Collected Oracle Tables

Version 23

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Z00 – DOCUMENT RECORD (DOC) and Z00H – DELETED RECORD

1. Z00 and Z00H

A document record in the ALEPH system is the basic information record. Each record is uniquely identified by a 9-digit system number assigned sequentially by the system.

In the bibliographic, authorities and holdings libraries, the document record is the "cataloging" record. In most instances these records will be in standard MARC 21, UKMARC, UNIMARC, MAB, etc. format for fields and data. The setup for fields and data validity is set in library tables, and can, therefore, depart from standards. The ADM (administrative) library also uses a document record, but the fields and data are ALEPH standard.

In the database the document record is stored in the Z00 table. The structure of the Z00 record in ALEPH is as follows[1]:

```
01  Z00-DOC.
 02 Z00-DOC-NUMBER              PICTURE 9(9).
 02 Z00-NO-LINES                PICTURE 9(4).
 02 Z00-DATA-LEN                PICTURE 9(6).
 02 Z00-DATA                    PICTURE X(45000).
```

Z00-DOC-NUMBER	M	9(9) Leading zeroes.	**DESC:** Document system number.
Z00-NO-LINES	M	9(4)	**DESC:** Number of fields (lines) in the record
Z00-DATA-LEN	M	9(6)	**DESC:** Length of the record's data content.
Z00-DATA	M	X(45000)	**DESC:** Record's content. The information in this field is compressed according to an internal ALEPH algorithm. For the loading and manipulation of the data, you can create a file in ALEPH Sequential format (refer to the Data Loading and Manipulation section below).

[1] In the table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified 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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Deleted documents are stored in the Z00H table. When a document is deleted it is stored in the Z00H table if the CREATE-Z00H flag in the library's tab100 table is set to "Y". The Z00H table is for statistical purposes only, and does not imply that there is capability to restore.

Following is the structure of the table:

```
01  Z00H-DOC.
  02 Z00H-DOC-NUMBER              PICTURE 9(9).
  02 Z00H-NO-LINES                PICTURE 9(4).
  02 Z00H-DATA-LEN                PICTURE 9(6).
  02 Z00H-DATA                    PICTURE X(45000).
```

2. Data Loading and Manipulation

Cataloging records can be loaded into the ALEPH system using an ALEPH Sequential format flat file. This file is an intermediate file for the loading and the handling of the data that cannot be directly manipulated in the format needed for the Z00-DATA field.

Users can create the ALEPH Sequential format file according to the specifications below. In addition, there are procedures that convert external files that are in standard format (MARC format) to ALEPH Sequential. This is done by two procedures that can be run from the Services menu of the Cataloging module, Convert MARC Records - Step 1 (p_file_01) and Convert MARC Records - Step 2 (file-02)[2].

Following format is the structure of the ALEPH Sequential record:

SECTION	TYPE	DESCRIPTION
Document number	9 digits – 9(9)	Unique identifier of the record
Filler	1 character – X(1)	Blank
Field code	5 characters – X(5)	Tag + indicators. Note that The LDR and the FMT are mandatory fields[3].
Filler	1 character – X(1)	Blank
Alpha	1 character – X(1)	Character set of the field. **L** = For all scripts[4]

[2] Note that currently the maximum limit size for records is 62000 bytes. When this limit is reached, an error message is displayed in the log file of the p_file_02 process and the record is converted up to the limit.

[3] The LDR is a standard MARC field. The FMT contains a two-character code that specifies the format of the record (for example, BK for book or MP map). When the ALEPH Sequential file is created by the Convert Records processes – p_file_01 and p_file_02 – these fields are automatically added.

[4] For non-UTF data (sequential files produced from pre-Unicode ALEPH systems or external data that contains fields in different encoding systems), this section can be used to identify the character set to perform the appropriate conversion. Use L for Latin, H for Hebrew, S for Cyrillic, R for Greek, A for Arabic, C for CJK.

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Filler	1 character – X(1)	Blank
Text	Up to 2000 characters	Field text in UTF-8 encoding. Note that subfield codes are denoted by two consecutive dollar signs ($$). In addition, use the caret (^) sign to denote a blank in MARC 21 fixed fields. For UNIMARC fixed fields, use the hyphen (-) sign.

Following is an example of a bibliographic record in ALEPH sequential format:

```
000001059 FMT   L BK
000001059 LDR   L 00641nam^^22002291^^4500
000001059 001   L AAJ0078
000001059 008   L 000814s1959^^^^ilua^^^^^^^^^^00000^eng^^
000001059 010   L $$a58011949
000001059 035   L $$a(OCoLC)99058213
000001059 040   L $$cCarP
000001059 0500  L $$aHB871$$b.H37
000001059 051   L $$cCopy 2.
000001059 051   L $$cCopy 3.
000001059 090   L $$aHB871$$b.H376
000001059 10010 L $$aHauser, Philip Morris,$$d1909-$$eed.
000001059 24504 L $$aThe study of population:$$ban inventory
and appraisal.
000001059 2600  L $$a[Chicago]$$bUniversity of Chicago
Press$$c[1959]
000001059 300   L $$a864 p.$$billus.$$c25 cm.
000001059 650-0 L $$aDemography.
000001059 650-0 L $$aPopulation.
000001059 70010 L $$aDuncan, Otis Dudley,$$ejoint ed.
```

To summarize, ALEPH records are limited to:

- 5000 subfields
- 45000 bytes

Each field is limited to 2000 bytes.

Note that if the file to be converted contain fields longer than 2000 bytes in MARC records, these fields are converted into ALEPH Sequential format in the following manner:

1. The text of a long field is not cut arbitrarily in the middle of a word (by finding the cutting point according to the number of characters only). Instead, the text is cut immediately after the delimiter "-- " (dash,dash,

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space), which is used as a separator between entries in fields representing "Table of Contents" (for example, tag 505).

2. You can determine whether or not a field is actually a part of a longer field that has been cut, in the following manner:

   - If a field begins with "$$9^^$$a", that is, subfield 9, caret, caret, and another subfield (subfield a is just an example) - this means that it is only a part of a cut field, and not a complete field. The "^^" means that the text of this part continues the subfield of the former part (the subfield that follows the "^^").

   - If a field begins with "$$9^$$t", that is, subfield 9, caret, and another subfield (subfield t is just an example) - this also means that it is only a part of a cut field. However, in this case, the former part has been cut at the **end** of a subfield, and the current part begins with a new subfield (the one that follows the "^").

   To sum up, any field longer than 2000 bytes is divided into multiple parts (at least two), so that subsequent parts begin with "$$9".

The Load ALEPH Sequential MARC Records (p_manage_18) procedure loads the records in ALEPH Sequential format into the system. In other words, it populates the Z00 table.

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Z00E – My e-Shelf External Documents

The Z00E table contains document records that were added to the 'My e-Shelf' as a result of a search in an external database. This saves the record locally and enables it to be retrieved. These records are stored under the library defined as the usr_librarary in the ./alephe/aleph_start file.

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 zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
01  Z00E-DOC.
  02 Z00E-DOC-NUMBER              PICTURE 9(9).
  02 Z00E-NO-LINES                PICTURE 9(4).
  02 Z00E-DATA-LEN                PICTURE 9(6).
  02 Z00E-DATA                    PICTURE X(45000).
```


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Z00E-DOC-NUMBER	M	9(9)	**DESC:** Document system number
Z00E-NO-LINES	M	9(4)	**DESC:** Number of fields (lines) in the record
Z00E-DATA-LEN	M	9(6)	**DESC:** Length of the record's data content.
Z00E-DATA	M	X(45000)	**DESC:** Record's content. The information in this field is compressed according to an internal ALEPH algorithm. For the loading and manipulation of the data, you can create a file in ALEPH Sequential format

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Z00P – ALEPH Published Documents

The Z00P table contains document records that were extracted from the ALEPH catalog for publishing purposes (for example for publishing to search engines and search tools such as Google and Primo).

The Z00P is by default located in the usr_library. However, it may be located in a different library, defined by the aleph_start 'publishing_library' variable.

The table is created and updated by two extract processes: initial and ongoing. The initial extract process is performed by running the Initial Publishing Process (publish-04) service. This service can be run from the Publishing submenu of the Services menu in the Cataloging module.

The ongoing extract process is performed by the UE_21 publishing daemon. This program updates the Z00P table in order to reflect changes to the database such as the deletion and update of records.

The specifications for the creation of the Z00P table derive from the tab_publish table located in the tab directory of the published library.

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 zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z00P-REC-KEY.
 03 Z00P-SEQUENCE        PICTURE 9(9).
02 Z00P-SET              PICTURE X(20).
02 Z00P-LIBRARY          PICTURE X(5).
02 Z00P-DOC-NUMBER       PICTURE 9(9).
02 Z00P-TIMESTAMP        PICTURE 9(15).
02 Z00P-STATUS           PICTURE X(10).
02 Z00P-HASH             PICTURE X(32).
02 Z00P-STORAGE-TYPE     PICTURE X(1).
02 Z00P-STR              PICTURE X(4000).
02 FILLER                PICTURE X(3).
02 Z00P-PTR              PICTURE X(8)
                           VALUE SPACES.
```


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Z00P-REC-KEY			
Z00P-SEQUENCE	M	9(9)	**DESC:** This field contains the unique identifier of the published record. The sequence is based on the last_publish_seq Oracle sequence that is present in $publishing_library ("setenv publishing_library") or, if not specified, in $usr_library. Note that it is recommended to recreate the sequence (UTIL A/17/9/2) when the z00p is recreated.
Z00P-SET	M	X(20)	**DESC:** This field contains the publishing set code. The contents of the field derive from column 1 of the tab_publish table.
Z00P-LIBRARY	M	X(5)	**DESC:** This field contains the original library of the published record.
Z00P-DOC-NUMBER	M	9(9)	**DESC:** This field contains the original system number of the published record. Note that the combination of Z00P-SET and Z00P-LIBRARY and Z00P-DOC-NUMBER is always unique.
Z00P-TIMESTAMP	M	9(15)	**DESC:** Time stamp, assigned when record is created or updated. The time stamp is in UTC (Coordinated Universal Time) and is in the following format: YYYYMMDDHHMMSSS.
Z00P-STATUS	M	X(10)	**DESC:** This field contains the status of the published record. Following values are available: NEW UPDATED DELETED The Initial Publishing Process (publish-04) service sets the field to NEW. The ongoing UE_21 daemon changes the status in order to reflect the reason for the update. New records are set to NEW, updated records are set to UPDATED and deleted records are set to DELETED.
Z00P-HASH	M	X(32)	**DESC:** This field is for internal use.
Z00P-STORAGE-TYPE	M	X(1)	**DESC:** This field indicates whether XML is stored in the Z00P-STR field (if its length is less than 4000 bytes) or in Z00P-PTR (in case the XML is longer than 4000 bytes). Following values are possible:

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			V – Stored in Z00P-STR (Oracle's Varchar2 datatype). **C** – Stored in Z00P-PTR (Oracle's Clob**)**
Z00P-STR	M	X (4000)	**DESC:** This field contains the published record, ifits length is less than 4000 bytes. The format of the record is derived from the specifications in the tab_publish table. Note that the extracted record might differ from the record in the database. The reason for this difference is because extracted records can be modified to include information added by standard ALEPH procedures such as FIX and EXPAND.
FILLER	-	X(3)	**DESC:** Not in use.
Z00P- PTR	M	X(8)	**DESC:** This field contains the published record if its length is more than 4000 bytes. The format of the record derives from the specifications in the tab_publish table. Note that the extracted record might differ from the record in the database. The reason for this difference is based on the fact that extracted records can be modified to include information added by standard ALEPH procedures such as FIX and EXPAND.

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Z00R – FIELDS FROM DOCUMENT

The Z00R table contains separate Z00R records for each of the fields in all documents of the database. This table can be used for statistical purposes.

Conversion is not applicable; the Z00R records are created by the "Update Short Bibliographic Record" (p_manage_07) batch process that also creates the short record (Z13). This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module. The service is only used for initial load and online updates are done automatically (like Z11, Z13, etc.). The UE_01 indexing process is not involved.

Note that the CREATE-Z00R flag of the tab100 table of the library's tab directory is used to control the creation of the Z00R records. If the flag is set to 'N', the Z00R table will not be created.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified 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.

```
01  Z00R.
  02 Z00R-SEQUENCE                PICTURE 9(6).
  02 Z00R-DOC-NUMBER              PICTURE 9(9).
  02 Z00R-FIELD-CODE              PICTURE X(5).
  02 Z00R-ALPHA                   PICTURE X(1).
  02 Z00R-TEXT                    PICTURE X(2000).
```

Z00R-SEQUENCE	M	9(6)	**DESC:** Sequence number of the field within one document. The first field of the document is set to 000001, the second to 000002 and so on.
Z00R-DOC-NUMBER	M	9(9)	**DESC:** System number of the record from which the field was extracted.
Z00R-FIELD-CODE	M	X(5)	**DESC:** Field code and indicators (e.g. 'LDR ' or '650 0')
Z00R-ALPHA	M	X(1)	**DESC:** Alpha code of the field. **L** is used for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z00R-TEXT	M	X(2000)	**DESC:** Field's content.

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Z00T – Document Tracking

When a cataloging record is updated, it is possible to keep the old values of selected fields in the Z00T table. The Z00T record will keep each record's history for the fields that have been defined as parameters of the fix_doc_track fix routine.

Conversion is not applicable.

The following are the table structures of the Z00T table.

In the following tables, (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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```
02 Z00T-REC-KEY
  03 Z00T-DOC-NUMBER          PICTURE 9(9).
02 Z00T-CATALOGER             PICTURE X(10).
02 Z00T-UPDATE-DATE           PICTURE 9(8).
02 Z00T-UPDATE-TIME           PICTURE 9(4).
02 Z00T-FIELD-CODE            PICTURE X(5).
02 Z00T-TEXT                  PICTURE X(2000).
```

Z00T-REC-KEY			
Z00T-DOC-NUMBER	M	9(9)	**DESC:** System number of the new or updated record.
Z00T-CATALOGER	M	X(10)	**DESC:** The ID of the staff that cataloged the changed field.
Z00T-UPDATE-DATE	M	9(8)	**DESC:** The date on which the field was cataloged.
Z00T-UPDATE-TIME	M	8(4)	**DESC:** The time on which the field was cataloged.
Z00T-FIELD-CODE	M	X(5)	**DESC:** The code of the field
Z00T-TEXT	M	X(2000)	**DESC:** The data that populated the field before it was changed.

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Z01 – ACCESS HEADINGS

The Z01 table is a list of headings (entries) derived from information in the document record, through which the user may browse in the Web OPAC and in the Search function in the GUI. The Headings Index is also sometimes called the Browse List or the ACC List. Users may browse records by Author, Title, Subject or any other category defined by the library.

Each library can decide which fields of the document record will be the basis for the Browse subfunction in the Web OPAC and Search function in the GUI. For example, you might decide to provide the ability to Browse by Publishers. The Z01 contains the headings according to the indexing defined in the tab00.lng and tab11_acc tables of the library's tab directory.

Conversion is not applicable; after defining the fields in the tab11_acc table, the headings index is generated by running the "Update Headings Index" (p_manage_02) batch procedure. This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module.

For systems that are set to perform keyword searches in the heading list, a Z01X record is created for each Z01. Z01X is build based on the Z01 record:

Z01X-ACC-SEQUENCE – same as Z01-ACC-SEQUENCE

Z01X-TEXT – created based on Z01-NORMALIZED-TEXT and Z01-ACC-CODE.

For more details regarding Z01X and keyword searching in the heading list, refer to the **Search Keyword in Headings** section of the *Aleph 20.01 System Librarian's Guide - Web OPAC*.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified 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.

```
01  Z01-ACC.
     02 Z01-REC-KEY.
       03 Z01-ACC-CODE              PICTURE X(5).
       03 Z01-ALPHA                 PICTURE X(1).
       03 Z01-FILING-TEXT           PICTURE X(69).
       03 Z01-FILING-SEQUENCE       PICTURE 9(5).

     02 Z01-ACC-SEQUENCE            PICTURE 9(9).

     02 Z01-HASH                    PICTURE 9(12).
     02 Z01-AUT-TAG                 PICTURE X(5).
     02 Z01-REC-KEY-4.
       03 Z01-AUT-LIBRARY           PICTURE X(5).
       03 Z01-AUT-DOC-NUMBER        PICTURE 9(9).
```


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```
02 Z01-ACC-SEQUENCE-SEE        PICTURE 9(9).

02 Z01-NUMBER-OF-DOC           PICTURE 9(5).
02 Z01-CATALOGER.
  03 Z01-CATALOGER-NAME        PICTURE X(10).
  03 Z01-CATALOGER-LEVEL       PICTURE 9(2).
02 Z01-OPEN-DATE               PICTURE 9(8).
02 Z01-UPDATE-DATE             PICTURE 9(8).
02 Z01-CATALOGER-LIBRARY       PICTURE X(5).
02 Z01-NON-FILING-CHAR         PICTURE 9(2).
02 Z01-UPDATE-DOC              PICTURE X(1).
02 Z01-UPDATE-Z0102            PICTURE X(1).
02 Z01-REF-TYPE                PICTURE X(1).
02 Z01-CATEGORY                PICTURE X(3).
02 Z01-NORMALIZED-TEXT         PICTURE X(2000).
02 Z01-DISPLAY-TEXT            PICTURE X(2000).
```


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Z01-REC-KEY			
Z01-ACC-CODE	M	X(5)	**DESC:** Index code to which the record's field is sent. For example, AUT (author), TIT (title), SUB (subject).
Z01-ALPHA	M	X(1)	**DESC:** Alpha code of the access heading. **L** is used for all scripts.
Z01-FILING-TEXT	M	X(69)	**DESC:** Headings are sequenced in the browse list according to the "filing text" of the heading. The filing text is built according to: • Character conversion procedures (char_conv line) defined in the tab_filing table of the library's tab directory. The char_conv line is linked to the tab_character_conversion_line table of the alephe/unicode directory. This table determines which character conversion should be used. • Filing procedures: A single filing procedure is made up of a number of individual procedures. Filing procedures are defined in the tab_filing table of the library's tab directory. Note that the filing key is built in two steps: 1. Z01-DISPLAY-TEXT to Z01-NORMALIZED-TEXT. 2. Z01-NORMALIZED-TEXT to Z01-REC-KEY.
Z01-FILING-SEQUENCE	M	X(5)	**DESC:** Filing sequence number. Used to distinguish between records, which have the same Z01-FILING-TEXT (there can be long headings that have the same initial text). True sequencing of the records is accomplished through the "Alphabetize Long Headings" (b-manage-17) batch procedure, which then sets the Z01-FILING-SEQUENCE accordingly. This service is available from the Build Indexes to the Catalog option of the Services menu of the Cataloging module.
Z01-ACC-SEQUENCE	M	9(9)	**DESC:** Sequence number of the record,

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			system supplied when record is created, based on 'last-acc-number' in UTIL/G/2.
Z01-HASH	M	9(12)	**DESC:** Hash value. A scheme for providing rapid access to Z01 records which are distinguished by Z01-REC-KEY. The hash is substantially smaller than the key itself, and is generated by the system in such a way that it is extremely unlikely that some other record will produce the same hash value.
Z01-AUT-TAG	O	X(5)	**DESC:** Field code and indicators under which the heading was cataloged in the authority database. If the authority record has a match in the bibliographic database, then the Z01-AUT-TAG will be copied from the authority heading to the Z01-AUT-TAG field of the matching heading in the bibliographic database. If the bibliographic heading is not linked to an authority record, then the Z01-AUT-TAG is left blank.
Z01-REC-KEY-4			
Z01-AUT-LIBRARY	M	X(5)	**DESC:** When a new Z01 heading is opened in the bibliographic library, the system checks whether the heading should be controlled/linked to an authority library according to the definitions of the tab_aut table of the library's tab directory. If they are not, this field is set to "**-CHK-**" and is skipped by the process that creates the connection between the bibliographic and the authority library. If the heading should undergo authority control, the Z01-AUT-LIBRARY field is set to "**-NEW-**". The process that triggers the building of the BIB-AUT connections (UTIL E/8 – ue_08) checks all **NEW** headings for a parallel authority record. When this procedure is running the system searches for the authority record that matches the Z01. This is done by searching the GEN headings list of the authority library, to find the appropriate record. When the record is found, the authority library code is written in this field (**XXX10**, **XXX11**), - for example, USM10 -, and the system number of the

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			authority record is written in the Z01-AUT-DOC-NUMBER field. If the authority record has cross-references, headings might be added to the library's headings (Z01) file, based on the definitions of the tab20 table of the library's tab directory. If no parallel is found, "**-NEW-**" is changed to **"-CHK-**" (checked). UTIL E/8 – ue_08 can be run in one of 3 modes: • C = This is the regular ongoing mode. Checks new headings, Z01 set to NEW. • R = This is used for a "re-check" of Z01 that were not previously found in the authority database. It changes all CHK's to NEW, thereby causing the Z01 to be picked up by the regular ue_08 process. • N = This is used to re-build BIB-AUT links. It sets all Z01 records to NEW, thereby causing all Z01 to be picked up by the regular ue_08 process. It also sets Z01-AUT-DOC-NUMBER and Z01-ACC-SEQUENCE-SEE to zero.
Z01-AUT-DOC-NUMBER	M	9(9)	**DESC:** System number of the authority record linked to the bibliographic heading.
Z01-ACC-SEQUENCE-SEE	M	9(9)	**DESC**: Z01-ACC-SEQUENCE of the preferred heading if the heading is a 'see' reference to another heading.
Z01-NUMBER-OF-DOC	-	9(5)	**DESC:** Not in use.
Z01-CATALOGER			
Z01-CATALOGER-NAME	M	X(10)	**DESC:** User name of the cataloger. This field can be set to strings like BATCH, RLIN-PUT, etc. according to the origin of the heading.
Z01-CATALOGER-LEVEL	M	9(2)	**DESC:** Level of the cataloger. In most of the cases this field is set to 00.
Z01-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the heading was created.
Z01-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the heading was last updated.
Z01-CATALOGER-LIBRARY	-	X(5)	**DESC:** Not in use.
Z01-NON-FILING-CHAR	M	9(2)	**DESC:** Number of initial characters that

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			are dropped when building the filing text.
Z01-UPDATE-DOC	M	X(1)	**DESC:** Defines if documents linked to the heading should be updated when the Z01 has been changed. This is defined by the UPD field in the authority record. If the Z01 record does not have an authority record the default is "Y". Values are: **Y** = Yes **N** = No
Z01-UPDATE-Z0102	M	X(1)	**DESC:** This is a toggle field functional in databases that use the counter for logical bases (Z0102) configuration. When a heading is updated, the Z01-UPDATE-Z0102 field of the heading's record is set to 'Y'. The UE_08 daemon process updates the Z0102 table for those headings where Z01-UPDATE-Z0102 = 'Y'. Both the "Build Counters for Logical Bases" (p_manage_32) batch service and the UE_08 process set the Z01-UPDATE-Z0102 field to 'N'.
Z01-REF-TYPE	O	X(1)	**DESC:** For headings that have been authorized (the Z01-AUT-LIBRARY field contains an authority library code), this field is used to define if the heading is related to an established authority heading or to an untraced reference. If the heading in the authority library is an established heading (position 09 of the 008 MARC 21 field is set to 'a'), then this field is left blank. If the heading in the authority library is an untraced reference (position 09 of the 008 MARC 21 field is set to 'b'), then this field is set to 'U'. Bibliographic headings that originate from untraced references are not updated/added by the UE_08 process used for standard authority control (the enrichment cannot be based on a match since the untraced reference is unapproved for use as a heading in the bibliographic library). This type of records are brought to the bibliographic headings list by the "Update Untraced References" (p-manage-105) service.

