untouched  
→ klick the start - button

## 2. Process export file using a simple plain text editor

By search/replace replace sub-library code **CL** by **SL1**.

```
201 01
202 20140531
204 Y
205 N
206 Y
207 Y
208 Y
209 Y
210 N
211 N
212 20140512
213 N
214 N
219 Y
229 00000000
BOR $$L0000000030$$a0821
SUB SL1 ← Replaced
```

## 3. Perform a „Save database“, with that you have the opportunity to be able to restore the current state in case the subsequent import action fails.

## 4. Use Web Service „Interfaces→Import data“:

Fill in the parameter form:

master file: User permissions  
data format: Alephino  
export file: ../temp/permissions.txt  
mode: load without checks

Leave all other input elements untouched  
→ click the start - button

Now all borrowers have the same privileges for our new sub-library **SL1** as known for **CL**.

Furthermore, a standard library (home library) is specified for each user in the user master data. This is important for mapping of periods and permissions for transactions executed over the OPAC. Unlike GUI transactions where the executive sub-library is determined from the registered staff user, this is naturally not possible for the OPAC.

The screenshot shows a web form with two tabs: "1. Global Patron Details" (selected) and "2. Global Blocks and Notes". The form contains the following fields:

|               |               |                      |            |
|---------------|---------------|----------------------|------------|
| Open Date:    | 00-00-00      | Update Date:         | 00-00-00   |
| Patron ID:    | 000000000003  | Pincode:             | ****       |
| Barcode:      | 56789         | Registration Number: |            |
| Name:         | Tester, Holly |                      |            |
| Title:        |               | Date of Birth:       | 03/31/1975 |
| Home Library: | SL1           | Language:            | ENG        |

If no home library has been specified, the systems takes the default value from Alephino configuration file **etc/alephino.cfg**.

### 3.2 Items

Items are assigned to a particular sub-library. This assignment is effective for the title search on the holdings of particular sub-library as well as for the further control of the circulation process.

Based on this information Alephino supports the delivery of media in foreign sub-libraries to provide and, on the occasion of the return, their return to the home library.

| 1. Item Display             |                                    | 2. General Information (1)        |                                 | 3. General Information (2) |  | 4. Serial Information |  | 5. Serial Levels |  | 6. HOL Links |  |  |
|-----------------------------|------------------------------------|-----------------------------------|---------------------------------|----------------------------|--|-----------------------|--|------------------|--|--------------|--|--|
| Barcode:                    | <input type="text" value="45758"/> | Item Status:                      | <input type="text" value="00"/> |                            |  |                       |  |                  |  |              |  | <input type="button" value="Update"/>        |
| Sublibrary:                 | <input type="text" value="SL1"/>   | Item Process Status:              | <input type="text"/>            |                            |  |                       |  |                  |  |              |  | <input type="button" value="Save Defaults"/> |
| Collection:                 | <input type="text" value="00001"/> | Enum. Level.1 (A)(Vol.):          | <input type="text"/>            |                            |  |                       |  |                  |  |              |  | <input type="button" value="Refresh"/>       |
| Copy Number:                | <input type="text" value="00000"/> | Enum. Level.2 (B):                | <input type="text"/>            |                            |  |                       |  |                  |  |              |  | <input type="button" value="Cancel"/>        |
| Material Type:              | <input type="text"/>               |                                   |                                 |                            |  |                       |  |                  |  |              |  |  |
| Hol. Link:                  | <input type="text" value="0"/>     |                                   |                                 |                            |  |                       |  |                  |  |              |  |  |
| Call No. Type/Call No.:     | <input type="text"/>               | <input type="text" value="B-95"/> |                                 |                            |  |                       |  |                  |  |              |  |  |
| 2nd Call No. Type/Call No.: | <input type="text"/>               | <input type="text"/>              |                                 |                            |  |                       |  |                  |  |              |  |  |
| Description:                | <input type="text"/>               |                                   |                                 |                            |  |                       |  |                  |  |              |  |  |