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			This service is available from the Build Indexes to the Catalog option of the Services menu of the Cataloging module (available when the user connects to an authority library). The service creates Z01 entries for those authority records in which position 09 of the 008 MARC 21 field is set to 'b'. Note that for headings that are not authorized, this field is left blank.
Z01-CATEGORY	M	X(3)	**DESC:** Supports the uniqueness of headings. The uniqueness is established according to second and third positions of an authority field. Z01-CATEGORY includes three positions. The two first positions contain the second and third positions of the field from which the heading derived. The third position of Z01-CATEGORY is not functionally implemented but it will be used in the future in order to enable an additional level of categorization. If categories are not used (tab_acc_category values are '0'), the value of Z01-CATEGORY will be 'ZZZ'.
Z01-NORMALIZED-TEXT	M	X(2000)	**DESC:** Normalized form of the heading. Headings are normalized for the purpose of determining the uniqueness of headings. Normalization refers to the process whereby diacritics, special characters, case differences, etc. are stripped from headings so that only certain characters will be allowed to differentiate between headings. The normalized text is built according to: • Character conversion procedures (char_conv line) defined in the tab_filing table of the library's tab directory. The char_conv line is linked to the tab_character_conversion_line table of the alephe/unicode directory. This table determines which character conversion should be used. • Normalization procedures:

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			A single normalization procedure is made up of a number of individual procedures. Normalization procedures are defined in the tab_filing table of the library's tab directory.
Z01-DISPLAY-TEXT	M	X(2000)	**DESC:** The heading as it is displayed in the Web OPAC and in the Search function of the GUI. The display text can be manipulated (e.g. stripped of end punctuation). This is done by defining conversion routines for the display text. These routines are defined in the tab_filing table of the library's tab directory. The display text can be corrected (only if the Z01-NORMALIZED-TEXT and the Z01-REC-KEY are not modified by this change) through the client by using the Correct Display option from the Browse subfunction of the Search function in the Cataloging module. Note that when a new heading is added to the database, if there is already another heading with the same Z01-NORMALIZED-TEXT and Z01-REC-KEY (excluding the Z01-FILING-SEQUENCE), even if the Z01-DISPLAY-TEXT is different, then both headings are considered a unique heading. In this case no Z01 record will be registered for the new headings and the Z01-DISPLAY-TEXT of the first heading is taken.

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Z0101 – BRIEF RECORDS

The Z0101 table contains the brief format of records. The brief format is used to sub-arrange the records that are attached to a particular heading. These records are built according to the record's format, the headings index and the field of origin.

The structure of the brief record is defined in the tab_z0101 and the tab_z0101_text tables of the library's tab directory.

Note that libraries that work with the Z0101 format must add the last-z0101-sequence counter to UTIL G/2.

Conversion is not applicable. Based on the definitions of the tab_z0101 and the tab_z0101_text tables, the brief records are generated by running the "Update Brief Records" (p_manage_35) batch procedure. This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified 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 Z0101-REC-KEY.
  03 Z0101-SEQUENCE           PICTURE 9(9).

02 Z0101-REC-KEY-1.
  03 Z0101-ACC-SEQUENCE       PICTURE 9(9).
  03 Z0101-FILING-TEXT        PICTURE X(100).
  03 Z0101-KEY-DOC-NUMBER     PICTURE 9(9).

02 Z0101-DOC-NUMBER           PICTURE 9(9).

02 Z0101-SINGLE-DISPLAY       PICTURE X(1).
02 Z0101-AUT-LIBRARY          PICTURE X(5).
02 Z0101-AUT-DOC-NUMBER       PICTURE 9(9).
02 Z0101-AUT-TAG              PICTURE X(5).

02 Z0101-DISPLAY-TEXT         PICTURE X(2000).
```


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Z0101-REC-KEY			
Z0101-SEQUENCE	M	9(9)	**DESC:** Sequence number of the brief record. This is the identifier of the record and must be unique.
Z0101-REC-KEY-1			
Z0101-ACC-SEQUENCE	M	9(9)	**DESC:** Sequence number of the associated heading's record (Z01). It is automatically supplied by the system when the heading is created (based on the 'last-acc-number' counter). Should match a valid Z01-ACC-SEQUENCE.
Z0101-FILING-TEXT	M	X(100)	**DESC**: Filing text of the brief record. This field is used for the sorting of the list of brief records attached to a heading. The filing text is built according to the filing routines defined in the tab_filing table of the library's tab directory under procedure 98.
Z0101-KEY-DOC-NUMBER	M	9(9)	**DESC:** Contains the Z0101-DOC-NUMBER field. If the brief record originated from an authority record, this field contains zeroes.
Z0101-DOC-NUMBER	M	9(9)	**DESC:** System number of the bibliographic record from which the Z0101 was created. If the brief record originated from an authority record, this field contains the system number of the bibliographic record that caused the enrichment.
Z0101-SINGLE-DISPLAY	M	X(1)	**DESC:** This is a toggle field that defines whether or not duplicate Z0101 records (where only the Z0101-SEQUENCE is different) should be displayed as one unique entry. Values are 'Y' and 'N'. If the brief record originated from an authority record, this field is set to 'Y', if the record originated from a bibliographic record, this field is set to 'N'. Note that duplicate brief records originate from Z0101 records added to the bibliographic list of brief records from the authority database.
Z0101-AUT-LIBRARY	O	X(5)	**DESC:** If the brief record originated from an authority record, this field contains the library code of the authority library of the linked authority record (e.g.

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			USM10); otherwise, this field is left blank.
Z0101-AUT-DOC-NUMBER	M	9(9)	**DESC:** If the brief originated from an authority record, this field contains the system number of the linked authority record; else, this field contains zeroes.
Z0101-AUT-TAG	O	X(5)	**DESC:** If the brief record originated from an authority record, this field contains the field code and indicators under which the heading was cataloged in the authority database.
Z0101-DISPLAY-TEXT	M	X(2000)	**DESC:** The brief record as it is displayed in the Web OPAC and in the Search function. The display text is created based in the definitions of the tab_z0101 and the tab_z0101_text tables of the library's tab directory.

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Z0102 – COUNTER FOR LOGICAL BASES

The Z0102 table can be used to make browsing from GUI and Web OPAC more efficient when scanning logical bases, which are less than 15% of the total database.

When a logical base is being browsed, the system uses the Z0102 table to determine whether to display the heading (Z01) without having to retrieve the documents attached to the heading, read them, and then determine what to do.

The Z0102 table is built for each heading and for each logical base. The table includes the filing text, the access sequence of the heading and a counter of the relevant documents attached to the heading. The pointer to the documents is still stored in the Z02 (ACCDOC) table.

Conversion is not applicable; the Z0102 records are generated by running the "Build Counters for Logical Bases" (p_manage_32) batch procedure. This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module. This batch procedure should always be run after building the headings index ("Update Headings Index" - p_manage_02).

When a heading is updated or when a new heading is created, the logical base counter is updated automatically by the UE_01 daemon process.

Note that Z0102 records created from "Untraced References" (Z01 records where the Z01-REF-TYPE field is 'U') are built all logical bases. Untraced references are headings that are not authorized for use as headings in the bibliographic library and are not used by other headings as "see" from entries. They can be used to provide a reference note to the user (that is, guide the user to established headings). Headings records of this type are brought from the authority library to the bibliographic headings list by the "Update Untraced References" (p-manage-105) service.

It is recommended to set large bases to work with the regular Z01 mechanism instead of the Z0102 table. This saves space and increases the performance of the building process. Column 8 of the tab_base.lng table of the alephe/tab directory is used to define if the base works with the Z01 or the Z0102 mechanism. If the column is set to 'Y', the base is setup to work with the Z0102 table. It is possible to view and analyze the setup of the bases by running UTIL H / 1 / 10. Following is an example of this type of report that includes the recommended and current setup of the Z0102 column (column 8) of the tab_base.lng table:

Base	# Docs	Recommended	Current	Conflicts
MONOGRAPHS	17840	No	Yes	*** Err ***
USM01	FULL BASE	No	No	
WID	12732	No	Yes	*** Err ***
HIL	1498	Yes	Yes	
HYL	7896	Yes	Yes	
LAM	519	Yes	Yes	
MED	1934	Yes	Yes	

Note that the counter for logical bases mechanism can be used with up to 100 bases.

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In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with leading spaces, all numeric fields are right-aligned (with leading zeros, where relevant). 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 Z0102-REC-KEY.
  03 Z0102-ACC-SEQUENCE       PICTURE 9(9).

02 Z0102-NUMBER-OF-DOC        PICTURE 9(5).
02 Z0102-ACC-SEQUENCE-SEE     PICTURE 9(9).

02 Z0102-REC-KEY-1.
  03 Z0102-BASE               PICTURE X(20).
  03 Z0102-ACC-CODE           PICTURE X(5).
  03 Z0102-ALPHA              PICTURE X(1).
  03 Z0102-FILING-TEXT        PICTURE X(69).
  03 Z0102-FILING-SEQUENCE    PICTURE 9(5).
```


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Z0102-REC-KEY			
Z0102-ACC-SEQUENCE	M	9(9)	**DESC:** Sequence number of the record. Matches the Z01-ACC-SEQUENCE field of the heading's record.
Z0102-NUMBER-OF-DOC	-	9(5)	**DESC:** Previously, this field contained the number of documents linked to the heading. In current versions, this field is not functional, the count is performed on the fly.
Z0102-ACC-SEQUENCE-SEE	M	9(9)	**DESC:** Z01-ACC-SEQUENCE of the preferred heading if the heading is a 'see' reference to another heading.
Z0102-REC-KEY-1			
Z0102-BASE	M	X(20)	**DESC:** Logical base. The Z0102 is built for each logical base for which the heading should be displayed.
Z0102-ACC-CODE	M	X(5)	**DESC:** Index code to which the bibliographic field is sent. For example, AUT (author), TIT (title), SUB (subject). Matches the Z01-ACC-CODE field of the heading's record.
Z0102-ALPHA	M	X(1)	**DESC:** Alpha code of the access heading. **L** is used for all scripts (e.g. Latin, Greek, Cyrillic, etc.). Matches the Z01-ALPHA field of the heading's record.
Z0102-FILING-TEXT	M	X(69)	**DESC:** Headings are sequenced in the OPAC browse list according to the "filing text" of the heading. The filing text is built according to: • Character conversion procedures (char_conv line) defined in the tab_filing table of the library's tab directory. The char_conv line is linked to the tab_character_conversion_line table of the alephe/unicode directory. This table determines which character conversion should be used. • Filing procedures: A single filing procedure is made up of a number of individual procedures. Filing procedures are defined in the tab_filing table of the library's tab directory. Matches the Z01-FILING-TEXT field of

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			the heading's record.
Z0102-FILING-SEQUENCE	M	9(5)	**DESC:** Filing sequence number. Matches the Z01-FILING-SEQUENCE field of the heading's record.

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Z02 – ACCDOC

The Z02 links between the Z01 – Access Headings – and the bibliographic records.

Conversion is not applicable; the links between the headings index and the bibliographic records are generated by running the "Update Headings Index" (p_manage_02) batch procedure. This service is available from the Build Indexes to the Catalog option in the Services menu of the Cataloging module.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified 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 Z02-REC-KEY.
  03 Z02-ACC-SEQUENCE          PICTURE 9(9).
  03 Z02-SEQUENCE-1            PICTURE 9(9).
02 Z02-DOC-NUMBER              PICTURE 9(9).
```

Z02-REC-KEY			
Z02-ACC-SEQUENCE	M	9(9)	**DESC:** Sequence number of the headings record. Matches the Z01-ACC-SEQUENCE field.
Z02-SEQUENCE-1	M	9(9)	**DESC:** Sequence number. Used to distinguish between multiple records linked to the same Z01-ACC-SEQUENCE. The sequence number is the system number of the bibliographic record.
Z02-DOC-NUMBER	M	9(9)	**DESC:** System number of the bibliographic record linked to the access heading.

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Z05 – SET

The Z05 table contains a temporary list of sets from searches made in the Web OPAC, GUI and Z39 gate.
As a temporary table, this table is in VIR01, It is usually deleted on a regular base by the "clear_vir01" script. It must be included in the file_list of the VIR01 library.

Conversion is not applicable.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified 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 Z05-REC-KEY
  03 Z05-NUMBER              PICTURE 9(6).
02 Z05-REC-KEY-1.
  03 Z05-TEXT-1              PICTURE X(50).
  03 Z05-NUMBER-1            PICTURE 9(6).
02 Z05-BASE                  PICTURE X(20).
02 Z05-SET-TYPE              PICTURE X(1).
02 Z05-SET-NUMBER            PICTURE 9(6).
02 Z05-FIRST-DOC-NUMBER      PICTURE 9(9).
02 Z05-LAST-DOC-NUMBER       PICTURE 9(9).
02 Z05-ID                    PICTURE X(12).
02 Z05-LIBRARY               PICTURE X(5).
02 Z05-ALPHA                 PICTURE X(1).
02 Z05-REQUEST               PICTURE X(500).
02 Z05-ADJACENCY             PICTURE X(1).
02 Z05-LNG                   PICTURE X(30).
02 Z05-NO-DOCUMENTS          PICTURE 9(9).
02 Z05-NO-HITS               PICTURE 9(9).
02 Z05-SORT-OPTION           PICTURE X(12).
02 Z05-SORT                  PICTURE X(1).
02 Z05-FIRST-DISPLAY         PICTURE X(1).
02 Z05-SHORT-FORMAT          PICTURE 9(3).
02 Z05-SCAN-CODE             PICTURE X(5).
02 Z05-SCAN-SEQUENCE         PICTURE 9(9).
02 Z05-SAVE-RECORD           PICTURE X(1).
02 Z05-DATE                  PICTURE 9(8).
02 Z05-TIME                  PICTURE 9(10).
02 Z05-TEXT                  PICTURE X(500).
02 Z05-FIND-GROUP            PICTURE 9(6).
02 Z05-REQUEST-EXEC          PICTURE X(500).
02 Z05-PROCESS-TYPE          PICTURE X(5).
02 Z05-PROCESS-TIMER         PICTURE 9(10).
```


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Z05-REC-KEY			
Z05-NUMBER	M	9(6)	**DESC:** Sequence number of the set record. Used to distinguish between set records.
Z05-REC-KEY-1			
Z05-TEXT-1	M	X(50)	**DESC:** For GUI search and Z39 gate, this is the PC server process ID. For Web OPAC searches, this is the Session-ID. For Web OPAC searches that were deleted in the "Previous Searches" screen, this is set to "DELETED". For Web OPAC searches that do not have a Session-ID ,this can be "NO-SESSION-ID".
Z05-NUMBER-1	M	9(6)	**DESC:** The same as Z05-NUMBER
Z05-BASE	M	X(20)	**DESC:** Base code of the base in which the search query was performed. Bases are defined in the tab_base table of the alephe_root tab directory.
Z05-SET-TYPE	M	X(1)	**DESC:** The value “H” indicates the usage of Web OPAC “Brief Recs” view in the List of Headings - Browse (scan).
Z05-SET-NUMBER	M	9(6)	**DESC:** Sequence number of the set record, used for Z39 gate sets sort.
Z05-FIRST-DOC-NUMBER	M	9(9)	**DESC:** The first document number of the set, used for searches in the external bases (EXT libraries), such as Z39 gate. This is based on the Z52 counter “last-doc-number” of vir01 (can be seen by util G/2).
Z05-LAST-DOC-NUMBER	M	9(9)	**DESC:** The last document number of the set, used for searches in external bases (EXT libraries), such as Z39 gate. This is based on Z05-FIRST-DOC-NUMBER + number of records found.
Z05-ID	M	X(12)	**DESC:** User’s Profile ID used for the search.
Z05-LIBRARY	M	X(5)	**DESC:** The library code of the library in which the search request was performed.
Z05-ALPHA	M	X(1)	**DESC:** The ALPHA code of the record. Use: **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z05-REQUEST	M	X(500)	**DESC:** The search query that was performed. For example: WRD =

			(polygon). Filter in Web OPAC is also added.
Z05-ADJACENCY	M	X(1)	**DESC:** Indicates whether or not the words in the find query are adjacent in the records. Values are 'Y' and 'N'. If the field is set to 'Y', this indicates that the user requested the words to be adjacent when performing the find query.
Z05-LNG	M	X(30)	**DESC:** Indicates what specific languages were chosen in the Web OPAC page of: Language Preferences - Language of records.
Z05-NO-DOCUMENTS	M	9(9)	**DESC:** The number of records found in the search for sort and display. This number depends on the configuration. For Web OPAC this is set in www_server.conf For GUI search and Z39 gate this is configured by setting the "set_result_set_limit" in pc_server_defaults
Z05-NO-HITS	M	9(9)	**DESC:** The total number of hits (records found) associated with the search query.
Z05-SORT-OPTION	M	X(12)	**DESC:** The sort order of the used set in the GUI and Web OPAC search.
Z05-SORT	M	X(1)	**DESC:** Used on Z39 gate - to indicate that the set is sorted. Depends on the specific Z39 target configuration Z58-SORT.
Z05-FIRST-DISPLAY	M	X(1)	**DESC:** The Full view displayed in the Web OPAC. When the value is "X" this indicates that the Full View was immediately displayed in the Web OPAC, without the step of the Brief view. This depends on the "Z61-AUTO-FULL", as defined in the user profile.
Z05-SHORT-FORMAT	M	9(3)	**DESC:** The short view display format number chosen by the user in the Web OPAC.
Z05-SCAN-CODE	M	X(5)	**DESC:** The field code selected for Browse Headings Indexes.
Z05-SCAN-SEQUENCE	M	9(9)	**DESC:** Filing sequence number of the selected word in Headings Indexes browse (scan).
Z05-SAVE-RECORD	M	X(1)	**DESC:** Not in use
Z05-DATE	M	9(8)	**DESC:** The date when the search request was performed.
Z05-TIME	M	9(10)	**DESC:** System time (internal Unix time, seconds since 01.01.1970).

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Z05-TEXT	M	X(500)	**DESC:** The Web OPAC: Title or Author text used in the browse (scan) search. Filter on set. In GUI Search – the text entered in "Save as set". May also contain errors received from an external search base, such as Z39 target when using Z39 gate.
Z05-FIND-GROUP	M	9(6)	**DESC:** Not in use. Hard-coded to '000000'.
Z05-REQUEST-EXEC	M	X(500)	**DESC:** Used in searches via Z39 gate. Contains the search query in CCL.
Z05-PROCESS-TYPE	M	X(5)	**DESC:** Used in searches via Z39 gate. Contains DONE for searches that were successful.
Z05-PROCESS-TIMER	M	9(10)	**DESC:** Used in searches via Z39 gate. System time (internal Unix time, seconds since 01.01.1970).

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Z07 and Z07A – Update Doc

When a cataloging record (bibliographic, authorities, holdings, and so on) is created or updated, its system number is placed in the Z07 table. The Z07 is used by the system for controlling the updating of index files. Indexes are updated by the background job, initiated by UTIL E/1 (Update Doc Indexes – UE_01). This process checks the Z07 table to find if there are new or updated records waiting for indexing. Once the procedure has updated the indexes, the Z07 record is deleted. A smoothly running system should not have many records in the Z07 table.

After the deletion of the Z07 record, a similar record, Z07A, containing the system number of the updated record is created for further processing. This record is used by the ue_01_word_index in two cases:

a) If the accumulative_word variable in the library's prof_directory is set to Y, then word indexes are handled at a later stage (after the deletion of the Z07) by the ue_01_word_index process. This process checks the Z07A table to find if there are new or updated records waiting for word indexing.

b) Without any relation to the stage in which the word indexes are created, the ue_01_word_index process also checks the Z07A table for new and updated records in order to pass them to the ue_01_z0102_index process that updates the logical bases table (Z0102). After passing the record to the ue_01_z0102_index for processing the Z07A is deleted. As with the Z07, a smoothly running system should not have many records in the Z07A table.

Note that the UE_01 processes Z07 records in the following order:

- New records are processed before updated records
- Online cataloging records are processed before batch
- Records loaded using the OCLC server are considered the same online cataloging
- Records loaded through RLIN as after online, but before batch.

Conversion is not applicable.

Following are the table structures of the Z07 and Z07A tables.

In the following tables, (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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Z07:

```
02 Z07-REC-KEY.
  03 Z07-DOC-NUMBER            PICTURE 9(9).
02 Z07-SEQUENCE                PICTURE 9(15).
02 Z07-LEVEL                   PICTURE 9(1).
02 Z07-SOURCE                  PICTURE X(3).
02 Z07-HISTORY OCCURS 50.
  03 Z07-H-LIBRARY             PICTURE X(5).
  03 Z07-H-DOC-NUMBER          PICTURE 9(9).
```

Z07-REC-KEY			
Z07-DOC-NUMBER	M	9(9)	**DESC:** System number of the new or updated record.
Z07-SEQUENCE	M	9(15)	**DESC:** Sequence number of the record. Must be unique. ALEPH uses a time stamp.
Z07-LEVEL	M	9(1)	**DESC:** Internal use.
Z07-SOURCE	M	X(3)	**DESC:** Internal use.
Z07-HISTORY			**DESC:** When a record is updated, the system checks its linked records and creates a Z07 for each of them. This guarantees a complete update of the database. The history fields ensure that a document that has already been updated will not generate a Z07 again and avoid a never-ending loop. Up to 50 occurrences are allowed.
Z07-H-LIBRARY	M	X(5)	**DESC:** Library code(s) of the record(s) that have been already updated.
Z07-H-DOC-NUMBER	M	9(7)	**DESC:** System number(s) of the record(s) that have been already updated.

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Z07A

```
01  Z07A-UPDATE.
  02 Z07A-REC-KEY.
    03 Z07A-LEVEL                PICTURE 9(1).
    03 Z07A-SEQUENCE             PICTURE 9(15).
    03 Z07A-DOC-NUMBER           PICTURE 9(9).
```

Z07A-REC-KEY			
Z07A-LEVEL	M	9(1)	**DESC:** Internal use.
Z07A-SEQUENCE	M	9(15)	**DESC:** Sequence number of the record. Must be unique. ALEPH uses a time stamp.
Z07A-DOC-NUMBER	M	9(9)	**DESC:** System number of the new or updated record.

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Z07P – Publishing Update Doc

The ALEPH Publishing Mechanism enables sites to extract records from the ALEPH catalog for publishing purposes (for example, for publishing to search engines and search tools such as Google and Primo).

The extract process has two different flows: initial and ongoing. The initial extract usually includes all records in the catalog, while the ongoing extract mainly deals with new and updated records. Both publishing processes place the extracted records into the Z00P table.

The ongoing extract process is required in order to reflect changes to the database, such as the deletion of records and updates to the bibliographic, holdings, item records, etc. The ongoing extract process has two main stages:

- The trigger for the extract
- The extract/publishing of changed/new records to the repository

The triggering mechanism for the extract is based on the ALEPH indexing trigger mechanism. In ALEPH a Z07 table is created for each new or modified record. For the ongoing extract process, when a Z07 record is created for a bibliographic record, the system creates a Z07P record. The Z07P is the trigger for the ongoing extract process.

Z07 records are created for bibliographic records in various cases, such as changes to the related holdings records, authority records, items, etc. This ensures that bibliographic records are indexed not only according to their own data but to associated data. Since the Z07P is based on the Z07, this guarantees that the extracted records, which might contain information derived from FIX and EXPAND procedures, are correctly updated.

The timing of the creation of the trigger record (Z07P) differs depending on whether or not the publishing set is created based on a logical base. If the publishing set is not base-dependent, the Z07P is created immediately after the creation of the Z07 record (before it is processed by the UE_01 indexing daemon). If the publishing set is base-sensitive, the record must be indexed before it is extracted. In this case, the Z07P record is created only after the Z07 record has been processed by the UE_01 daemon. The reason for this difference is that in sites where the publishing sets are not base-sensitive, there is no reason to wait for the indexing of the records in order to start the ongoing extract process.

Note that the timing of the creation of the Z07P records explained above is not dependent on the specific publishing set but depends on whether there is at least one entry in the tab_publish table that is base dependent. In other words, if there are four publishing sets defined in the table but only one is base sensitive, then in all cases the Z07P record will be created after the processing of the UE_01 daemon.

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The extract/publishing of the changed records is performed by the UE_21 daemon.

This program compares the record for which the Z07P was created with the record in the repository. If the records differ (after EXPAND and FIX), the record is extracted. When the service finishes processing the triggered documents, the Z07P records are deleted.

Conversion is not applicable.

The following is the table structures of the Z07P table.

In the following tables, (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 Z07P-REC-KEY.
  03 Z07P-DOC-NUMBER          PICTURE 9(9).
02 Z07P-TIMESTAMP             PICTURE 9(15).
```

Z07P-REC-KEY			
Z07P-DOC-NUMBER	M	9(9)	**DESC:** System number of the new or updated record.
Z07P-TIMESTAMP	M	9(15)	**DESC:** Time stamp, assigned when record is created. The time stamp is in the following format: YYYYMMDDHHMMSSS.

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Z08 – SERIAL PUBLICATION CYCLE (PREDICTION PATTERN)

The Z08 record contains information regarding the serial's publication cycle. The Z08 table can be viewed through UTIL F/ 4 as a part of the Z12 table that contains virtual records that are comprised from the Z08 and the Z09 (Issue text for prediction pattern) records.

One serial ADM record has only one Z08 record. When creating this record for conversion, the data should relate to the publication cycle relevant to the next time that issues are to be created.

Note that the Z08 table cannot be updated directly by the "ALEPH Upload Utility" (p_file_06) batch process. This table can be updated via the Z12 table, which contains virtual records that are comprised from the Z08 and the Z09 records. ALEPH does not have a mechanism to update Z08 or Z09 separately, as this could cause non-consistent data to appear.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified with leading zeros. 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 Z08-REC-KEY.
  03 Z08-DOC-NUMBER              PICTURE 9(9).
02 Z08-SCHEDULE-OPEN-DATA.
  03 Z08-ALPHA                   PICTURE X(1).
  03 Z08-TEXT                    PICTURE X(50).
  03 Z08-SCHEDULE-NOTE           PICTURE X(100).
  03 Z08-VOLUME-DATA.
    04 Z08-YEAR                  PICTURE X(9).
    04 Z08-VOLUME                PICTURE X(15).
    04 Z08-PART                  PICTURE X(15).
    04 Z08-ISSUE-NUMBER          PICTURE 9(4).
    04 Z08-ISSUE-DATE            PICTURE 9(8).
    04 Z08-VOLUME-PERIOD         PICTURE 9(3).
    04 Z08-VOLUME-PERIOD-TYPE    PICTURE X(1).
    04 Z08-NO-ISSUE-PER-VOLUME   PICTURE 9(3).
    04 Z08-NO-ISSUE-OVER-VOLUME PICTURE 9(3).
  03 Z08-INTERVAL.
    04 Z08-INTERVAL-COUNT        PICTURE 9(3).
    04 Z08-INTERVAL-TYPE         PICTURE X(1).
  03 Z08-UPD-TIME-STAMP          PICTURE 9(15).
```


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Z08-REC-KEY			
Z08-DOC-NUMBER	M	9(9)	**DESC:** ADM system number. **CONV:** ADM system number of the record to which the publication cycle is associated.
Z08-SCHEDULE-OPEN-DATA			
Z08-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z08-TEXT	O	X(50)	**DESC:** This field contains a series of codes, which determine the formatting of the text appearing in the description field of the item record. The codes are: **$Y** for year **$V** for volume **$P** for part **$I** for issue number **$N** for issue name **$D** for issue publication date. Each code is a marker, indicating where the relevant field will be placed. In addition, it is possible to enter words, abbreviations, punctuation and spaces. For example: v. $V, no. $I, $Y. Displays: v. 3, no. 2, 1998. **CONV:** If left blank, the system defaults the formatting to $Y $V $P $I.
Z08-SCHEDULE-NOTE	O	X(100) Free text	**DESC:** Schedule note. **CONV:** Blank or relevant note.
Z08-VOLUME-DATA			
Z08-YEAR	M	X(9)	**DESC:** The journal year for one volume of the publication. Can be expressed as a single year, as a double year (e.g. 1987/1988), or as a range of years (e.g. 1987-1989). **CONV:** Relevant information as it is specified in the description.
Z08-VOLUME	O	X(15)	**DESC:** Contains the first volume number that will be received during the year stated in the Z08-YEAR. For example, your library's subscription will start with

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			volume 16. If the serial does not have volume numbering, leave the volume blank. **CONV:** Blank or relevant information.
Z08-PART	O	X(15)	**DESC:** Contains the part of the volume (if the serial is organized in this manner). **CONV:** Blank or relevant information.
Z08-ISSUE-NUMBER	M	9(4) Leading zeroes	**DESC:** Contains the first issue number of the volume. **CONV:** Relevant issue number.
Z08-ISSUE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** The date on which the issue specified in the Z08-ISSUE-NUMBER is published. **CONV:** Relevant date.
Z08-VOLUME-PERIOD	M	9(3) Leading zeroes	**DESC:** Frequency of volume publication. This field contains the numeric value, while the indication of time measure is stored in the Z08-VOLUME-PERIOD-TYPE. For example, if a new volume is published every 3 months, then: Z08-VOLUME-PERIOD = 003 and Z08-VOLUME-PERIOD-TYPE = M **CONV:** Relevant number as described above.
Z08-VOLUME-PERIOD-TYPE	M	X(1)	**DESC:** Frequency of volume publication. This field contains the indication of time measure Values are: **Y** = Year **M** = Month **W** = Week **D** = Day **CONV:** Relevant value.
Z08-NO-ISSUE-PER-VOLUME	M	9(3) Leading zeroes	**DESC:** This field contains the number of issues that are included in one volume. **CONV:** Relevant number.
Z08-NO-ISSUE-OVER-VOLUME	M	9(3) Leading zeroes	**DESC:** Contains the number of issues that constitute a cycle of issues, independent of the number of issues in a volume. For example, a serial that is published monthly, 3 volumes a year, with issue numbering continuous over the 3 volumes, would be “12”. If the issues continue indefinitely, enter 999. **CONV:** Relevant number or 999.
Z08-INTERVAL			

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Z08-INTERVAL-COUNT	M	9(3) Leading zeroes	**DESC:** Interval between issues. This field contains the numeric value, while the indication of time measure is stored in the Z08-INTERVAL-TYPE. For example, if a new issue is published every 3 months, then: Z08-INTERVAL-COUNT = 003 and Z08-INTERVAL-TYPE = M **CONV:** Relevant number as described above.
Z08-INTERVAL-TYPE	M	X(1)	**DESC:** Interval between issues. This field contains the indication of time measure. Values are: **Y** = Year **M** = Month **W** = Week **D** = Day **CONV:** Relevant value.
Z08-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.

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Z09 – ISSUE TEXT FOR PREDICTION PATTERN

The Z09 table contains information regarding issue description (such as “Winter” or “March”). The Z09 can be viewed through UTIL F/ 4 as a part of the Z12 table that contains virtual records that are comprised from the Z08 (Serial publication cycle) and the Z09 records.

Z09 records are optional. They should be created if the library wants to identify issues by names, in addition to issue numbers. When a new issue record is created, the system uses the Z09 data for the $N variable in the issue description formatting codes. The formatting codes are set in the Z08-TEXT field.

A separate Z09 record should be created for each issue. Limited to up to 24 issues (i.e. up to 24 Z09 per ADM record).

Note that the Z09 table cannot be updated directly by the “ALEPH Upload Utility” (p_file_06) batch process. This table can be updated via the Z12 table, which contains virtual records that are comprised from the Z08 and the Z09 records. ALEPH does not have a mechanism to update Z08 or Z09 separately, as this could cause non-consistent data to appear.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified with leading zeros. 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 Z09-REC-KEY.
  03 Z09-DOC-NUMBER              PICTURE 9(9).
02 Z09-SCHEDULE-OPEN-DATA.
  03 Z09-ISSUE-NUMBER            PICTURE 9(2).
  03 Z09-ISSUE-TEXT              PICTURE X(50).
```


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Z09-REC-KEY			
Z09-DOC-NUMBER	M	9(9)	**DESC:** ADM system number of the record to which the prediction pattern is associated. **CONV:** ADM system number.
Z09-SCHEDULE-OPEN-DATA			
Z09-ISSUE-NUMBER	M	9(2)	**DESC:** Issue sequence number (i.e. first issue, second issue, etc.). **CONV:** Sequential numbers. Limited to 24.
Z09-ISSUE-TEXT	M	X(50)	**DESC:** Text, which will appear in the issue description (Z30-DESCRIPTION). **CONV:** Relevant string.

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Z100 – Batch Jobs

The Z100 table contains information about the batch jobs that have been executed in the system.

The Z100 table is stored in the usr_library environment. It is automatically created and updated by every running batch job. Converting this table is not applicable.

Util X/12 can be used to clean Z100 records from the database.

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 zeros.

```
01  Z100.
  02 Z100-REC-KEY                    PICTURE 9(9).
  02 Z100-PROC-NAME                  PICTURE X(30).
  02 Z100-LIBRARY                    PICTURE X(5).
  02 Z100-START-DATE-X.
    03 Z100-START-DATE                PICTURE 9(8).
    03 Z100-START-HOUR                PICTURE 9(4).
  02 Z100-END-DATE-X.
    03 Z100-END-DATE                  PICTURE 9(8).
    03 Z100-END-HOUR                  PICTURE 9(4).
  02 Z100-JOB-PARAMS                 PICTURE X(4000).
  02 Z100-SUMMARY-PARAMS OCCURS 80.
    03 Z100-PARAM-NAME                PICTURE X(20).
    03 Z100-PARAM-VALUE-X.
      04 Z100-PARAM-VALUE-N           PICTURE 9(9).
      04 FILLER                       PICTURE X(21).
  02 Z100-SUMMARY-ERRORS OCCURS 20    PICTURE X(200).
      02 Z100-STATUS                  PICTURE X(2).
      02 Z100-LOG-FILE                PICTURE X(100).
      02 Z100-PRINTOUT   OCCURS 5     PICTURE X(100).
      02 Z100-JOB-TYPE                PICTURE X(10).
      02 Z100-PRINT-ID                PICTURE X(10).
      02 Z100-USER                    PICTURE X(10).
      02 Z100-PID                     PICTURE X(10).
      02 Z100-ALERT                   PICTURE X(1).
```


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Z100-REC-KEY	M	9(9)	**DESC:** A unique sequence that identifies the request. The value of the sequence is taken from the Z52 last-batch-job-no usr_library counter.
Z100-PROC-NAME	M	X(30)	**DESC:** The name of the batch job.
Z100-LIBRARY	M	X(5).	**DESC:** The library in which the batch job was executed.
Z100-START-DATE-X			
Z100-START-DATE	M	9(8)	**DESC:** The date on which the batch job execution started.
Z100-START-HOUR	M	9(4)	**DESC:** The hour on which the batch job execution started.
Z100-END-DATE-X			
Z100-END-DATE	M	9(8)	**DESC:** The date on which the batch job execution ended.
Z100-END-HOUR	M	9(4)	**DESC:** The hour on which the batch job execution ended.
Z100-JOB-PARAMS	M	X(4000)	**DESC:** The batch job's parameters.
Z100-SUMMARY-PARAMS OCCURS 80			
Z100-PARAM-NAME	O	X(20)	**DESC:** A textual description of the counted statistics.
Z100-PARAM-VALUE-X			
Z100-PARAM-VALUE-N	O	9(9)	**DESC:** The value of the counted statistics
FILLER		X(21)	
Z100-SUMMARY-ERRORS OCCURS 20	O	X(200)	**DESC:** A list of errors which were reported in the batch job's log file.
Z100-STATUS	M	X(2)	**DESC:** The status of the job. Possible values are: RU – Running SU – Success DO – Done with errors FA – Failed and still running.
Z100-LOG-FILE	M	X(100)	**DESC:** The full path of the batch job's log file.
Z100-PRINTOUT OCCURS 5	O	X(100)	**DESC:** The full paths of the batch job's printouts.

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Z100-JOB-TYPE	M	X(10)	**DESC:** The type of the job. Possible values are: CIRC,ACQ,CAT,ILL,INDEX,UNION,ITEMS,ADAM,STAFF,SYSTEM
Z100-PRINT-ID	O	X(10)	**DESC:** The print ID of the batch job's printouts.
Z100-USER	M	X(10)	**DESC:** The ID if the user that executed the job. Jobs that are run from the server are identified as SYSTEM.
Z100-PID	M	X(10)	**DESC:** The process ID of the batch job.
Z100-ALERT	M	X(1)	**DESC:** A Y\N flag identifying whether or not an alert has been sent

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Z101 – SORT

The Z101 table contains information regarding sorting keys. When a list of brief records is displayed in the Web OPAC or in the Search function in the GUI, the Z101 records are used to arrange the list in a specified order. The fields that are used for building sorting keys are defined in the library's tab/tab_sort.

Conversion is not applicable. Z101 records are created whenever a cataloging record is added or updated, and can be rebuilt for the entire database by running the "Update Sort Index" (p_manage_27) batch procedure. This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module.

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 Z101-REC-KEY.
  03 Z101-DOC-NUMBER          PICTURE 9(9).
  03 Z101-SORT-KEY            PICTURE 9(2).

02 Z101-DATA.
  03 Z101-ALPHA               PICTURE X(1).
  03 Z101-TEXT                PICTURE X(99).
```


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Z101-REC-KEY			
Z101-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the record.
Z101-SORT-KEYS	M	9(2)	**DESC:** Sort key. This is the "sort number" that defines in the library's tab/tab_sort the fields for sorting. Values are 01 to 99.
Z101-DATA			
Z101-ALPHA	M	X(1)	**DESC:** Alpha code of the key field. **L** is used for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z101-TEXT	M	X(99)	**DESC:** Sort key field content.

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Z103 and Z103X - LINKS BETWEEN RECORDS

The Z103 and Z103X tables provide information on links between records. A link is a pointer between records of the database, such as between bibliographic records or between a bibliographic record and an administrative record, or between a bibliographic record and a holdings record. For example, when a new administrative record is created, a connection is automatically made between it and the bibliographic record. Through this link, when you are reading the bibliographic record, you can call up the administrative record and see information about the items (e.g., the list of copies, their availability, and the libraries that own them).

In ALEPH, links between records are created using the LKR field (ALEPH linking field), or one of the special linking programs (such as update_z103_ids, update_z103_uni), based on linking fields (76X-78X in USMARC, 4XX fields in UNIMARC). The LKR field is either generated by the system (e.g., when a new administrative record is created) or is manually cataloged in one of the records; the linking field should be present in one record only, the system will automatically create the other side of the link.

When an ITM link is created (as a result of LKR of types ITM or ANA), the link can contain filters. Only items with matching filters are considered linked.

Z103X is an expansion of the Z103 table and contains additional filters.
In order to make these additional filters applicable:

- Define the Z103X table in all relevant libraries.
- Configure the update_z103_lkr_extended program in tab_z103.

Conversion is not applicable. Links are created/rebuilt by running the "Create Links Between Records" (p_manage_12) batch procedure. This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module. After any change in the definitions of tab_z103, recreate the links.

Note that a source record - the record in which the link is defined - may have up to 99 links defined.

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.

Z103

```
02 Z103-REC-KEY.
  03 Z103-SOURCE-LIBRARY       PICTURE X(5).
  03 Z103-SOURCE-DOC-NUMBER    PICTURE 9(9).
  03 Z103-SEQUENCE             PICTURE 9(2).
```


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```
02 Z103-REC-KEY-1.
  03 Z103-LIBRARY              PICTURE X(5).
  03 Z103-DOC-NUMBER           PICTURE 9(9).

02 Z103-REC-KEY-2.
  03 Z103-LKR-LIBRARY          PICTURE X(5).
  03 Z103-LKR-DOC-NUMBER       PICTURE 9(9).

02 Z103-LKR-TYPE               PICTURE X(3).
02 Z103-LKR-TEXT-N-ALPHA       PICTURE X(1).
02 Z103-LKR-TEXT-N             PICTURE X(300).
02 Z103-LKR-TEXT-M-ALPHA       PICTURE X(1).
02 Z103-LKR-TEXT-M             PICTURE X(300).

02 Z103-LKR-FILTER.
  03 Z103-ENUMERATION-A        PICTURE X(20).
  03 Z103-ENUMERATION-B        PICTURE X(20).
  03 Z103-ENUMERATION-C        PICTURE X(20).
  03 Z103-CHRONOLOGICAL-I      PICTURE X(20).
  03 Z103-CHRONOLOGICAL-J      PICTURE X(20).

02 Z103-SORT                   PICTURE X(50).
```

Z103X

```
02 Z103X-REC-KEY.
  03 Z103X-SOURCE-LIBRARY      PICTURE X(5).
  03 Z103X-SOURCE-DOC-NUMBER   PICTURE 9(9).
  03 Z103X-SEQUENCE            PICTURE 9(2).