### 3.3 Orders and subscriptions

Also Orders in the acquisition and subscriptions in the serials administration are managed sub-library dependent:

| 1. Order Display       |                                       | 2. General             |                                       | 3. Vendor |  | 4. Quantity and Price |  |
|------------------------|---------------------------------------|------------------------|---------------------------------------|-----------|--|-----------------------|--|
| Order Number:          | <input type="text" value="2006/1"/>   | Order Status:          | <input type="text" value="RSV"/>      |           |  |                       |  |
| Additional Order No.1: | <input type="text"/>                  | Additional Order No.2: | <input type="text"/>                  |           |  |                       |  |
| Order ISBN/ISSN:       | <input type="text"/>                  | Order Group:           | <input type="text"/>                  |           |  |                       |  |
| Open Date:             | <input type="text" value="15-06-06"/> | Status Date:           | <input type="text" value="15-06-06"/> |           |  |                       |  |
| Order Date:            | <input type="text" value="00-00-00"/> |                        |                                       |           |  |                       |  |
| Material Type:         | <input type="text" value="MO"/>       |                        |                                       |           |  |                       |  |
| Sublibrary:            | <input type="text" value="SL1"/>      |                        |                                       |           |  |                       |  |
| Acquisition Method:    | <input type="text" value="P"/>        |                        |                                       |           |  |                       |  |
| Initiator ID:          | <input type="text"/>                  |                        |                                       |           |  |                       |  |
| Initiator Name:        | <input type="text"/>                  |                        |                                       |           |  |                       |  |
| Action:                | <input type="text" value="None"/>     | Approver ID:           | <input type="text"/>                  |           |  |                       |  |
| Library Note:          | <input type="text"/>                  |                        |                                       |           |  |                       |  |

| 1. Info. List         |   | 2. Subscription Info. (1) |                                | 3. Subscription Info. (2) |  | 4. HOL Links |  |
|-----------------------|---|---------------------------|--------------------------------|---------------------------|--|--------------|--|
| Sublibrary:           | <input type="text" value="SL1"/>        |                           |                                |                           |  |              |  |
| From Date:            | <input type="text" value="01/01/2005"/> |                           |                                |                           |  |              |  |
| To Date:              | <input type="text" value="12/31/2099"/> |                           |                                |                           |  |              |  |
| Item Status:          | <input type="text" value="05"/>         |                           |                                |                           |  |              |  |
| Collection:           | <input type="text" value="00001"/>      |                           |                                |                           |  |              |  |
| Call Number Type:     | <input type="text"/>                    |                           |                                |                           |  |              |  |
| Call Number:          | <input type="text"/>                    |                           |                                |                           |  |              |  |
| 2nd Call Number Type: | <input type="text"/>                    |                           |                                |                           |  |              |  |
| 2nd Call Number:      | <input type="text"/>                    |                           |                                |                           |  |              |  |
| Vendor Code:          | <input type="text" value="BLACKWELL"/>  |                           |                                |                           |  |              |  |
| Order No.:            | <input type="text"/>                    |                           |                                |                           |  |              |  |
| Vendor Order No.:     | <input type="text"/>                    |                           |                                |                           |  |              |  |
| Delivery Type:        | <input type="text" value="A"/>          | Hol. Link:                | <input type="text" value="0"/> |                           |  |              |  |

### 3.4 Hold request processing

When requesting an item the following must be considered:

- in circulation GUI

A hold request is always related to the one sub-library the current staff user belongs to. It is therefore recommended to place hold requests on items of the borrower's home library. This happens via the item filter in the hold request form. The item filter takes over defaults from the selected item which includes the sub-library.

There are several ways for placing hold requests from circulation GUI or Web OPAC:



- from the items list, button „Hold request“

Create Hold Request

Patron ID / Name: 000000000001    Blaubär, Käpt'n

Author of Part: \_\_\_\_\_

Title of Part: \_\_\_\_\_

Pages to Copy: \_\_\_\_\_

Note 1: \_\_\_\_\_

Note 2: \_\_\_\_\_

From Date: 10/16/2014    To Date: 10/16/2015

Pickup Location: \_\_\_\_\_    Recall Type: \_\_\_\_\_

Priority: \_\_\_\_\_

Rush Handling

Item Matching Filter

Only Selected Item

Sublibrary: SL1    Copy: 0

Item Status: 00    Year: \_\_\_\_\_

Item Process Status: \_\_\_\_\_    Volume: \_\_\_\_\_

Collection: 00001    Part: \_\_\_\_\_

Issue Number: \_\_\_\_\_

OK

Cancel

Help

- via menu „Requests→Hold requests→Create hold request“:

Create Hold Request - F000011 - 000000000001/Blaubär, Käpt'n

| 1. Request Information                      |               | 2. Item Filter Information |    |
|---|---------------|----------------------------|----|
| <input type="checkbox"/> Only Selected Item | Copy:         | 0                          | OK |
| Sublibrary: SL2                             | Year:         |                            |    |
| Item Status: 00                             | Volume:       |                            |    |
| Item Process Status:                        | Part:         |                            |    |
| Collection: 00001                           | Issue Number: |                            |    |

Cancel  
Help

- in Web-OPAC

**Mark for pickup (upon return) by Blaubär, Käpt'n**

|   |                                    |
|---|------------------------------------|
| <b>Period of interest:</b>                                      | 10/16/2014 ... to: 10/16/2015 ...  |
| <b>Volume</b>   |                                    |
| <b>Pick-up location</b>   | ... alternative pick-up location ▾ |
| <b>Note</b>   |                                    |
| <b>I want to wait in the library for the requested material</b> | <input type="checkbox"/>           |

OK or Back

A hold request placed via the Web OPAC is usually\* a title hold request which refers to all items. When a hold request is placed, all items of the title are checked by the system whether they are requestable or not. If there is no requestable item or e.g. there is an available item a corresponding message is displayed and the hold request is not created. If Alephino is setup as sub-library system, the check for requestability is only performed on items of the borrower's home library. Requestable items of other sub-libraries are not considered.

\* (unless parameter `ExactRequest` in `../etc/alipac.cfg` was set to **Y**, then all requests are Item requests and refer to the selected item only)

The sub-library in the hold request record becomes the home library of the borrower (on placing requests via OPAC) or the sub-library of the staff user:

| No. | Subl.           | [Barcode] title   | Status         | valid from | valid to   |
|-----|-----------------|---|----------------|------------|------------|
| 1/3 | Central Library | [MR012] Alonso Blas, Diana: Data protection at Eurojust The Hague European Parliament 2012  | item requested | 10/16/2014 | 10/16/2015 |
| 2/3 | Central Library | [MR003] The EU and human rights / edited by Philip Alston ; with the assistance of Mara Bustelo and James Heenan. Oxford : Oxford University Press, 1999. | provided       | 06/12/2012 | 06/19/2012 |

If now an item is returned, the system checks whether there is a hold request for the title, i.e. for any item of the title. In a sub-library system, only hold requests of the own sub-library (i.e. hold request records whose sub-library matches with the sub-library of the logged-in Alephino user) are checked. If such a hold request is found, the system then checks whether there are available items in the own sub-library which can be provided.

If you want to give the user the option of reserving a targeted media belonging to other than his home library, the hold request processing can be configured to execute item requests only.

For this purpose parameter **ExactRequest = Y** needs to be set in file `etc/alipac.cfg`. With that button "GetIt" will appear on each item/copy.

## Item list

|   | Location        | Description | Collection          | Barcode     | Status    | Due at     | Hold req. | Subl.           |
|---|-----------------|-------------|---------------------|-------------|-----------|------------|-----------|-----------------|
| <input type="button" value="Get it"/>  | Bluebear.0815   |             | Textbook collection | 098765432   | on loan   | 11/11/2014 |           | Central Library |
| <input type="button" value="Get it"/>  | Bluebear.761    |             | Textbook collection | 09189881212 | available |            |           | Central Library |
| <input type="button" value="Get it"/>  | Bluebear.910    |             | Textbook collection | 081028300   | available |            |           | Sub-library 1   |
| <input type="button" value="Get it"/>  | Bluebear.870919 |             | Textbook collection | 18291310001 | available |            |           | Sub-library 2   |

The hold request is then valid for the selected item, even if the sub-library of the item does not match the home library of the borrower who triggers the hold request. However, so that no other copies of the title are considered to satisfy the reservation.


Pls. note that an item foreign to the sub-library is not provided automatically on the occasion of its return.

In order to have such reservations fulfilled (provided), it is necessary to seek to create a list of current reservations / deployments on the appropriate menu item in the Web Services regularly:

### ***Circulation/Items→Requests & ProvisionsCreate requests report***

The provisioning of items requested from foreign sub-libraries needs to be initiated manually in the circulation GUI. The respective media must be shipped to the pick-up location that also may differ from the home library of the requesting patron.

Pick-up locations can be configured via Web Service **Setup Services→Edit Tables**  
The name of the entry to be selected firstly is „HOLD-PICKUP-LOCATION“:

**Edit table**   **in database**