02 Z103X-LKR-FILTER.
  03 Z103X-ENUMERATION-D        PICTURE X(20).
  03 Z103X-ENUMERATION-E        PICTURE X(20).
  03 Z103X-ENUMERATION-F        PICTURE X(20).
  03 Z103X-ENUMERATION-G        PICTURE X(20).
  03 Z103X-ENUMERATION-H        PICTURE X(20).
  03 Z103X-CHRONOLOGICAL-K      PICTURE X(20).
  03 Z103X-CHRONOLOGICAL-L      PICTURE X(20).
  03 Z103X-CHRONOLOGICAL-M      PICTURE X(20).
```


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Z103-REC-KEY			
Z103-SOURCE-LIBRARY	M	X(5) Upper case	**DESC:** Library code to which the record with the linking field belongs.
Z103-SOURCE-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the record in which the linking field was defined.
Z103-SEQUENCE	M	9(2)	**DESC:** Sequence number of a link. Used to distinguish between multiple links of the same record.
Z103-REC-KEY-1			
Z103-LIBRARY	M	X(5)	**DESC:** Library code to which the pointing record (‘from’ record) belongs.
Z103-DOC-NUMBER	M	9(9)	**DESC:** System number of the pointing record (‘from’ record).
Z103-REC-KEY-2			
Z103-LKR-LIBRARY	M	X(5)	**DESC:** Library code to which the addressed record (‘to’ record) belongs.
Z103-LKR-DOC-NUMBER	M	9(9)	**DESC:** System number of the addressed record (‘to’ record).
Z103-LKR-TYPE	M	X(3)	**DESC:** Defines the type of link. Values are: **UP** = Up link to another BIB record. A record can have only one link of this type. ‘DN’ link is automatically built in the opposite direction. **DN** = Down link to another BIB type record. Multiple links are possible. ‘UP’ link is automatically built in the opposite direction. **PAR** = Parallel link from BIB to BIB record. ‘PAR’ link is automatically built in the opposite direction. **HOL** = Link from HOL record to BIB record. Link is built from BIB to HOL. **ADM** = Link from ADM record to BIB record. Link is build from BIB to ADM. **ANA** = Link between bibliographic records of different levels. When an analytic link is created the system generates UP / DN links between the two records and ITM link to the item that corresponds to it (according to vol., part, year) on the ADM record of the second record. **ITM** = Link between a BIB record and the items of another BIB record. Note: System number must be the ADM system number and you must enter the code of

			the ADM library.
Z103-LKR-TEXT-N-ALPHA	M	X(1)	**DESC:** Alpha code of LKR-TEXT-N. **L** is used for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z103-LKR-TEXT-N	M	X(300)	**DESC:** Text for UP link. Usually this is the title of the other side of the link. This field is not used for ANA type links. Note: using the value of subfield $$r in an LKR field, together with tab05 definitions, the system will display a caption before $$n in OPAC
Z103-LKR-TEXT-M-ALPHA	M	X(1)	**DESC:** Alpha code of LKR-TEXT-M. **L** is used for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z103-LKR-TEXT-M	M	X(300)	**DESC:** Text for DN (down) link. Usually this is the title of the other side of the link. This field is not used for ANA type links. Note: using the value of subfield $$r in an LKR field, together with tab05 definitions, the system will display a caption before $$n in OPAC
Z103-LKR-FILTER			**DESC:** The following filter fields are used to create a direct match between a selected item and a BIB record. If none of the filters are used the link will be created between all the items of the linked record.
Z103-ENUMERATION-A	O	X(20)	**DESC:** First level of enumeration. Filter by first level of enumeration - usually the volume number - of the item (Z30-ENUMERATION-A).
Z103-ENUMERATION-B	O	X(20)	**DESC:** Second level of enumeration. Filter by second level of enumeration – usually the issue number – of the item (Z30- ENUMERATION-B).
Z103-ENUMERATION-C	O	X(20)	**DESC:** Third level of enumeration. Filter by third level of enumeration – usually the sub-part of the volume (Z30-ENUMERATION-C).
Z103-CHRONOLOGICAL-I	O	X(20)	**DESC:** First level of chronology. Filter by first level of chronology – usually the year in which the item was published (Z30-CHRONOLOGICAL-I).
Z103-CHRONOLOGICAL-J	O	X(20)	**DESC:** Second level of chronology. Filter by the second level of chronology

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			of the item (Z30-CHRONOLOGICAL-J).
Z103-SORT	-	X(50)	**DESC:** Not applicable. Intended to be a sort key for a list of DN (down) links.
Z103X-REC-KEY			**DESC:** same as Z103- REC-KEY, in order to connect Z103 and Z103X records.
Z103X-LKR-ADD-FILTER			**DESC:** The following additional filter fields are used to create a direct match between a selected item and a BIB record.
Z103X-ENUMERATION-D	O	X(20)	**DESC:** Fourth level of enumeration. Filter by forth level of enumeration of the item (Z30- ENUMERATION-D).
Z10X-ENUMERATION-E	O	X(20)	**DESC:** Fifth level of enumeration. Filter by fifth level of enumeration of the item (Z30- ENUMERATION-E).
Z103X-ENUMERATION-F	O	X(20)	**DESC:** Sixth level of enumeration. Filter by sixth level of enumeration of the item (Z30- ENUMERATION-F).
Z103X-ENUMERATION-G	O	X(20)	**DESC:** Alternative first level of enumeration. Filter by alternative first level of enumeration - usually the volume number - of the item (Z30-ENUMERATION-G).

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Z104 – TRIGGERS

The Z104 table contains information regarding triggers placed on records (BIB, ADM, HOL and AUT records). A trigger is a reminder to perform a task related to a record on a particular date. In the Cataloging module these triggers may also include messages produced by the system, regarding errors found when the Check Record function was used.

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 Z104-REC-KEY.
  03 Z104-DOC-NUMBER          PICTURE 9(9).
  03 Z104-SEQUENCE            PICTURE 9(3).

02 Z104-REC-KEY-2.
  03 Z104-TRIGGER-DATE-KEY    PICTURE 9(8).
  03 Z104-SEQUENCE-2          PICTURE X(12).

  02 Z104-REC-KEY-3.
  03 Z104-SOURCE-LIBRARY      PICTURE X(5).
  03 Z104-SOURCE-KEY-TYPE     PICTURE X(10).
  03 Z104-SOURCE-KEY          PICTURE X(50).

02 Z104-OPEN-DATE             PICTURE 9(8).
02 Z104-TRIGGER-DATE          PICTURE 9(8).
02 Z104-CATALOGER             PICTURE X(10).
02 Z104-DEPARTMENT            PICTURE X(10).
02 Z104-TEXT                  PICTURE X(200).
02 Z104-ALPHA                 PICTURE X(1).
02 Z104-ITEM-SEQUENCE         PICTURE 9(6)
```


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Z104-REC-KEY			
Z104-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the record. **CONV:** Relevant system number.
Z104-SEQUENCE	M	9(3) Leading zeroes	**DESC:** Sequence number of a trigger. Used to distinguish between multiple triggers placed on the same record. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 001. Every trigger placed on the same Z104-DOC-NUMBER should be increased by one.
Z104-REC-KEY-2			
Z104-TRIGGER-DATE-KEY	M	9(8) Format: YYYYMMDD	**DESC:** Date on which the user should perform a particular task related to the record (like Z104-TRIGGER-DATE). This field is for internal use. **CONV:** Should be equal to Z104-TRIGGER-DATE.
Z104-SEQUENCE-2	M	X(12)	**DESC:** Contains in one string the contents of Z104-DOC-NUMBER and the Z104-SEQUENCE fields. This field is for internal use. **CONV:** Should contain Z104-DOC-NUMBER + Z104-SEQUENCE (e.g. 000000500001).
Z104-REC-KEY-3			
Z104-SOURCE-LIBRARY	O	X(5)	**DESC:** If the trigger has been created because of an action in another library, the library code is stored in this field. For example, a trigger that was created following a Rush Cataloging request in USM50 has the value USM50 in this field. **CONV:** Relevant value or spaces
Z104-SOURCE-KEY-TYPE	O	X(10)	**DESC:** If the trigger has been created because of an action in another library, then the action code is stored in this field. Currently, the supported value is RUSH for Rush Cataloging requests. **CONV:** Relevant value or spaces
Z104-SOURCE-KEY	O	X(50)	**DESC:** If the trigger has been created because of an action in another library, then the record key of the source entity is stored in this field. Currently, supported the value is a Z30 record key for Rush Cataloging requests. **CONV:** Relevant value or spaces

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Z104-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date on which the trigger was placed. The system automatically fills in the current date. **CONV:** Relevant date or conversion date.
Z104-TRIGGER-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date on which the user should perform a particular task related to the record. **CONV:** Relevant date or zeroes.
Z104-CATALOGER	O	X(10)	**DESC:** User name. This is the unique string by which the system identifies the user that generated the trigger. **CONV:** Relevant string or blank.
Z104-DEPARTMENT	O	X(10)	**DESC:** Free text. Used to relate the trigger to a particular department, group or task. **CONV:** Relevant string.
Z104-TEXT		X(200)	**DESC:** Free text. Usually information reminding the librarian of the task that must be performed. If the trigger was generated by a check routine in the Cataloging module the Z104-TEXT contains the error message. **CONV:** Relevant string.
Z104-ALPHA	M	X(1)	**DESC:** Alpha code of the trigger. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z104-ITEM-SEQUENCE	M	9(6)	**DESC:** Item Sequence is populated, in order to enable access to a specific item listed in the trigger list. **CONV:** Relevant Item sequence or zeroes

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Z105 – MESSAGES BETWEEN LIBRARIES and Z105H – MESSAGES HISTORY

The Z105 provides information regarding messages that are sent from one "library" to another, when a record is updated. The tab_z105 table of the library's tab directory defines which record updates will trigger creation of a Z105 message. This table is generated by the system and conversion is not applicable.

It is possible to store deleted messages (Z105 records) in the Z105H (Messages between libraries – history) table for statistical purposes. The messages' history table is created if the following lines are defined in the file_list table of the library's root directory:

```
TAB z105h              1M              1M              ts0
TRI z105h_trigger
```

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 Z105-REC-KEY.
  03 Z105-TIME-STAMP            PICTURE X(16).
02 Z105-NO-TRY                  PICTURE 9(2).
02 Z105-TARGET-LIBRARY          PICTURE X(5).
02 Z105-REC-KEY-1.
  03 Z105-TYPE                  PICTURE X(1).
  03 Z105-TEXT                  PICTURE X(100).
```


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Z105-REC-KEY			
Z105-TIME-STAMP	M	X(16)	**DESC:** Time stamp, assigned when record is created.
Z105-NO-TRY	M	9(2)	**DESC:** Number of times the update message was not successfully sent.
Z105-TARGET-LIBRARY	M	X(5)	**DESC:** Code of the library for which the message is intended.
Z105-REC-KEY-1			
Z105-TYPE	M	X(1)	**DESC:** Type of message according to the values defined in tab_Z105 table. Values are: **1** = Central to local message; local record is updated as a result of central record update. **2** = Update of central HOL record from local HOL record. **4** = Update of bibliographic Z01 record as a result of authority database record update. **5** = Update of central BIB record from local Z30 (item) record. **6** = ILLmessage from local ADM library to a central ILL server. **7** = Shared User File (SUF) - used to announce to the ADM library that an update has occurred in the USRxx lib. **8** = Update of Z324 (SDI-ready) record as a result of Z30 (item). **9** = Update of union catalog from local BIB record. **a** = Replication of digital objects between DigiTool-3 and ADAM. **b** = Central to local message. Local record is updated as a result of central record update only if data is changed. **c** = Local to central message. Replication of digital objects **d** = Update of BIB brief record (z0101) because of authority database record update. **e** = Update of Z13/Z13U(short doc) of ADM/HOL/CRS-libraries as a result of BIB-record update.
Z105-TEXT	M	X(100)	**DESC:** Library code from which the message is sent, and the document number of the record that generated the Z105 record. Format: XXXXX-9999999 (i.e. <library code>-

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			<sysno>

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Z106 – “CAT” FIELD

The Z106 table contains information about record updates. When a cataloging record is updated, a “CAT” field is built in the record. This field identifies the cataloger who created or updated the record, and the time of update. The CAT field supplies the data for the Z106 table.

The table is optional, and conversion is not applicable. The Z106 records are created and updated by running the “Create/Update Z106 Table for "CAT" Field” (manage-19) procedure. This service is available from the Catalog Maintenance Procedures option of the Services menu in the Cataloging module.

The Z106 records can be created automatically when records are updated by setting the CREATE-Z106 flag from the tab100 table of the library’s tab directory to ‘Y’. This flag determines whether a Z106 record is created automatically each time a cataloging record is created or updated. If the flag is set to ‘N’, then record updates will not automatically generate Z106 records. In this case, the Z106 records can be created by running the “Create/Update Z106 Table for "CAT" Field” (manage-19) service.

The “Delete "CAT" Fields” (manage-13) service can be used to update records by deleting the “CAT” fields that are no longer needed. This service is available from the Catalog Maintenance Procedures option of the Services menu in the Cataloging module.

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 Z106-REC-KEY.
  03 Z106-DOC-NUMBER          PICTURE 9(9).
02  Z106-SECONDARY-KEY        PICTURE X(20).
02  Z106-CATALOGER            PICTURE X(10).
02  Z106-LEVEL                PICTURE X(2).
02  Z106-UPDATE-DATE          PICTURE 9(8).
02  Z106-LIBRARY              PICTURE X(5).
02  Z106-TIME                 PICTURE 9(4).
02  Z106-UPD-TIME-STAMP       PICTURE 9(15).
```


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Z106-REC-KEY			
Z106-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the record.
Z106-SECONDARY-KEY	O	X(20)	**DESC:** 001 field content (control number)
Z106-CATALOGER	M	X(10)	**DESC:** Cataloger user name. This is the unique string by which the system identifies the user.
Z106-LEVEL	M	X(2)	**DESC:** Cataloger level.
Z106-UPDATE-DATE	M	9(8)	**DESC:** Date the record was updated.
Z106-LIBRARY	M	X(5)	**DESC:** Library code of the library to which the record belongs.
Z106-TIME	M	9(4) Format: HHMM	**DESC:** Time the record was created.
Z106-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.

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Z107 – e-RESERVES COURSE ENROLLMENTS

The Z107 table is used to regulate access to certain files and external links based on course enrollment. Files can be text, image, audio, and video.

The Z107 record contains the patron's ID and the course number of the course in which the student is enrolled. If a student who is not enrolled in a specific course, attempts to view a file associated with that course, he/she will receive the message:

"You are not permitted to view this file, either because you have not signed in, or because you are not enrolled in the course XYZ [name of course given here].
If you are enrolled in this course and wish to see this file, please sign in at this time."

Conversion is not applicable. The data is loaded from a flat file. To do this, you use the Import Database Tables - Without Checks (file-04) service. This service is available from the Manage Database Tables option of the Services menu in the Cataloging and the Circulation modules.

In the **Table to Import** field of the service, enter the file name *z107.seqaa*.

The flat file structure (for p_file_04) is:

- Z107-ID. Positions 1-12 only. This is the user's identification key.
- Z107-COURSE-NUMBER. Positions 13-30. This is the course number.

For example:

```
User ID     Course Number
1-12        13-30
!!!!!!!!!!!!!!!!!!!!!!!!!!!!
123101      100-12
123103      100-12
123105      100-12
123106      100-13
123108      100-13
123110      100-14
123113      100-14
123115      100-14
```

The file should be imported into the ADM library.

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.

```
           03 Z107-ID                    PICTURE X(12).
```


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```
03 Z107-COURSE-NUMBER        PICTURE X(20).
```

Z107-REC-KEY			
Z107-ID	M	X(12)	**DESC:** User's identification key. Relevant ID number (should match a valid Z303-ID).
Z107-COURSE-NUMBER	M	X(20)	**DESC:** Course number as registered in the syllabus. This is the course number of the course in which the student is enrolled. Relevant course number (should match a valid Z108-COURSE-NUMBER).

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Z108 – COURSE READING

The Z108 table contains course information such as, course number, instructor, and department in order to maintain lists of required and optional reading materials suggested by instructors for course studies.

A course is identified for the operator by the **course number**. In cases where the course number is not unique, additional information, such as instructor or course dates, is required in order that the operator be able to identify the course.

In order to enable assigning the same course number to multiple courses, the internal system identifier of a course is made up of the course number to which a system-generated sequence number is appended. The sequence number serves to differentiate between different courses that use the same course number, such as multiple sessions of a course.

There are two types of course records:

- Common Course Records

  This type of course is optional. It is suitable for use in courses that are taught in multiple sessions and that have a common corpus of reading material that is used in common in all the sessions of the course. It provides efficient management of reading lists by enabling a one time registration of reading material for all the sessions of a course. Although the material is listed only once, it is included in search and display for all sessions of the course. The common course record does not have instructor or active dates. In addition to material registered to a common list, additional reading material can be added to a specific session of the course.

- Individual Course Records

  This is the actual classroom course and must have an instructor, active dates, and relevant period. An individual course is linked to a common course by virtue of the fact that they have the same course number. Since most courses at a college/university are taught in a single session only, most individual course records will not be linked to a common course.

  If an individual course is linked to a common course, the reading list for the course includes both the individual course's reading list and all the common course's reading list, displayed in one sequence. Entries from the common course are displayed and indexed for each of its individual courses. The individual course can have additional entries of its own.

  When a course does not have the same course number as a common course, it will have only the reading list entries that have been registered for it.

The Reading List document record is a BIB record (in the Course Reading library) that contains links to a course and to a bibliographic record in the same or another library's catalog. This record includes:

- Default fixed fields

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- CNO field (link to Z108 Course record)
- SID field (link to bibliographic record)
- Up to four note fields, specific to the bibliographic record within the context of the reading list (e.g., pages or chapters that are relevant)

Note that the Z108 course records are held in the ADM library, while the reading list is held in the Course Reading library. The relation between the ADM library and the Course Reading library is set in ./alephe/tab/library_relation table.

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 Z108-REC-KEY.
  03 Z108-COURSE-NUMBER          PICTURE X(20).
  03 Z108-COURSE-SEQUENCE        PICTURE 9(4).
02 Z108-ALPHA                    PICTURE X(1).

02 Z108-COURSE-NAME              PICTURE X(100).
02 Z108-COURSE-NAME-KEY          PICTURE X(100).

02 Z108-INSTRUCTOR-NAME          PICTURE X(100).
02 Z108-INSTRUCTOR-NAME-KEY      PICTURE X(100).

02 Z108-DEPARTMENT               PICTURE X(100).
02 Z108-DEPARTMENT-KEY           PICTURE X(100).

02 Z108-UNIT                     PICTURE X(20).
02 Z108-UNIT-KEY                 PICTURE X(20).

02 Z108-DATE-FROM                PICTURE 9(8).
02 Z108-DATE-TO                  PICTURE 9(8).

02 Z108-PERIOD                   PICTURE X(100).

02 Z108-NO-STUDENTS              PICTURE 9(5).
02 Z108-WEEKLY-HOURS             PICTURE X(2).


02 Z108-NOTE                     PICTURE X(200).
02 Z108-UPD-TIME-STAMP           PICTURE 9(15).
```


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Z108-REC-KEY			
Z108-COURSE-NUMBER	M	X(20)	**DESC:** Course number as registered in the syllabus. **CONV:** Relevant course number (in uppercase).
Z108-COURSE-SEQUENCE	M	9(4) Leading zeroes	**DESC:** Sequence number per course number (Z108-COURSE-NUMBER). 0000 sequence indicates that this is a Common Course. **CONV:** Create consecutive numbers, starting with 0001, adding "1" for each new Course with the same course number. Begin again from 0001 for each new course number. Assign 0000 for common courses.
Z108-ALPHA	M	X(1)	**DESC:** Alpha code of the course Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z108-COURSE-NAME	M	X(100)	**DESC:** Course name. **CONV:** Relevant string.
Z108-COURSE-NAME-KEY	M	X(100)	**DESC:** Filing form of course name. **CONV:** Leave blank. Filled when the file is loaded.
Z108-INSTRUCTOR-NAME	M/O	X(100)	**DESC:** Instructor name. Mandatory for individual course. Not relevant for common course. **CONV:** Relevant string or blanks for a common course.
Z108-INSTRUCTOR-NAME-KEY	M/O	X(100)	**DESC:** Mandatory for an individual course. Not relevant for a common course. Filing form of instructor name. **CONV:** Leave blank. Filled when the file is loaded.
Z108-DEPARTMENT	M	X(100)	**DESC:** The department to which the course belongs. **CONV:** Relevant string.
Z108-DEPARTMENT-KEY	M	X(100)	**DESC:** Filing form for department. **CONV:** Leave blank. Filled when the file is loaded.
Z108-UNIT	O	X(20)	**DESC:** The unit to which the course belongs. **CONV:** Relevant string or blanks.
Z108-UNIT -KEY	O	X(20)	**DESC:** Filing form for unit. **CONV:** Leave blank. Filled when the file is loaded.

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Z108-DATE-FROM	M/ O	9(8) Format: YYYYMMDD	**DESC:** Date from which the course is active. Mandatory for an individual course. Not relevant for a common course. **CONV:** Relevant date or zeros for a common course.
Z108-DATE-TO	M/ O	9(8) Format: YYYYMMDD	**DESC:** Ending date of the course. **CONV:** Relevant date or zeros for a common course.
Z108-PERIOD	M/ O	X(100)	**DESC:** Mandatory for individual course. Not relevant for common course. Period during which the course takes place. Values are defined in pc_tab_exp_field.lng table of the ADM library's tab directory. The values are stored in this field in the following format: $$nPeriod n represents number from 1 to 7. For example: $$1Spring If the course is valid for more than one period the field is filled with a series of values, each value in a separate subfield. For example: $$1Spring$$2Summer **CONV:** Relevant string, or blanks for a Common course. If the course is valid for more than one period the field can be filled with a series of values with no spaces in between (for example: $$1Spring$$2Summer).
Z108-NO-STUDENTS	M	9(5) Leading zeroes	**DESC:** Number of students in the course. **CONV:** Relevant value or zeroes.
Z108-WEEKLY-HOURS	O	X(2)	**DESC:** Number of hours of instruction per week. **CONV:** Relevant value.
Z108-NOTE	O	X(200)	**DESC:** Free text note field. **CONV:** Blank or relevant value.
Z108-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.

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Z11 – DIRECT INDEX

A direct index is suited to unique or almost unique identifiers of the bibliographic record, and serves as quick access to a bibliographic record. Each library can decide which fields of the bibliographic record are suited for this type of index and search capability. For example, you might decide to provide a direct access to the ISBN field of the bibliographic record, or to the shelf mark.

The Z11 contains the direct indexes defined in the tab11_ind and in the tab00.lng tables of the library's tab directory. Direct access functions are available from the pull-down menus of the Browse and Find options of the Web OPAC and the Search function of the modules. When a patron or librarian uses the Browse or Find functions for retrieving a record via a unique identifier, such as the ISBN field of the bibliographic record, the system checks the Direct Index to retrieve the exact record containing the search string, or the next closest record.

Note that Z11 indexing is independent of the ue_01 process.

Conversion is not applicable; after defining the fields in the tab00.lng and in tab11_ind tables, building the direct index is performed by the "Update Direct Index" (p_manage_05) batch procedure. This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module.

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 Z11-REC-KEY.
  03 Z11-IND-CODE              PICTURE X(5).
  03 Z11-FILING-TEXT           PICTURE X(80).
  03 Z11-SEQUENCE-1            PICTURE 9(9).
02 Z11-DOC-NUMBER              PICTURE 9(9).
02 Z11-ALPHA                   PICTURE X(1).
02 Z11-TEXT                    PICTURE X(40).
```


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Z11-REC-KEY			
Z11-IND-CODE	M	X(5)	**DESC:** Code of the index (e.g. ISBN, ISBN, LCI, etc.)
Z11-FILING-TEXT	M	X(80)	**DESC:** Filing form of the index term, after char_conv and filing procedures (e.g. ISBN with hyphens removed). Direct indexes are sequenced in the browse list according to the "filing text" of the index. The filing text is built according to: • Character conversion procedures (char_conv line) defined in the tab_filing table of the library's tab directory. The char_conv line is linked to the tab_character_conversion_line table of the alephe/unicode directory. This table determines which character conversion should be used. • Filing procedures: A single filing procedure is made up of a number of individual procedures. Filing procedures are defined in the tab_filing table of the library's tab directory.
Z11-SEQUENCE-1	M	9(9)	**DESC:** Sequence number of the index. Used in case two different records have the same index text. The sequence number is the system number of the bibliographic record.
Z11-DOC-NUMBER	M	9(9)	**DESC:** System number of the bibliographic record.
Z11-ALPHA	M	X(1)	**DESC:** Alpha code of the record. Uses **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z11-TEXT	M	X(40)	**DESC:** Index string as cataloged, including sub-fields (e.g. the control number of a record: $$a(OCoLC)70145894).

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Z111 – KEYWORDS INDEX

The Z111 table contains keyword records that are used for searching some administrative records by words from fields in these records. The Z111 records are generated for Vendor records (Z70 and Z72), Budget records (Z76), User records (Z303 and Z304), Reading Room records (Z310) and ILL partner records (Z700).

The table is stored in both the ADM library and the usr_library. The Vendor records (Z70 and Z72), Budget records (Z76), and Reading Room records (Z310) are indexed in the ADM library table. The User records (Z303 and Z304) and ILL partner records (Z700) are indexed in the usr_library table.

The keywords are generated for the fields which are listed in the configuration table ./alephe/tab/z111_index.

The following fields can be set in z111_index:

Vendor:

```
Z70-VENDOR-NAME
Z70-VENDOR-CONTACT
Z70-COUNTRY
Z70-MATERIAL-TYPE
Z70-ADDITIONAL-VENDOR-CODE
Z70-CONTACT-5
Z72-VENDOR-ADDRESS
```

User:

```
Z303-NAME
Z303-PROXY-ID
Z303-PRIMARY-ID
Z303-SALUTATION
Z304-ADDRESS
Z304-ZIP
Z304-EMAIL-ADDRESS
Z308-KEY-DATA
```

Budget:

```
Z76-EXTERNAL-BUDGET
Z76-CURRENCY
Z76-NAME
Z76-DEPARTMENT
```

Reading room:

```
Z310-BARCODE
```


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```
Z310-ID
Z13-TITLE
Z13-AUTHOR

ILL partner:

Z700-REC-KEY
Z700-NAME
Z700-GEN-INFO
```

For the fields listed in z111_index, the keyword index is automatically updated when a record is added to the database.

Conversion is not applicable. The keyword index is built by running the "Build Search Words for a Record" (p_manage_111) batch procedure. This service is available from the General option of the Services menu in the Acquisitions and Circulation modules.

The Z111 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file, as well as in the file_list of the ADM libraries.

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 Z111-REC-KEY.
  03 Z111-SEQUENCE                PICTURE 9(9).

02 Z111-SOURCE                    PICTURE X(5).
02 Z111-SOURCE-KEY                PICTURE X(100).
02 Z111-REC-KEY-1.
  03 Z111-ALPHA                   PICTURE X(1).
  03 Z111-TEXT                    PICTURE X(50).
```


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Z111-REC-KEY			
Z111-SEQUENCE	M	9(9) Leading zeroes	**DESC:** Sequence number of the record in the keyword index. Consecutive numbers, the first keyword built is 000000001, each new Z111 record increases its sequence number by 1.
Z111-SOURCE	M	X(5)	**DESC:** Name of the table from which the keyword is built (e.g. Z310).
Z111-SOURCE-KEY	M	X(100)	**DESC:** Content of the key field of the source record. Key fields: Z70-VENDOR-CODE Z72-VENDOR-CODE Z700-INTERNAL-CODE Z76-BUDGET-NUMBER Z303-ID Z304-ID Z310-REC-KEY
Z111-REC-KEY-1			
Z111-ALPHA	M	X(1)	**DESC: DESC:** Alpha code of the keyword. **L** is used for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z111-TEXT	M	X(50)	**DESC:** Keyword (the index entry).

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Z112 – Valid Values for Fixed Length Forms

The Z112 is a BIB library table that contains a list of identifiers, values, and description to be used in the Fixed Length Fields Form of the Cataloging module.

Z112 records are created by loading configuration setup file/s (e.g. ./usm01/tab/tag_values.eng). The Z112 load is performed by running the batch service: "Import Database Tables - With Checks (file-06)".
Applying the Z112 identifiers in Cataloging Forms of Fixed-Length Fields displays the "List of Values" dialog box next to the relevant positions.

No conversion is needed for Z112.

For more information, refer to List of Values in Fixed-Length Fields Forms section of the Aleph 20.01 System Librarian Guide-Cataloging.

```
01  Z112-TAG-VALUES.
  02 Z112-REC-KEY.
    03 Z112-IDENTIFIER        PICTURE X(30).
    03 Z112-LNG               PICTURE X(3).
  02 Z112-CODE                PICTURE X(10).
  02 Z112-DESCRIPTION         PICTURE X(50).
```

Z112-IDENTIFIER	M	X(30)	**DESC:** The identifier code. When Z112 is loaded, the identifier code is taken from column 1 of the conf table (e.g. ./usm01/tab/ tag_values.eng). For the same Z112-IDENTIFIER there might be several Z112 records depending on the numbers of lines set in the conf. table. After Z112 is loaded, Z112-IDENTIFIER can be set in the Cataloging 'Fixed-Length Form' file (e.g. ./usm01/pc_tab/catalog/008_bk.eng).
Z112-LNG	M	X(3)	**DESC:** The language code. When Z112 is loaded, the Z112-LNG code is taken from the conf table file name extension. E.g. when loading conf file: tag_values.eng, Z112-LNG is set to "ENG" Default value: ENG.
Z112-CODE	M	X(10)	**DESC:** The valid value for the identifier. When Z112 is loaded, Z112-CODE is taken from column 2 of the conf table.
Z112-DESCRIPTION	M	X(50)	**DESC:** The textual description of the

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			Z112-CODE. When Z112 is loaded, Z112-DESCRIPTION is taken from column 3 of the conf table.

–

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Z113 – CHINESE WORD DICTIONARY

The Z113 table contains Chinese words and their transliteration to Pinyin (a system for transliterating Chinese ideograms into the Roman alphabet). The table is used for the segmentation of Chinese text.

No conversion is needed; the table is available with the ALEPH installation.

The Chinese-Pinyin dictionary contains approximately 300,000 words.

Note that the Chinese dictionary can be enriched by adding new Z113 records. These records can be created automatically by the system by running a batch process (p_ret_chi) that based on the bibliographic records enriches the Z113 table. In addition, Z113 records can be manually created either by importing them (p_file_04) or by adding them one by one through the Dictionary Maintenance Utility.

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.

```
01  Z113.
    02 Z113-REC-KEY.
      03 Z113-WORD                  PICTURE X(50).
    02 Z113-PINYIN                 PICTURE X(150).
    02 Z113-SOURCE                 PICTURE X(1).
```


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Z113-REC-KEY			
Z113-WORD	M	X(50)	**DESC:** Chinese word.
Z113-PINYIN	M	X(150)	**DESC:** Transliteration of the Chinese word (Z113-WORD) to Pinyin. If the word has more than one Pinyin, then the Pinyin words are separated by a comma.
Z113-SOURCE	O	X(1)	**DESC:** This field is used to indicate whether the record was created manually by the user or if it was created automatically by the system. Records can be created automatically by the system by running a batch process (p_ret_chi) that reads the bibliographic records and enriches the Z113 table. Records can be manually created either by importing them (p_file_04) or by adding them one by one through the Dictionary Maintenance Utility. Values are: **A** - Automatic creation **Blank** – Manual creation.

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Z116 – Messages to be Sent to the HK System

Z116 are messages which are sent from Aleph to the HK system.

HK system is an Automated Retrieval System-ARS (also known as a Warehouse Management System-WMS) which is used to handle storage and accessibility to library materials that are warehoused at remote storage facilities.

The following Aleph scenarios trigger a Z116 message to the ARS:

- An item is added to the ARS collection. Message type ADDI is sent to ARS.
- An item is removed from the ARS collection. Message type DELI is sent to ARS.
- An item is requested from the ARS collection. Message type REQI is sent to ARS.

The transferred messages are structured as required by the HK system so that ARS is updated with relevant information and required actions are performed by the ARS.

An Aleph daemon,ue_23, checks for new Aleph Z116 messages to be sent to the HK system. The ue_23 daemon configuration is set by ./alephe/tab/tab_hk_system.conf.

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.

```
01  Z116.
  02 Z116-REC-KEY.                              K
    03 Z116-TIME-STAMP                 PICTURE X(16).
  02 Z116-STATUS                       PICTURE X(1).
  02 Z116-LIBRARY                      PICTURE X(5).
  02 Z116-MESSAGE-TYPE                 PICTURE X(4).
  02 Z116-BARCODE                      PICTURE X(30).
  02 Z116-REC-KEY-1                    PICTURE X(30).
```


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Z116-REC-KEY			
Z116-TIME-STAMP		X(16)	**DESC:** Message key. Timestamp
Z116-STATUS		X(1)	**DESC**: Message Status
Z116-LIBRARY		X(5)	**DESC:** Aleph source library.
Z116-MESSAGE-TYPE		X(4)	**DESC:** Message type, Option: • ADDI • DELI • REQI
Z116-BARCODE		X(30)	**DESC:** Item Barcode
Z116-REC-KEY-1		X(30)	**DESC:** Either z30_rec_key or Z37_rec_key

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Z12 – PUBLICATION PATTERN

This table contains information about the publication pattern of the serial. The Z12 table contains virtual records that are comprised from the Z08 (Prediction pattern) and the Z09 (Issue text for prediction pattern) records.

Note that the Z08 (Serial Publication Pattern – Prediction Pattern) and the Z09 (Issue Text for Prediction Pattern) tables cannot be updated directly by the "ALEPH Upload Utility" (b_file_06) batch process. These tables are updated via the Z12 table, which contains virtual records that are comprised from the Z08 and the Z09 records. ALEPH does not have a mechanism to update Z08 or Z09 separately, as this could cause inconsistent data to appear.

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 Z12-REC-KEY.
     03 Z12-DOC-NUMBER              PICTURE 9(9).
   02 Z12-SCHEDULE-OPEN-DATA.
     03 Z12-ALPHA                   PICTURE X(1).
     03 Z12-TEXT                    PICTURE X(50).
     03 Z12-SCHEDULE-NOTE           PICTURE X(100).
     03 Z12-VOLUME-DATA.
       04 Z12-YEAR                  PICTURE X(9).
       04 Z12-VOLUME                PICTURE X(15).
       04 Z12-PART                  PICTURE X(15).
       04 Z12-ISSUE-NUMBER          PICTURE 9(4).
       04 Z12-ISSUE-DATE            PICTURE 9(8).
       04 Z12-VOLUME-PERIOD         PICTURE 9(3).
       04 Z12-VOLUME-PERIOD-TYPE    PICTURE X(1).
       04 Z12-NO-ISSUE-PER-VOLUME   PICTURE 9(3).
       04 Z12-NO-ISSUE-OVER-VOLUME PICTURE 9(3).
     03 Z12-INTERVAL.
       04 Z12-INTERVAL-COUNT        PICTURE 9(3).
       04 Z12-INTERVAL-TYPE         PICTURE X(1).
     03 Z12-ISSUE-TEXT OCCURS 24    PICTURE X(50).
```


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Z12-REC-KEY			
Z12-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record associated to the publication pattern record. **CONV:** ADM system number of the record to which the prediction pattern is associated.
Z12-SCHEDULE-OPEN-DATA			
Z12-ALPHA	M	X(1)	**DESC:** Alpha code of the publication pattern record. Use L for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z12-TEXT	O	X(50)	**DESC:** This field can be used to determine the text that will appear in the description field of the item record by entering a series of codes: **$Y** for year, **$M** for month, **$V** for volume, **$I** for issue and **$D** for date. In addition, the field may contain words, abbreviations, punctuation and spaces. For example: Vol. $Y, no. $I ($Y) will be displayed as: Vol. 3, no. 2, (1998). Note that the **$N** code is used to display the text that is entered in the Z12-ISSUE-TEXT fields. If this field is left blank, the system displays automatically "Year - Volume - Part - Issue number" with no prefixes. **CONV:** Relevant text or blank.
Z12-VOLUME-DATA			
Z12-YEAR	O	X(9)	**DESC:** This field contains the journal year for one cycle of publication (that is, one volume). Be sure to always use four digits to indicate the year, for example, 1997 instead of just 97. You may also use hyphens and slashes, for example, 1997/1998 (to indicate that a volume starts at some point within one year and ends 12 months later in the following year) or 1998-1999 (to indicate that a volume runs from the

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			beginning of one year to the end of the following year). If you wish to identify a serial by its volume alone and not by its year, leave the year blank. **CONV:** Relevant value or blank.
Z12-VOLUME	O	X(15)	**DESC:** Contains the first volume number that you will be receiving during the year stated in the Z12-YEAR field. For example, your library's subscription might start with volume 16. If you wish to identify a serial by its year alone and not by its volume, leave the volume field blank. **CONV:** Relevant value or blank.
Z12-PART	O	X(15)	**DESC:** Contains the part of the volume, if the serial is organized in this manner. **CONV:** Relevant value or blank.
Z12-ISSUE-NUMBER	O	9(4)	**DESC:** First issue number that you will be receiving. Note that you must enter an Arabic number. Roman numerals are not acceptable. **CONV:** Relevant number or blank.
Z12-ISSUE-DATE	M	9(8)	**DESC:** the date on which the Z12-ISSUE-NUMBER is published. This will be the basis for calculating the Expected Date of Arrival (EDA) for each issue, and for claiming. If you are not sure of the precise date, enter a rough estimate instead. You can later modify this schedule or individual issues as necessary. **CONV:** Relevant date or conversion date.
Z12-VOLUME-PERIOD	M	9(3) Leading zeroes	**DESC:** This field, together with the Z12-VOLUME-PERIOD-TYPE, defines the frequency of publication for each new volume. **CONV:** Relevant numeric value or zeroes.
Z12-VOLUME-PERIOD-TYPE	M	X(1)	**DESC:** Defines the type of period for the value entered in the Z12-VOLUME-PERIOD. Values are: **Y** = Year **M** = Month **W** = Week

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			D = Day For example, if Z12-VOLUME-PERIOD = 6 and Z12-VOLUME-PERIOD-TYPE = M, then the publication pattern for new volumes will be a new volume every 6 months. **CONV:** Relevant value.
Z12-NO-ISSUE-PER-VOLUME	M	9(3)	**DESC:** Number of issues that are included in one volume. **CONV:** Relevant value.
Z12-NO-ISSUE-OVER-VOLUME	M	9(3)	**DESC:** Number of issues per cycle. This is the number of issues that are published before issues are numbered again from 1. For example, in a monthly serial, after issue number 12, the issue cycle may start over again and the next issue is issue number 1. In this case, the cycle is "12". If the numbering is continuos, enter the code "999". **CONV:** Relevant value.
Z12-INTERVAL			
Z12-INTERVAL-COUNT	M	9(3)	**DESC:** This field, together with the Z12-INTERVAL-TYPE, defines the frequency of publication for each new issue. **CONV:** Relevant numeric value or zeroes.
Z12-INTERVAL-TYPE	M	X(1)	**DESC:** Defines the type of period for the value entered in the Z12-INTERVAL-COUNT. Values are: **Y** = Year **M** = Month **W** = Week **D** = Day For example, if Z12-INTERVAL-COUNT = 3 and Z12-INTERVAL-TYPE = M, then the publication pattern for new issues will be a new issue every 3 months. **CONV:** Relevant value.
Z12-ISSUE-TEXT		OCCURS 24	
Z12-ISSUE-TEXT	O	X(50)	**DESC:** Text that appears in the description field of the item record instead of the issue number when the $N place holder is used as part of the description field (Z12-TEXT).

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			CONV: Relevant string or blank.

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Z120 – Union Catalog and Union View

The Z120 table contains information about documents in a Union Catalog and Union View. Union Catalog and Union View can comprise several bibliographic records that describe the same bibliographic entity. Each record in the catalog has its own Z120 that contains a list of equivalent records for de-duplication of search results and merged display. One of them is chosen as a "preferred record". This means that when searching for a record in a Union Catalog or Union View, the system finds all matching records and displays the preferred one. The Z120 table contains a system number of a record, and a group of system numbers of all records that are equivalent to it. In addition, it contains a system number of the record that is considered preferred according to the table setup.

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.

```
01  Z120.
    02 Z120-REC-KEY.
     03 Z120-DOC-NUMBER                PICTURE 9(9).

    02 Z120-REC-KEY-1.
     03 Z120-PREFERRED-DOC-NUMBER      PICTURE 9(9).
    02 Z120-UPDATE-FLAG                PICTURE X(1).
    02 Z120-SAME-NO-LINES              PICTURE 9(3).
    02 Z120-SAME OCCURS 500.
     03 Z120-SAME-DOC-NUMBER           PICTURE 9(9).
```


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Z120-REC-KEY			
Z120-DOC-NUMBER	M	9(9)	**DESC:** System number of a BIB record in a Union Catalog / Union View. **CONV:** BIB system number.
Z120-REC-KEY-1			
Z120-PREFERRED-DOC-NUMBER	M	9(9)	**DESC:** System number of a BIB record that is chosen as "preferred". This is the system number of a record that will be displayed when a Union Catalog / Union View is searched for a record. **CONV:** BIB system number.
Z120-UPDATE-FLAG	M		**DESC:** The field specifies whether or not the values in the table have been updated. The Values are: N – No. Relevant when z120 is created for the first time during conversion. C – Checked. Relevant when empty equivalence records have been populated by p-union-02 E – Error. Z –Valid only for Union Catalog's new records after p-union-13 has been run. **CONV:** Relevant value.
Z120-SAME-NO-LINES	M	9(3)	**DESC:** Number of equivalent records. This is a maximum number of equivalent records that may appear in z120. **CONV:** Up to 100**.**
Z120-SAME OCCURS 500			
Z120-SAME-DOC-NUMBER	M	9(9)	**DESC:** System number of an equivalent BIB record. One of the Z120-SAME-DOC-NUMBERs is a doc-number of a preferred record. **CONV:** BIB system number.

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Z123 – HISTORY (OPAC)

The Z123 table contains the list of sets from previous OPAC searches saved by the user. Search sets saved in the History table are kept for future reference while records stored in the Previous Searches are deleted at the end of the session.

The Z123 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

Conversion is not applicable.

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 Z123-REC-KEY.
  03 Z123-ID                    PICTURE X(12).
  03 Z123-SEQUENCE              PICTURE 9(5).
02 Z123-BASE                    PICTURE X(20).
02 Z123-LIBRARY                 PICTURE X(5).
02 Z123-ALPHA                   PICTURE X(1).
02 Z123-REQUEST                 PICTURE X(500).
02 Z123-LNG                     PICTURE X(30).
02 Z123-DATE                    PICTURE 9(8).
02 Z123-NO-HITS                 PICTURE 9(9).
02 Z123-ADJACENCY               PICTURE X(1).
```


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Z123-REC-KEY			
Z123-ID	M	X(12)	**DESC:** User's identification key. Matches the Z303-ID field.
Z123-SEQUENCE	M	9(5)	**DESC:** Sequence number of the history record. Used to distinguish between history records.
Z123-BASE	M	X(20)	**DESC:** Base code of the base in which the search query was performed. Bases are defined in the tab_base table of the alephe_root tab directory.
Z123-LIBRARY	M	X(5)	**DESC:** Library code of the library in which the search request was performed.
Z123-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z123-REQUEST	M	X(500)	**DESC:** It contains the search query performed. For example: WRD = (polygon). It is copied from the Z05-REQUEST field of the set record.
Z123-LNG	M	X(30)	**DESC:** Borrower's selected interface language. This field is currently filled automatically by the system with the default value set in the root directory under www_server.conf (www_con_lng variable)
Z123-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the search request was performed and saved.
Z123-NO-HITS	M	9(9)	**DESC:** This field contains the number of hits associated to the search query.
Z123-ADJACENCY	M	X(1)	**DESC:** Indicates whether or not the words in the find query are adjacent in the records. Values are 'Y' and 'N'. If the field is set to 'Y', this indicates that the user requested the words to be adjacent when performing the find query.

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Z127 – Union Catalog

Union Catalog and Union View comprise several bibliographic records that describe the same bibliographic entity. Each record in the catalog has its own Z120 that contains a list of equivalent records for de-duplication of search results and merged display. One of them is chosen as the "preferred record".

The Z127 table is used for de-duplication. It is based on the Z120 table's fields Z120-DOC-NUMBER and Z120-PREFERRED-DOC-NUMBER. Z127 is used for increasing performance. This is possible due to:

1. Reading a small structure instead of a large one
2. Putting a sufficiently small structure into the Oracle cache (for users who want to increase performance even more).

```
02 Z127-REC-KEY.
   03 Z127-DOC-NUMBER              PICTURE 9(9).
02 Z127-REC-KEY-1.
   03 Z127-PREFERRED-DOC-NUMBER    PICTURE 9(9).
```


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Z127-REC-KEY			
Z127-DOC-NUMBER	M	9(9)	**DESC:** System number of a BIB record in a Union Catalog / Union View. Taken from the Z120 table. **CONV**: BIB system number.
Z127-REC-KEY-1			
Z127-PREFERRED-DOC-NUMBER	M	9(9)	**DESC:** System number of a BIB record that is chosen as "preferred". This is the system number of a record that will be displayed when a Union Catalog/Union View is searched for a record. **CONV:** BIB system number.

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Z129 – My e-Shelf

The Z129 table is used for the handling the documents stored by the users in My E-Shelf in the OPAC. Records saved in My E-shelf are kept for future reference with no relation to the session.

The Z129 record replaces the Z119 record (e-Shelf in versions up to 17.01) and the Z109 record (basket in versions up to 17.01).

The Z129 Oracle table stores data for each 'My e-Shelf' document and for each folder created by the patron. The default folder BASKET will also have a Z129 record.

The Z129 record is stored in the user library (e.g. USR00).

Documents which are added to the 'My e-Shelf' as a result of a search in an external database will have a document record Z00E in the user library. In this way, the document's content is saved locally and can be easily retrieved.

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 zeros. 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 Z129-REC-KEY.
  03 Z129-ID                    PICTURE X(50).
  03 Z129-SEQUENCE              PICTURE 9(5).
02 Z129-TYPE                    PICTURE X(1).
02 Z129-SELECTED                PICTURE X(1).
02 Z129-BASE                    PICTURE X(20).
02 Z129-DOC-NUMBER              PICTURE 9(9).
02 Z129-OPEN-DATE               PICTURE 9(8).
02 Z129-FOLDER                  PICTURE X(20).
02 Z129-FOLDER-SEQUENCE         PICTURE 9(5).
02 Z129-NOTE                    PICTURE X(200).
```


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Z129-REC-KEY			
Z129-ID	M	X(50)	**DESC:** For a logged in user the field contains the User's ID (taken from Z303-ID). For a guest user the field contains the session ID (taken from Z63-SESSION-ID). **CONV:** Relevant value.
Z129-SEQUENCE	M	9(5)	**DESC:** This field defines a sequence number of the e-Shelf record. It is used to distinguish between e-Shelf records **CONV:** Relevant value.
Z129-TYPE	M	X(1)	**DESC:** This field defines a type of the Z129 record. The possible values are: D – document F – folder If the record is of type F the document-related fields will be blank. **CONV:** Relevant value.
Z129-SELECTED	M	X(1)	**DESC:** The field is used to distinguish between selected and non-selected documents. The possible values are: Y – selected N – non-selected Selecting a document in My e-Shelf turns Z129-SELECTED from N to Y. **CONV:** Relevant value.
Z129-BASE	M	X(20)	**DESC:** The field contains the logical base from which the record originates. Note that the base may be 'internal' (if it originates from usm01 for example), or 'external' (if it originates from the Library of Congress for example). **CONV:** The relevant value.
Z129-DOC-NUMBER	O	9(9)	**DESC:** The field is valid only if Z129-TYPE is D. It contains the system number of the stored record. If the document is a 'local' document, this field contains its Z00-DOC-NUMBER. If the document originates from an external database, this field contains Z00E-DOC-NUMBER of the USR00 library. If Z129-TYPE is F the field contains zeroes. **CONV:** Relevant value or 000000000.
Z129-OPEN-DATE	O	9(8)	**DESC:** The field contains the date when

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		YYYYMMDD	the record was added to My E-shelf or when a folder has been created. **CONV:** Relevant value.
Z129-FOLDER	M	X(20)	**DESC:** The field contains the name of the folder to which the record has been added. When documents are initially added to 'My e-Shelf', they are collected to a default basket folder Z129-FOLDER = BASKET. If Z129-TYPE=F, then the field contains the name of the folder as defined by the patron. **CONV:** Relevant value.
Z129-FOLDER-SEQUENCE	M	9(5).	**DESC:** The field contains the place of the record within the E-Shelf folder that the record belongs to. **CONV:** Relevant value. Two records that belong to the same folder must not have the same number.
Z129-NOTE	O	X(200)	**DESC:** Notes **CONV:** Free text.

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Z13 and Z13U – SHORT BIBLIOGRAPHIC RECORD

A Short Bibliographic Record is an abbreviated version of the bibliographic record in standard Oracle table format. It contains up to 7 fixed (system-defined) fields (year, call number, call number key, author, title, imprint, and ISBN/ISSN) each limited to 100 characters each (except for the call number key field which is up to 80 characters). Additionally, Z13U contains up to 15 user-defined data fields (a single field, or a concatenation of fields), each limited to 500 characters. The purpose of the Short Bibliographic Record is to provide bibliographic information in an efficient and timely manner, particularly when bibliographic information is an adjunct to administrative information.

The tab22 table of the library's tab directory (UTIL G/1/22) defines which fields will be included in the Z13 record. The table is also used to determine how these fields are created. The Short Bibliographic Record is built automatically by the system, according to the definitions of this table, when records are uploaded into the database (when the indexing parameter is set to 'Full') or when records are added or updated through the Cataloging module.

Note that Z13 indexing is independent of the ue_01 process.

Conversion is not applicable; the Short Bibliographic Record is created for all the bibliographic records in the database by the "Update Short Bibliographic Records" (p_manage_07) batch procedure. This service is available from the **Build Indexes to the Catalog** option of the **Services** menu in the Cataloging module.

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.

Z13

```
02 Z13-REC-KEY.
   03 Z13-DOC-NUMBER            PICTURE 9(9).
 02 Z13-YEAR                    PICTURE 9(4).
 02 Z13-OPEN-DATE               PICTURE 9(8).
 02 Z13-UPDATE-DATE             PICTURE 9(8).
 02 Z13-CALL-NO-KEY             PICTURE X(80).
 02 Z13-CALL-NO-CODE            PICTURE X(5).
 02 Z13-CALL-NO                 PICTURE X(100).
 02 Z13-AUTHOR-CODE             PICTURE X(5).
 02 Z13-AUTHOR                  PICTURE X(100).
 02 Z13-TITLE-CODE              PICTURE X(5).
 02 Z13-TITLE                   PICTURE X(100).
 02 Z13-IMPRINT-CODE            PICTURE X(5).
```


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```
02 Z13-IMPRINT                  PICTURE X(100).
02 Z13-ISBN-ISSN-CODE           PICTURE X(5).
02 Z13-ISBN-ISSN                PICTURE X(100).
```


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Z13-REC-KEY			
Z13-DOC-NUMBER	M	9(9)	**DESC:** System number of the bibliographic record.
Z13-YEAR	O	9(4)	**DESC:** Year of publication, distribution, etc.
Z13-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was created.
Z13-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was last updated.
Z13-CALL-NO-KEY	O	X(80)	**DESC:** Not applicable.
Z13-CALL-NO-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13-CALL-NO is created (e.g. tag 05000 for MARC 21 records). Note that the field tag includes indicators.
Z13-CALL-NO	O	X(100)	**DESC:** Call number related to the item described in the bibliographic record.
Z13-AUTHOR-CODE	O	X(5)	**DESC:** Field tag for the main entry in the bibliographic record – the author of the work (e.g. tag 100## for MARC 21 records) or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13-AUTHOR field is created.
Z13-AUTHOR	O	X(100)	**DESC:** Author (main entry) of the item described in the bibliographic record.
Z13-TITLE-CODE	O	X(5)	**DESC:** Field tag for the title of the item described by the bibliographic record (e.g. tag 245## for MARC 21 records) or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13-TITLE field is created.
Z13-TITLE	O	X(100)	**DESC:** Title of the item described by the bibliographic record.
Z13-IMPRINT-CODE	O	X(5)	**DESC:** Field tag for the imprint information related to the item described by the bibliographic record (e.g. tag 260 for MARC 21 records) or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13-IMPRINT field is created.
Z13-IMPRINT	O	X(100)	**DESC:** Imprint information related to the item described by the bibliographic record.

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Z13-ISBN-ISSN-CODE	O	X(5)	**DESC:** Field tag for the ISBN or the ISSN of the item described by the bibliographic record (e.g. tags 020 or 022 for ISBN and ISSN in MARC 21 records) or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13-ISBN-ISSN field is created.
Z13-ISBN-ISSN	O	X(100)	**DESC:** ISBN assigned to the monographic publication or ISSN assigned to the serial publication.

Z13U

```
02 Z13U-REC-KEY.
  03 Z13U-DOC-NUMBER            PICTURE 9(9).
02 Z13U-USER-DEFINED-1-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-1          PICTURE X(500).
02 Z13U-USER-DEFINED-2-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-2          PICTURE X(500).
02 Z13U-USER-DEFINED-3-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-3          PICTURE X(500).
02 Z13U-USER-DEFINED-4-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-4          PICTURE X(500).
02 Z13U-USER-DEFINED-5-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-5          PICTURE X(500).
02 Z13U-USER-DEFINED-6-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-6          PICTURE X(500).
02 Z13U-USER-DEFINED-7-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-7          PICTURE X(500).
02 Z13U-USER-DEFINED-8-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-8          PICTURE X(500).
02 Z13U-USER-DEFINED-9-CODE     PICTURE X(5).
02 Z13U-USER-DEFINED-9          PICTURE X(500).
02 Z13U-USER-DEFINED-10-CODE    PICTURE X(5).
02 Z13U-USER-DEFINED-10         PICTURE X(500).
02 Z13U-USER-DEFINED-11-CODE    PICTURE X(5).
02 Z13U-USER-DEFINED-11         PICTURE X(500).
02 Z13U-USER-DEFINED-12-CODE    PICTURE X(5).
02 Z13U-USER-DEFINED-12         PICTURE X(500).
02 Z13U-USER-DEFINED-13-CODE    PICTURE X(5).
02 Z13U-USER-DEFINED-13         PICTURE X(500).
02 Z13U-USER-DEFINED-14-CODE    PICTURE X(5).
02 Z13U-USER-DEFINED-14         PICTURE X(500).
02 Z13U-USER-DEFINED-15-CODE    PICTURE X(5).
02 Z13U-USER-DEFINED-15         PICTURE X(500).
```


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Z13-REC-KEY			
Z13-DOC-NUMBER	M	9(9)	**DESC:** System number of the bibliographic record.
Z13U-USER-DEFINED-1-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-1 field is created.
Z13U-USER-DEFINED-1	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-2-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-2 field is created.
Z13U-USER-DEFINED-2	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-3-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-3 field is created.
Z13U-USER-DEFINED-3	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-4-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-4 field is created.
Z13U-USER-DEFINED-4	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-5-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-5 field is created.
Z13U-USER-DEFINED-5	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-6-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-6 field is created.
Z13U-USER-DEFINED-5	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-7-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-

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			USER-DEFINED-7 field is created.
Z13U-USER-DEFINED-7	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-8-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-8 field is created.
Z13U-USER-DEFINED-8	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-9-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-9 field is created.
Z13U-USER-DEFINED-9	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-10-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-10 field is created.
Z13U-USER-DEFINED-10	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-11-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-11 field is created.
Z13U-USER-DEFINED-11	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-12-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-12 field is created.
Z13U-USER-DEFINED-12	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-13-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-13 field is created.
Z13U-USER-DEFINED-13	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-14-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's

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			tab directory) from which the Z13U-USER-DEFINED-14 field is created.
Z13U-USER-DEFINED-14	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.
Z13U-USER-DEFINED-15-CODE	O	X(5)	**DESC:** Field tag or paragraph identifier (edit_paragraph.lng table of the library's tab directory) from which the Z13U-USER-DEFINED-15 field is created.
Z13U-USER-DEFINED-15	O	X(500)	**DESC:** User-defined field. Specifications are defined in the tab22 table of the library's tab directory.

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Z14 – MEMBERS OF A ROUTING LIST

The Z14 table contains members of a routing list. It is complemented by Z18 (Routing list).

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 zeros. 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 Z14-REC-KEY
  03 Z14-DOC-NUMBER            PICTURE 9(9).
  03 Z14-COPY-SEQUENCE         PICTURE 9(5).
  03 Z14-ROUT-SEQUENCE         PICTURE 9(2).
  03 Z14-KEY-ID                PICTURE X(12).
02 Z14-USER-DATA.
  03 Z14-ALPHA                 PICTURE X(1).
  03 Z14-ID                    PICTURE X(12).
  03 Z14-PRIORITY              PICTURE 9(2).
  03 Z14-GROUP                 PICTURE 9(2).
```


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Z14-REC-KEY			
Z14-DOC-NUMBER	M	9(9)	**DESC:** ADM system number. **CONV:** Administrative system number of the record associated to the memebers of the routing list.
Z14-COPY-SEQUENCE	M	9(5) leading zeroes	**DESC:** Sequence number of subscription within an ADM record. **CONV:** Sequential number, beginning with 00001 (relevant Z16-COPY-SEQUENCE).
Z14-ROUT-SEQUENCE	M	9(2)	**DESC:** Sequence number of a routing list, for a copy. Used to distinguish between multiple routing lists for the same subscription. **CONV:** Must be the same as the Z18-ROUT-SEQUENCE to which the member is linked.
Z14-KEY-ID	M	X(12)	**DESC:** User ID of the member. **CONV:** Patron's ID (Z303-ID).
Z14-USER-DATA			
Z14-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z14-ID	M	X(12)	**DESC:** User ID of the member. As in Z14-KEY-ID. **CONV:** Relevant ID.
Z14-PRIORITY	M	9(2)	**DESC:** Priority of each member in the routing list. **CONV:** Put zeroes as default or relevant priority.
Z14-GROUP	M	9(2)	**DESC:** This variable can be used by an external program to create another level of priority. The Z14-GROUP has no effect on-line. **CONV:** Put 50 as default.

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Z16 – SUBSCRIPTION INFORMATION

The Z16 record contains copy-specific information for serials control and it is used by the system to create expected issues (item records).

Note that if there is a link between the subscription and the holdings record, the location information in the subscription record is overridden using the location information from the holdings record (from the 852 location field of the holdings record). The exact subfields from the 852 field that update location information are defined in the "correct_852_subfields" environment variable in the alephe/aleph_start file.

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 zeros. 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 Z16-REC-KEY.
  03 Z16-DOC-NUMBER           PICTURE 9(9).
  03 Z16-COPY-SEQUENCE        PICTURE 9(5).
  03 Z16-SEQUENCE             PICTURE 9(3).

02 Z16-COPY-DATA.
  03 Z16-ALPHA                PICTURE X(1).
  03 Z16-SUB-LIBRARY          PICTURE X(5).
  03 Z16-COPY-FROM-DATE       PICTURE 9(8).
  03 Z16-COPY-TO-DATE         PICTURE 9(8).
  03 Z16-VENDOR-CODE          PICTURE X(20).
  03 Z16-VENDOR-ORDER-NUMBER  PICTURE X(30).
  03 Z16-ORDER-NUMBER         PICTURE X(30).
  03 Z16-DELIVERY-TYPE        PICTURE X(2).
  03 Z16-DELAY                PICTURE 9(3).
  03 Z16-ID                   PICTURE X(12).
  03 Z16-DIRECT-DELIVERY      PICTURE X(1).
  03 Z16-ITEM-STATUS          PICTURE X(2).
  03 Z16-COLLECTION           PICTURE X(5).
  03 Z16-LOCATION-TYPE        PICTURE X(1).
  03 Z16-LOCATION             PICTURE X(80).
  03 Z16-LOCATION-2-TYPE      PICTURE X(1).
  03 Z16-LOCATION-2           PICTURE X(80).
  03 Z16-LABEL                PICTURE X(1).
  03 Z16-DISCARD-BIND         PICTURE X(2).
  03 Z16-CLAIM                PICTURE X(1).
  03 Z16-CLAIM-2              PICTURE 9(3).
  03 Z16-CLAIM-3              PICTURE 9(3).
```


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```
   03 Z16-CLAIM-4                PICTURE 9(3).
   03 Z16-NOTE                   PICTURE X(100).
   03 Z16-CHECK-IN-NOTE          PICTURE X(300).
   03 Z16-ITEM-STATISTIC         PICTURE X(10).

02 Z16-HOL-DOC-NUMBER-X.
   03 Z16-HOL-DOC-NUMBER         PICTURE 9(9).

02 Z16-TEMP-LOCATION             PICTURE X(1).
02 Z16-COPY-ID                   PICTURE X(5).
02 Z16-DEPOSITORY-ID             PICTURE X(5)
```


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Z16-REC-KEY			
Z16-DOC-NUMBER	M	9(9)	**DESC:** ADM system number. **CONV:** System number of the administrative record associated to the subscription.
Z16-COPY-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Sequence number of subscription within an ADM record. **CONV:** Sequential number, beginning with 00001.
Z16-SEQUENCE	M	9(3)	**DESC:** Additional sequence. Used when subscription details are changed commencing from a certain date (e.g. assigned to a different sublibrary or vendor). Z16-COPY-SEQUENCE remains the same and Z16-SEQUENCE is used to identify the changed record. **CONV:** Enter 001 as default.
Z16-COPY-DATA			
Z16-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z16-SUB-LIBRARY	M	X(5) Upper case	**DESC:** Sublibrary to which the subscription belongs. If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the sublibrary is inserted automatically by the system with the contents of subfield $b from the location field of the HOL record (852 field). **CONV:** Sublibrary code.
Z16-COPY-FROM-DATE	M	9(8) Format: YYYYMMDD.	**DESC:** Starting date of subscription. When the subscription is created from the Items/Subscriptions node of the order from the Order tab of the Acquisitions/Serials module, the starting date is defaulted to the value entered in the "Subscription start" field (Z68-SUBSCRIPTION-DATE-FROM) of the order record. **CONV:** Date equal to or earlier than current year received.
Z16-COPY-TO-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Ending date of subscription. When the subscription is created from the Items/Subscriptions node of the order from the Order tab of the Acquisitions/Serials module, the ending

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			date is defaulted to the value entered in the "Subscription end" field (Z68-SUBSCRIPTION-DATE-TO) of the order record. **CONV:** Date equal to or later than current year received; 20991231 for open-ended subscription.
Z16-VENDOR-CODE	M	X(20) upper case	**DESC:** Vendor's code. **CONV:** Code must match the vendor's code in the vendor's record (Z70-VENDOR-CODE).
Z16-VENDOR-ORDER-NUMBER	O	X(30)	**DESC:** Information by which the vendor identifies the subscription **CONV:** Blank or relevant number.
Z16-ORDER-NUMBER	O	X(30)	**DESC:** Order number; if equal to order number of the Acquisition order, can be used for combined reports. **CONV:** Acquisition order field is Z68-ORDER-NUMBER.
Z16-DELIVERY-TYPE	M	X(2)	**DESC:** The way in which the supplier dispatches the material. For example: **A**= Airmail **S**= Surface **C**= Courier **AF** = Airfreight **CONV:** Any alphanumeric character. Should be coordinated with values in the pc_tab_exp_field.eng table of the library's tab directory.
Z16-DELAY	M	9(3)	**DESC:** Number of days that elapse between publication date and expected arrival. Used for calculating estimated date of arrival for each issue. **CONV:** Relevant or default number of days.
Z16-ID	O/ M	X(12)	**DESC:** ID of the user for whom the subscription is intended. **CONV:** Matches the Z303_ID field. Mandatory if Z16-DIRECT-DELIVERY is Y; otherwise optional.
Z16-DIRECT-DELIVERY	M	X(1)	**DESC:** Indicates if issues should by-pass library check-in and be delivered directly to user (see Z16_ID). Values are: **Y** = Yes **N** = No **CONV:** "N" if Z16-ID is blank.

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Z16-ITEM-STATUS	M	X(2)	**DESC:** Loan status, copied to item's Z30-ITEM-STATUS. Values are 01-98. **CONV:** Relevant value. Values must be defined in the tab15 (Item statuses) table of the library's tab directory.
Z16-COLLECTION	O	X(5) Upper case	**DESC:** Code identifying the collection (copied to item's Z30-COLLECTION). If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the collection is inserted automatically by the system with the contents of subfield $c from the location field of the HOL record (852 field). **CONV:** Blank or relevant code. Collection codes are defined in the tab40 table of the library's tab directory.
Z16-LOCATION-TYPE	O	X(1)	**DESC:** The location type is the method the library will use to arrange the item on the shelf. This field is copied to the item's Z30-LOCATION-TYPE field when items are created for the expected issues. It defines the type of location assigned in the Z16-LOCATION / Z30-LOCATION field. If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the location type is inserted automatically by the system with the contents of the first indicator of the location field from the HOL record (852 field). The values are defined in the $data_tab/ pc_tab_exp_field.eng. MARC 21 values supported by ALEPH are: 0 - Library of Congress classification 1 - Dewey Decimal classification 2 - National Library of medicine classification. 3 - Superintendent of Documents classification. 4 - Shelving control number 5 - Shelving Form of Title 6 - Shelved separately 7 - Source specified in $$2

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			8 - Local classification **CONV:** Blank or a relevant value.
Z16-LOCATION	O	X(80)	**DESC:** An alphanumeric code that identifies the shelf location of the item. If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the location is inserted automatically by the system with the contents of subfield $h/$i/$j/$l/$k/$m from the location field of the HOL record (852 field). **CONV:** Blank or relevant string.
Z16-LOCATION-2-TYPE	O	X(1)	**DESC:** As Z16-LOCATION-TYPE.
Z16-LOCATION-2	O	X(80)	**DESC:** Additional shelving location of the item. **CONV:** Blank or relevant string.
Z16-LABEL	M	X(1)	**DESC:** Defines if a label should be printed automatically when the arrival of an issue is registered. Values are: **Y** = Yes **N** = No **CONV:** Relevant value.
Z16-DISCARD-BIND	-	X(2)	**DESC:** Not in use. **CONV:** Leave blank.
Z16-CLAIM	M	X(1)	**DESC:** This field determines whether claims for late issues of the subscription will be included in the batch output of claims to vendor. Values are: **Y** = Yes **N** = No **I** = Irregular If you select the Y option, then claims for late items of this subscription of the serial are included in the batch of claims that are printed using the Print Claims service. If you select No or Irregular, claims are not automatically sent. However, the items will appear in the claim report (serial-04). **CONV:** Relevant value.
Z16-CLAIM-2	M	9(3) Leading zeroes	**DESC:** Number of days that elapse between first claim and second claim **CONV:** 000 to 999.
Z16-CLAIM-3	M	9(3) Leading zeroes	**DESC:** Number of days that elapse between second claim and third claim **CONV:** 000 to 999
Z16-CLAIM-4	M	9(3)	**DESC:** Number of days that elapse

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		Leading zeroes	between third claim and following claims **CONV:** 000 to 999.
Z16-NOTE	O	X(100) Free text	**DESC:** Free text note **CONV:** Blank or relevant string.
Z16-CHECK-IN-NOTE	O	X(300) Free text	**DESC:** This note will be displayed when the item is checked in. **CONV:** Blank or relevant text.
Z16-ITEM-STATISTIC	O	X(10) Free text	**DESC:** Free text field, copied to the item's Z30-ITEM-STATISTIC field. **CONV:** Blank or relevant information.
Z16-HOL-DOC-NUMBER-X			
Z16-HOL-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the holdings record to which the subscription is associated. **CONV:** System number of the associated holdings record or zeroes.
Z16-TEMP-LOCATION	M	X(1)	**DESC:** This is a toggle field that indicates to the system that the location information (sublibrary, collection, call number, and call number type) for the subscription record should not be updated from the holdings record. This information is copied to item's Z30-TEMP-LOCATION field when items are created for the expected issues. Values are **Y** and **N**. **COVN:** Relevant value.
Z16-COPY-ID	O	X(5)	**DESC:** Copy number or copy identifier. If the UPDATE-Z30-COPY flag in the tab100 table of the library's tab directory is set to 'N', this information is copied to the Z30-COPY-ID field of the items created for the expected issues. If the flag is set to 'Y', the Z30-COPY-ID is created with the contents of the Z16-COPY-SEQUENCE field. **CONV:** Blank or relevant value.
Z16-DEPOSITORY-ID	O	X(5)	**DESC:** Contains the code of the remote storage facility assigned to the issues belonging to this subscription. This field is copied to the item's Z30-DEPOSITORY-ID field. The field is used to indicate that the items "belong" to the remote storage, regardless of the sublibrary, collection and processing status fields. Remote storage codes are defined in the

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			pc_tab_exp_field.lng table of the library's tab directory. **CONV:** Blank or relevant value.

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Z18 - ROUTING LIST

The Z18 record contains routing list information. It is complemented by Z14 (Routing list member).

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 zeros. 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 Z18-REC-KEY.
  03 Z18-DOC-NUMBER            PICTURE 9(9).
  03 Z18-COPY-SEQUENCE         PICTURE 9(5).
  03 Z18-ROUT-SEQUENCE         PICTURE 9(2).
02 Z18-SORT-ORDER              PICTURE 9(4).
02 Z18-ROUT-DATA.
  03 Z18-ALPHA                 PICTURE X(1).
  03 Z18-ID                    PICTURE X(12).
  03 Z18-BUDGET                PICTURE X(50).
  03 Z18-STATUS                PICTURE X(2).
  03 Z18-LOAN-DAYS             PICTURE 9(2).
  03 Z18-LOAN                  PICTURE X(1).
  03 Z18-NOTE                  PICTURE X(200).
```


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Z18-REC-KEY			
Z18-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record associated to the routing list. **CONV:** System number of the administrative record.
Z18-COPY-SEQUENCE	M	9(5)	**DESC:** Sequence number of subscription within an administrative record. **CONV:** Sequential number, beginning with 00001 (relevant Z16-COPY-SEQUENCE).
Z18-ROUT-SEQUENCE	M	9(2)	**DESC:** Sequence number of a routing list. Used to distinguish between multiple routing lists of the same subscription. **CONV:** Create consecutive numbers with leading zero. Begin with 01. Every group with the same Z18-DOC-NUMBER and Z18-COPY-SEQUENCE should be increased by one.
Z18-SORT-ORDER	M	9(4)	**DESC:** This field is used by the system for retaining the routing lists in the correct order. **CONV:** Create consecutive numbers with leading zeroes. Begin with 0001. Every group with the same Z18-DOC-NUMBER and Z18-COPY-SEQUENCE should be increased by one.
Z18-ROUT-DATA			
Z18-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z18-ID	M	X(12)	**DESC:** User ID of the group leader. This is the user (which can be a library) to which the routing list is assigned. **CONV:** Relevant ID or sub-library.
Z18-BUDGET	O	X(50)	**DESC:** Budget to which a routing list can be linked. At present, this is for information only; the budget will not actually be debited. **CONV:** Blank or relevant budget.
Z18-STATUS	M	X(2)	**DESC:** Routing list status. Values are: **AC** = Active **NA** = Inactive The system will check the status before printing a routing list.

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			CONV: Relevant value.
Z18-LOAN-DAYS	M	9(2)	**DESC:** Loan days per member. This is the number of days that each member in the list may keep the item. The system will multiply this value by the number of members on the list, in order to calculate the due date of the item. **CONV:** Relevant number of days.
Z18-LOAN	M	X(1)	**DESC:** Indicates if the system will loan the item to the Routing Group using the circulation loan function. Values are: **Y** = Item will be automatically loaned. **N** = No loan will be performed. If value is "Y", the "Loan days per member" (Z18-LOAN-DAYS) must be filled. **CONV:** Relevant value.
Z18-NOTE	O	X(200)	**DESC:** Free text note. **CONV:** Relevant string or blank.

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Z20 – SERIAL CLAIMS

The Z20 table contains claims for serial issues. Claims may be created through the Serials function or by running the "Print Claim Letters" (p_serial_44) batch routine. The "Print Claim Letters" service is available from the Claims option of the Serials submenu of the Services menu in the Acquisitions/Serials module.

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 Z20-REC-KEY.
  03 Z20-DOC-NUMBER           PICTURE 9(9).
  03 Z20-ITEM-SEQUENCE        PICTURE 9(6).
  03 Z20-CLAIM-SEQUENCE       PICTURE 9(5).

02 Z20-CLAIM-DATA.
  03 Z20-ALPHA                PICTURE X(1).
  03 Z20-CLAIM-STATUS         PICTURE X(2).
  03 Z20-CLAIM-DATE           PICTURE 9(8).
  03 Z20-CLAIM-TEXT           PICTURE X(200).
  03 Z20-VENDOR-REPLY         PICTURE X(200).
  03 Z20-VENDOR-REPLY-DATE    PICTURE 9(8).
```


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Z20-REC-KEY			
Z20-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record associated to the issue being claimed. **CONV:** System number of the administrative record.
Z20-ITEM-SEQUENCE	M	9(6)	**DESC:** Item sequence number, within one ADM number. **CONV:** Put the Z30-ITEM-SEQUENCE that matches the issue being claimed.
Z20-CLAIM-SEQUENCE	M	9(5)	**DESC:** Sequence number of the claim for the particular issue. **CONV:** Create consecutive numbers, start with 00001.
Z20-CLAIM-DATA			
Z20-ALPHA	O	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z20-CLAIM-STATUS	-	X(2)	**DESC:** Not in use. **CONV:** Blank.
Z20-CLAIM-DATE	M	9(8)	**DESC:** Date on which the claim was printed or sent to vendor. **CONV:** Relevant date.
Z20-CLAIM-TEXT	O	X(200)	**DESC:** Ad hoc text that is included in the letter to vendor (can be created only in online claim). **CONV:** Blank as a default or relevant text.
Z20-VENDOR-REPLY	O	X(200)	**DESC:** This field may contain the vendor's reply to the claim. **CONV:** Blank as default or relevant text.
Z20-VENDOR-REPLY-DATE	M	9(8)	**DESC:** Date of vendor's reply. **CONV:** Relevant date or zeroes.

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Z200 Work Set

The Z200 table contains the library staffs' work set information. The Z200 table is used in the VIR01 environment for managing the GUI ILL interface, and in the ADM environment for managing the Items Offline Management Tool. Please refer to part 4.4 (*Offline Items Editing*) of the Items User Guide for a full description of the Items Offline Management Tool.

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.

```
01  Z200.
  02 Z200-REC-KEY.
    03 Z200-SEQUENCE                PICTURE 9(6).
  02 Z200-TYPE                      PICTURE X(20).
  02 Z200-LIBRARY                   PICTURE X(5).
  02 Z200-SET-NUMBER                PICTURE 9(6).
  02 Z200-CURRENT-KEY               PICTURE X(50).
  02 Z200-DESCRIPTION               PICTURE X(200).
  02 Z200-NO-KEYS                   PICTURE 9(6).
  02 Z200-DATA-LEN                  PICTURE 9(6).
  02 Z200-DATA                      PICTURE X(510000).
```


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In the following table, the Z200 table is described as it is used in the ADM environment.

Z200-REC-KEY			
Z200-SEQUENCE	M	9(6)	**DESC:** A running number based on the last_result_set Z52 counter.
Z200-TYPE	M	X(20)	**DESC:** Only current value is **"**ITEMS" **CONV:** "ITEMS"
Z200-LIBRARY	M	X(5)	**DESC:** The ADM library (xxx50) to which the set belongs. **CONV:** ADM library code.
Z200-SET-NUMBER	NA	9(6)	**DESC:** Not in use
Z200-CURRENT-KEY	M	X(50)	**DESC:** The staff ID (Z66-USER-NAME) of the user to whom the working set belongs. **CONV:** The ID of the staff to whom the set belongs.
Z200-DESCRIPTION	NA	X(200)	**DESC:** Not in use
Z200-NO-KEYS	M	9(6)	**DESC:** The number of items that are found in Z200 working set Z200-DATA field. **CONV:** A legal number describing the number of items in the set.
Z200-DATA-LEN	NA	9(6)	**DESC:** Not in use
Z200-DATA	M	X(510000)	**DESC:** This field is actually 10000 lines with the following format: KEY PICTURE X(50). SELECTED PICTURE X(1). The KEY elements are populated with record key (Z30-REC-KEY) of the items that are part of the set. **CONV:** Spaces padded item record keys, each 50 characters long .

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Z22 - ROUTING LIST TRACE

The Z22 is a track record of the routing list (Z18), a register of the issues that were sent to a routing list.

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 zeros. 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 Z22-REC-KEY.
    03 Z22-DOC-NUMBER            PICTURE 9(9).
    03 Z22-SCHEDULE-SEQUENCE     PICTURE 9(5).
    03 Z22-COPY-SEQUENCE         PICTURE 9(5).
    03 Z22-ROUT-SEQUENCE         PICTURE 9(2).
  02 Z22-TRACE-DATA.
    03 Z22-ROUT-DATE             PICTURE 9(8).
```


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Z22-REC-KEY			
Z22-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the administrative record associated to the routing list. **CONV:** Put ADM system number.
Z22-SCHEDULE-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Schedule sequence number, within the ADM number. This, together with the Z22-DOC-NUMBER, is the link to the issue record. **CONV:** Put Z30-SCHEDULE-SEQUENCE-2, or zeroes.
Z22-COPY-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Sequence number of subscription within an ADM record. **CONV:** Sequential number, beginning with 00001 (according to Z18-COPY-SEQUENCE).
Z22-ROUT-SEQUENCE	M	9(2)	**DESC:** Sequence number of a routing list. Used to distinguish between multiple routing lists of the same subscription. **CONV:** Create consecutive numbers with a leading zero. Begin with 01 (according to Z18-ROUT-SEQUENCE).
Z22-TRACE-DATA			
Z22-ROUT-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the issue was routed. **CONV:** Relevant date.

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Z30- ITEM and Z30H – ITEM HISTORY

The Z30 table contains item (copy) records. Each circulating item (barcoded item) must have a Z30 record. The Z30 record contains information on the copy's sublibrary, collection, location, material type, etc.

Location Information in Items and Holdings Records

In ALEPH, location information can also be stored in the 852 field of the holdings record. The system librarian can determine whether or not holdings records control the location field of the item records.

This is controlled by the X852-ITEM-OVERRIDE flag of the tab100 table of the library's tab directory. If the flag is set to Y, then location information from the holdings record controls the location information of the linked item records.

The holdings record location information can override the Z30 location information as follows:

- The 852 subfield $b (sublibrary) overrides the Z30-SUB-LIBRARY.
- The 852 subfield $c (collection) overrides the Z30-COLLECTION.
- The 852 first indicator overrides the Z30-CALL-NO-TYPE.
- The 852 subfields $h, $i, $j, $k, $l, $m override the Z30-CALL-NO.
- The 852 subfield $t overrides the Z30-COPY if the subfield contains a copy number and not a range of numbers for copies.

The exact subfields from the 852 field that are copied to the item call number field are defined under the "correct_852_subfields" environment variable in the aleph_start file of the alephe directory.

Item Information in Bibliographic Records

Location information from the item record can be expanded into the bibliographic record and used for indexing purposes. This is done by special expand programs. For this reason, a Z07 record is triggered for the bibliographic record linked to the item when one of the following fields of the item record is updated:

- Z30-SUB-LIBRARY
- Z30-MATERIAL
- Z30-ITEM-STATUS
- Z30-COLLECTION
- Z30-CALL-NO-TYPE
- Z30-CALL-NO
- Z30-CALL-NO-KEY
- Z30-CALL-NO-2-TYPE
- Z30-CALL-NO-2
- Z30-CALL-NO-2-KEY

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- Z30-DESCRIPTION
- Z30-INVENTORY-NUMBER

Item History

The Z30H table stores historical data about items. The difference between the Z30 and the Z30H is the addition of the following to the Z30H:

- Z30H-SEQUENCE
- Z30H-H-DATE
- Z30H-H-HOUR
- Z30H-H-REASON (changes defined in data_tab/tab_item_history.lng)
- Z30H-H-CATALOGER
- Z30H-H-REASON-TYPE

Util X/13 can be used to clean Z30H records from the database.

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 zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V.

Z30 record:

```
02 Z30-REC-KEY.
   03 Z30-DOC-NUMBER              PICTURE 9(9).
   03 Z30-ITEM-SEQUENCE           PICTURE 9(6).
 02 Z30-BARCODE                   PICTURE X(30).

 02 Z30-SUB-LIBRARY               PICTURE X(5).
 02 Z30-MATERIAL                  PICTURE X(5).
 02 Z30-ITEM-STATUS               PICTURE X(2).
 02 Z30-OPEN-DATE                 PICTURE 9(8).
 02 Z30-UPDATE-DATE               PICTURE 9(8).
 02 Z30-CATALOGER                 PICTURE X(10).

 02 Z30-DATE-LAST-RETURN          PICTURE 9(8).
 02 Z30-HOUR-LAST-RETURN          PICTURE 9(4).
 02 Z30-IP-LAST-RETURN            PICTURE X(20).
 02 Z30-NO-LOANS                  PICTURE 9(3).

 02 Z30-ALPHA                     PICTURE X(1).
 02 Z30-COLLECTION                PICTURE X(5).

 02 Z30-CALL-NO-TYPE              PICTURE X(1).
 02 Z30-CALL-NO                   PICTURE X(80).
 02 Z30-CALL-NO-KEY               PICTURE X(80).
 02 Z30-CALL-NO-2-TYPE            PICTURE X(1).
 02 Z30-CALL-NO-2                 PICTURE X(80).
 02 Z30-CALL-NO-2-KEY             PICTURE X(80).
```


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```
02 Z30-DESCRIPTION                PICTURE X(200).
02 Z30-NOTE-OPAC                  PICTURE X(200).
02 Z30-NOTE-CIRCULATION           PICTURE X(200).
02 Z30-NOTE-INTERNAL              PICTURE X(200).

02 Z30-ACQ-DATA.
  03 Z30-ORDER-NUMBER             PICTURE X(30).
  03 Z30-INVENTORY-NUMBER         PICTURE X(20).
  03 Z30-INVENTORY-NUMBER-DATE    PICTURE 9(8).
  03 Z30-LAST-SHELF-REPORT-DATE   PICTURE 9(8).
  03 Z30-PRICE                    PICTURE X(10).

02 Z30-SHELF-REPORT-NUMBER        PICTURE X(20).
02 Z30H-ON-SHELF
  03 Z30-ON-SHELF-DATE            PICTURE 9(8).
  03 Z30-ON-SHELF-SEQ              PICTURE 9(6).


02 Z30-REC-KEY-2.
  03 Z30-DOC-NUMBER-2              PICTURE 9(9).
  03 Z30-SCHEDULE-SEQUENCE-2       PICTURE 9(5).
  03 Z30-COPY-SEQUENCE-2           PICTURE 9(5).

02 Z30-REC-KEY-3.
  03 Z30-VENDOR-CODE               PICTURE X(20).
  03 Z30-INVOICE-NUMBER            PICTURE X(15).
  03 Z30-LINE-NUMBER               PICTURE 9(5).

02 Z30-PAGES                      PICTURE X(30).
02 Z30-ISSUE-DATE                 PICTURE 9(8).
02 Z30-EXPECTED-ARRIVAL-DATE      PICTURE 9(8).
02 Z30-ARRIVAL-DATE               PICTURE 9(8).

02 Z30-ITEM-STATISTIC             PICTURE X(10).
02 Z30-ITEM-PROCESS-STATUS        PICTURE X(2).
02 Z30-COPY-ID                    PICTURE X(5).
02 Z30-HOL-DOC-NUMBER-X.
  03 Z30-HOL-DOC-NUMBER            PICTURE 9(9).
02 Z30-TEMP-LOCATION              PICTURE X(1).

02 Z30-BUFFERS.
  03 Z30-ENUMERATION.
    04 Z30-ENUMERATION-A           PICTURE X(20).
    04 Z30-ENUMERATION-B           PICTURE X(20).
    04 Z30-ENUMERATION-C           PICTURE X(20).
    04 Z30-ENUMERATION-D           PICTURE X(20).
    04 Z30-ENUMERATION-E           PICTURE X(20).
    04 Z30-ENUMERATION-F           PICTURE X(20).
    04 Z30-ENUMERATION-G           PICTURE X(20).
    04 Z30-ENUMERATION-H           PICTURE X(20).
  03 Z30-CHRONOLOGICAL.
    04 Z30-CHRONOLOGICAL-I         PICTURE X(20).
    04 Z30-CHRONOLOGICAL-J         PICTURE X(20).
    04 Z30-CHRONOLOGICAL-K         PICTURE X(20).
    04 Z30-CHRONOLOGICAL-L         PICTURE X(20).
    04 Z30-CHRONOLOGICAL-M         PICTURE X(20).
  03 Z30-SUPP-INDEX-O              PICTURE X(30).
02 Z30-85X-TYPE                   PICTURE X(1).
02 Z30-DEPOSITORY-ID              PICTURE X(5).
```


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```
           02 Z30-LINKING-NUMBER            PICTURE 9(9).
           02 Z30-GAP-INDICATOR             PICTURE X(1).
           02 Z30-MAINTENANCE-COUNT         PICTURE 9(3).
           02 Z30-PROCESS-STATUS-DATE       PICTURE 9(8).
           02 Z30-UPD-TIME-STAMP            PICTURE 9(15).
           02 Z30-IP-LAST-RETURN-V6         PICTURE X(50).
```

Z30H record:

```
         02 Z30H-REC-KEY.
         03 Z30H-DOC-NUMBER             PICTURE 9(9).
         03 Z30H-ITEM-SEQUENCE          PICTURE 9(6).
         03 Z30H-SEQUENCE               PICTURE 9(6).
      02 Z30H-BARCODE                   PICTURE X(15).
```

The Z30H continues as above, to the end of Z30. Additional fields are:

```
           02 Z30H-HISTORY.
           03 Z30H-H-DATE                PICTURE 9(8).
           03 Z30H-H-HOUR                PICTURE 9(4).
           03 Z30H-H-REASON              PICTURE X(50).
           03 Z30H-H-CATALOGER           PICTURE X(10).
           03 Z30H-SEQUENCE              PICTURE 9(6).
           03 Z30H-H-REASON-TYPE         PICTURE X(10).
```


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Z30-REC-KEY			
Z30-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record (ADM) associated to the item. **CONV:** ADM system number.
Z30-ITEM-SEQUENCE	M	9(6) Leading zeroes	**DESC:** Item sequence number, within one ADM number. **CONV:** Create consecutive numbers, starting with 000010, adding "10" for each new copy sequence. Begin again from 000010 for each new ADM system number.
Z30-BARCODE	M	X(30)	**DESC:** Unique identifier of the item. The Z30-BARCODE can be created automatically based on the definitions of the tab_checksum table of the library's tab directory. Currently two routines are available: - checksum_create_z30_by _seq: creates the barcode based on the last-item-barcode sequence of the Z52 record. - checksum_create_z30_by _doc_no: creates the barcode based on the Z30-DOC-NUMBER + Z30-ITEM-SEQUENCE. **CONV:** Use existing barcode or create one. No leading zeroes are required. Suggestion: use Z30-REC-KEY (i.e. doc number + item sequence). Example: 02 z30_rec_key \ 03 doc_number .....0000002 03 item_sequence .....000010 02 z30_barcode 2-10
Z30-SUB-LIBRARY	M	X(5) Upper case	**DESC:** Code of the sublibrary that "owns" the item. If the Z30 record is linked to a holdings record through the Z30-HOL-DOC-NUMBER field, then the sublibrary is inserted automatically by the system with the contents of subfield $b from the location field of the holdings record (852 field). **CONV:** Sublibrary code. Codes should correspond to those defined in the

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			$alephe_tab/tab_sub_library.lng
Z30-MATERIAL	M	X(5) Upper case	**DESC:** Material type. This can be VIDEO, BOOK, ISSUE, etc. "ISSUE" has special functionality within the system, all other types are used in an equal manner. **CONV:** For monographs use BOOK and for issues use ISSUE. The material type should match a material type defined in the tab25 table of the library's tab directory.
Z30-ITEM-STATUS	M	X(2)	**DESC:** Status of the copy for loan purposes. Values may be 01-98. The system performs checks on item status according to the definitions in the tab15 table of the library's tab directory. **CONV:** Relevant value. Must be a numeric value.
Z30-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Creation date of the copy. **CONV:** Relevant date or conversion date.
Z30-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date copy was last updated. **CONV:** Relevant date or conversion date.
Z30-CATALOGER	O	X(10)	**DESC:** Cataloger's password name. **CONV:** Blank or "CONV".
Z30-DATE-LAST-RETURN	M	9(8) Format: YYYYMMDD	**DESC:** Date of last return transaction. Note: this field is used for possible statistical purposes only, it has no other functionality. **CONV:** Zeroes or relevant date.
Z30-HOUR-LAST-RETURN	M	9(4) Format: HHMM	**DESC:** Hour of last return transaction. Note: this field is used for possible statistical purposes only, it has no other functionality. **CONV:** Zeroes or relevant hour.
Z30-IP-LAST-RETURN	O	X(20)	**DESC:** Internal IP address of the workstation where the last return transaction was performed for the item.. This is the IP address of a workstation within a LAN. It may be different from the IP address defined in the TCP/IP connection (GUI client or Web client). If a workstation identifier was defined for the station, this field contains this identifier. Note: this field is used for possible

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			statistical purposes only, it has no other functionality **CONV:** Blank or "CONV".
Z30-NO-LOANS	M	9(3) Leading zeroes	**DESC:** Number of times the item was loaned. Note: this field is used for possible statistical purposes only, it has no other functionality. **CONV:** Zeroes or relevant information.
Z30-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z30-COLLECTION	O	X(5) Upper case	**DESC:** Collection code of the item (e.g. REF, MAP). The collection codes are defined per sublibrary in tab40 table of the library's tab directory. If the Z30 record is linked to a holdings record through the Z30-HOL-DOC-NUMBER field, then the collection is inserted automatically by the system with the contents of subfield $c from the location field of the HOL record (852 field). **CONV:** Blank or relevant information.
Z30-CALL-NO-TYPE	O	X(1)	**DESC:** This defines the type of location assigned in the Z30-CALL-NO field. The values are defined in the pc_tab_exp_field.lng table of the library's tab directory. If the Z30 record is linked to a holdings record through the Z30-HOL-DOC-NUMBER field, then the location type is inserted automatically by the system with the contents of the first indicator of the location field from the holdings record (852 field). Values supported by ALEPH are: **0** - Library of Congress classification **1** - Dewey Decimal classification **2** - National Library of Medicine classification. **3** - Superintendent of Documents classification. **4** - Shelving control number **5** - Shelving Form of Title

			6 – Shelved separatly **7** – Source specified in subfield $2 **8** - Local classification **i** - Location based on a prefix and a location number; used for automatic creation of shelving number (see Z311). **CONV:** Blank or relevant value.
Z30-CALL-NO	O	X(80)	**DESC:** Shelving location of the item. If the Z30 record is linked to an HOL record through the Z30-HOL-DOC-NUMBER field, then the location is inserted automatically by the system with the contents of subfield $h/$i/$j/$l/$k/$m from the location field of the holdings record (852 field). Note that regarding the terminology, Call number and Location are often used interchangeably. **CONV:** Blank or relevant information.
Z30-CALL-NO-KEY	O	X(80)	**DESC:** Filing key of the Z30-CALL-NUMBER. The filing key is built according to the filing procedures defined in the tab_filing_call_no table of the library's (XXX50) tab directory. **CONV:** The key is built according to the definitions of the tab_filing_call_no table. For conversion purposes, the key is built using the "Re-build Location Index" (b_item_06) batch procedure. This batch process is also used to rebuild the Z30-CALL-NO-KEY when the definitions of the tab_filing_call_no are changed. The "Re-build Location Index" service is available from the Services menu of the Cataloging and Circulation modules.
Z30-CALL-NO-2-TYPE	O	X(1)	**DESC:** As Z30-CALL-NO-TYPE.
Z30-CALL-NO-2	O	X(80)	**DESC:** Additional shelving location of the item. **CONV:** Blank or relevant information.
Z30-CALL-NO-2-KEY	O	X(80)	**DESC:** As Z30-CALL-NO-KEY.
Z30-DESCRIPTION	O	X(200)	**DESC:** Description of the item (for multi-volume monographs or serial items) to help the user identify the item he is interested in. For items created through the Serials function, this field is automatically set to the enumeration and chronology description of the issue. **CONV:** Blank or relevant information.

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Z30-NOTE-OPAC	O	X(200) Free text	**DESC:** Note field. This note is displayed in the OPAC. **CONV:** Blank or relevant string.
Z30-NOTE-CIRCULATION	O	X(200) Free text	**DESC:** Note field. The text entered here may be displayed when an item is loaned or returned (providing that the Circulation module's setup options have been defined to display this note). **CONV:** Blank or relevant value.
Z30-NOTE-INTERNAL	O	X(200) Free text	**DESC:** Note field. This note is intended for library staff only and is displayed only in the item form. **CONV:** Blank or relevant string.
Z30-ACQ-DATA			
Z30-ORDER-NUMBER	O	X(30)	**DESC:** Order number of the acquisitions order record. When copies are created in the acquisition module, the system fills in this field automatically. **CONV:** Blank or a relevant number, in order that the item be linked to the order. This should be the Z68-ORDER-NUMBER.
Z30-INVENTORY-NUMBER	O	X(20)	**DESC:** Inventory number. This information has no particular functionality in the system. **CONV:** Blank or a relevant number.
Z30-INVENTORY-NUMBER-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date on which inventory number is assigned to the record. **CONV:** Relevant date or zeroes.
Z30-LAST-SHELF-REPORT-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date on which the last shelf report was performed (p-item-05 or p-item-04). **CONV:** Relevant date or zeroes.
Z30-PRICE	O	X(10)	**DESC:** Alphanumeric description of the cost of the item. In ALEPH, when items are created in the Acquisition module, the system calculates this field from Z68-E-LOCAL-PRICE and from Z68-NO-UNITS. The Z30-PRICE is in the local currency. When the order is closed (Z68-ORDER-STATUS = 'CLS') the system recalculates the value of the Z30-PRICE from all the invoices (Z75 – line item records) related to the order (Z75-I-TOTAL-AMOUNT) and from Z68-NO-UNITS. Note that if the flag Z30-PRICE-FROM-ORDER of the tab100 table of the

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			library's tab directory is set to N (No), then the Z30-PRICE will never be automatically created, neither from the estimated price nor from the Z75-I-TOTAL-AMOUNT. **CONV:** Blank or a relevant number.
Z30-SHELF-REPORT-NUMBER	O	X(20)	**DESC:** A unique identifier of the shelf. This field is based on a Z52 counter and serves as the shelf's key. When a shelf check is resumed, identifying which shelf is being worked on will be done based on this field. **CONV:** Blank or a relevant string
Z30-ON-SHELF			
Z30-ON-SHELF-DATE	O	9(8)	**DESC:** A standard date field. Used to indicate the date on which the item was found, **CONV:** Zeroes or relevant date (YYYYMMDD).
Z30-ON-SHELF-SEQ	O	9(6)	**DESC:** A sequence number added to the find date. **CONV:** Zeroes or relevant string
Z30-REC-KEY-2			**GENERAL NOTE:** The fields that constitute the Z30-REC-KEY-2 provide link to the Serials Subscription record (Z16). Most of the fields listed below are relevant only for Z30_MATERIAL= ISSUE items only.
Z30-DOC-NUMBER-2	M	9(9)	**DESC:** Repeated occurrence of Z30-DOC-NUMBER, or zeroes. **CONV:** This field is used only if the Z30-COPY-SEQUENCE-2 and Z30-SCHEDULE –SEQUENCE-2 fields, which link to Serials, are present. In this case it contains the repeated occurrence of the Z30-DOC-NUMBER. Otherwise it is zeroes.
Z30-SCHEDULE-SEQUENCE-2	M	9(5) Leading zeroes	**DESC:** Sequence number. Used to distinguish between multiple items linked the same ADM record and to the same subscription (Z16). **CONV:** Create consecutive numbers, with leading zeroes. Begin with 00001. Every item under the same Z30-DOC-NUMBER_2 and under the same Z30-COPY-SEQUENCE-2 should be

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			increased by one.
Z30-COPY-SEQUENCE-2	O	9(5) Leading zeroes	**DESC:** This is the sequence number of the subscription (Z16) to which the item is linked. It is filled in automatically by the system when items are opened in the serials module. **CONV:** Use the subscription identification number (Z16-COPY-SEQUENCE), else set this field to zeroes.
Z30-REC-KEY-3			The fields that constitute the Z30-REC-KEY-3 provide link to the invoice connected to the item. The fields match the fields that constitue the Z75-REC-KEY-2.
Z30-VENDOR-CODE	O	X(20)	**DESC:** Code of the vendor who supplies the material to the library. **CONV:** Blank or Z75-VENDOR-CODE.
Z30-INVOICE-NUMBER	O	X(15)	**DESC:** Invoice number. **CONV:** Blank or Z75-INVOICE-NUMBER.
Z30-LINE-NUMBER	M	9(5) Leading zeroes	**DESC:** Sequential number, which identifies the item line on the invoice. **CONV:** Zeroes or Z75-LINE-NUMBER.
Z30-PAGES	O	X(30)	**DESC:** Contains the pages included in the issue. **CONV:** Blank or paging.
Z30-ISSUE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Contains publication date of issue. For items of material type ISSUE, if the Issue Date is zeroes this field is corrected to current date. **CONV:** Zeroes or issue publication date.
Z30-EXPECTED-ARRIVAL-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Contains the expected arrival date of an issue. Required for follow-up and claiming of non-arrived issues. It is calculated from the Z30_ISSUE_DATE + the value of the Z16-CLAIM field of the subscription record. For items of material type ISSUE, if the expected arrival date is zeroes this field is corrected to current date. **CONV:** Zeros or relevant date (YYYYMMDD).
Z30-ARRIVAL-DATE	M	9(8) Format: YYYYMMDD	**DESC:** This is the actual date on which the issue was received. **CONV:** Zeroes or relevant date (YYYYMMDD).

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Z30-ITEM-STATISTIC	O	X(10) Free text	**DESC:** Free text field. **CONV:** Blank or relevant information.
Z30-ITEM-PROCESS-STATUS	O	X(2)	**DESC:** Process Status. Defines the item's processing status (e.g. on order, cancelled, binding, etc.). Can be used as a filter with ITEM-STATUS in the tab15 and tab16 circulation tables. Values for automatic update of the process status are defined in the tab42 table of the library's tab directory. **CONV:** Blank or relevant item process status.
Z30-COPY-ID	O	X(5)	**DESC:** Copy number. For ISSUE items, if the UPDATE-Z30-COPY flag in the tab100 table of the library's tab directory is set to 'Y', then the Z16-COPY-SEQUENCE overruns the contents of this field. If the flag is set to 'N', then the Z16-COPY-ID field overruns the contents of this field. **CONV:** Blank or relevant value.
Z30-HOL-DOC-NUMBER-X			
Z30-HOL-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the holdings record to which the item is attached. **CONV:** HOL system number or zeroes.
Z30-TEMP-LOCATION	M	X(1)	**DESC:** This is a toggle field used to control the overriding of the location fields by the holdings record. Values are Y and N. If the Z30-TEMP-LOCATION is set to N then the following events will occur: If the Z30 has a holdings record system number in the Z30-HOL-DOC-NUMBER field, then when the item is updated, the sublibrary collection and location are taken from the 852 field of the holdings record. When an 852 field of the holdings record is updated, all related Z30 records will be updated. **CONV:** Relevant value.
Z30-BUFFERS			
Z30-ENUMERATION			
Z30-ENUMERATION-A	O	X(20)	**DESC:** First level of enumeration. Matches subfield $a of MARC 21 enumeration fields. This is the highest level of enumeration. Usually it contains

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			the volume number of the item (issue or multi-volume monograph). **CONV:** Blank or relevant value.
Z30-ENUMERATION-B	O	X(20)	**DESC:** Second level of enumeration. Matches subfield $b of MARC 21 enumeration fields. **CONV:** Blank or relevant value.
Z30-ENUMERATION-C	O	X(20)	**DESC:** Third level of enumeration. Matches subfield $c of MARC 21 enumeration fields. **CONV:** Blank or relevant value
Z30-ENUMERATION-D	O	X(20)	**DESC:** Fourth level of enumeration. Matches subfield $d of MARC 21 enumeration fields. **CONV:** Blank or relevant value.
Z30-ENUMERATION-E	O	X(20)	**DESC:** Fifth level of enumeration. Matches subfield $e of MARC 21 enumeration fields. **CONV:** Blank or relevant value.
Z30-ENUMERATION-F	O	X(20)	**DESC:** Sixth level of enumeration. Matches subfield $f of MARC 21 enumeration fields. **CONV:** Blank or relevant value.
Z30-ENUMERATION-G	O	X(20)	**DESC:** Alternative numbering, first level of enumeration. Matches subfield $g of MARC 21 enumeration fields. **CONV:** Blank or relevant value.
Z30-ENUMERATION-H	O	X(20)	**DESC:** Alternative numbering, second level of enumeration. Matches subfield $h of MARC 21 enumeration fields. **CONV:** Blank or relevant value.
Z30-CHRONOLOGICAL			
Z30-CHRONOLOGICAL-I	O	X(20)	**DESC:** First level of chronology. Matches subfield $i of MARC 21 chronology fields. This is the highest level of chronology. **CONV:** Blank or relevant value.
Z30-CHRONOLOGICAL-J	O	X(20)	**DESC:** Second level of chronology. Matches subfield $j of MARC 21 chronology fields. **CONV:** Blank or relevant value.
Z30-CHRONOLOGICAL-K	O	X(20)	**DESC:** Third level of chronology. Matches subfield $k of MARC 21 chronology fields. **CONV:** Blank or relevant value.
Z30-CHRONOLOGICAL-L	O	X(20)	**DESC:** Fourth level of chronology. Matches subfield $l of MARC 21 chronology fields.

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			CONV: Blank or relevant value.
Z30-CHRONOLOGICAL-M	O	X(20)	**DESC:** Alternative chronology. Matches subfield $m of MARC 21 chronology fields. **CONV:** Blank or relevant value.
Z30-SUPP-INDEX-O	O	X(30)	**DESC:** For Z30-MATERIAL = ISSUE, contains the title of supplementary material when the Z30-85X-TYPE field is 4, or the title of an index when the Z30-85X-TYPE field is 5. Matches subfield $o of the 864 and 865 fields in MARC 21. **CONV:** Blank or relevant value.
Z30-85X-TYPE	O	X(1)	**DESC:** For Z30-MATERIAL = ISSUE, this field indicates the origin of the schedule record (853/854/855 fields). Values are: 3, 4 or 5. **CONV:** Blank or relevant value.
Z30-DEPOSITORY-ID	O	X(5)	**DESC:** Contains the code of the remote storage facility where the item is located. The field is used to indicate that item "belongs" to the remote storage, regardless of the sublibrary, collection and processing status fields. When an item with a Z30-DEPOSITORY-ID is returned, if there are no awaiting requests, the item is loaned automatically to the remote storage facility (Z303-ID = Z30-DESPOSITORY-ID) and it appears in the OPAC as “In transit”. Remote storage codes are defined in the pc_tab_exp_field.lng table of the library’s tab directory. **CONV:** Blank or relevant value.
Z30-LINKING-NUMBER	O	9(9)	**DESC:** Contains data that identifies to which caption and pattern fields the issue is related. It should match subfield $8 of the 85X MARC 21 fields. Must be present only if there are multiple 853-855 fields in the record. **CONV:** Zeroes or relevant value.
Z30-GAP-INDICATOR	O	X(1)	**DESC:** This field is used to indicate the reason for a break in the enumeration and chronology of item records. Values are: **g** = Gap break. Part(s) are lacking in the holdings; there is doubt as to the cause of the break; or the cause is not known.

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			n = Nongap break. Break is due to unpublished part(s) or a lack of continuity in the enumeration and chronology of the parts. Matches subfield $w of MARC 21 enumeration and chronology fields. **CONV:** Blank or relevant value.
Z30-MAINTENANCE-COUNT	M	9(3)	**DESC:** This field specifies how many times the item has been loaned till now. This field is important for maintenance purposes. It is relevant only for the "loans" unit type in the maintenance profile. Each loan action updates this field. When an item returns from maintenance, the use-count is set back to zero. **CONV:** Relevant value.
Z30-PROCESS-STATUS-DATE	M	9(8) Format: YYYYMMDD	**DESC:** The date in which Z30-ITEM-PROCESS-STATU was last updated. **CONV:** Relevant date or conversion date.
Z30-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z30-IP-LAST-RETURN-V6	O	X(50)	**DESC**: for future use

Z30H-HISTORY			
Z30H-REC-KEY			
Z30H-SEQUENCE	M	9(6)	**DESC:** Sequence number of the item history record. Used to distinguish between multiple history records for the same item. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 000001. Every history record of the same Z30H-DOC-NUMBER and Z30H-ITEM-SEQUENCE should increase by one. For every new Z30H-DOC-NUMBER + Z30H-ITEM-SEQUENCE, this field should recommence from 000001.
Z30H-H-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date of the change. **CONV:** Relevant date.
Z30H-H-HOUR	M	9(4) Format: HHMM	**DESC:** Hour the change took place. **CONV:** Relevant hour.
Z30H-H-REASON	M	X(50)	**DESC:** Describes the change(s) made to

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			the item. If there are multiple changes, the texts are strung one after the other, with space-comma-space between them. Changes are defined in the tab_item_history.lng table of the library's tab directory. Currently the changes that trigger the creation of a history record are the following: ITEM-LOCATION ITEM-LOCATION-2 ITEM-COLLECTION ITEM-SUB-LIBRARY ITEM-PROCESS-STATUS ITEM-BARCODE BIND DELETE ITEM-STATUS ALL-FIELDS Note that ALL-FIELDS registers a change in any other field. **CONV:** Relevant string.
Z30H-H-CATALOGER	O	X(10)	**DESC:** User name of the librarian that triggered the change. If the change was performed by the Report of Course Reading records that are linked to Inactive Course (p_course_03), then this field is set automatically to COURSE-03. **CONV:** Blank or relevant string.
Z30H-H-REASON-TYPE	M	X(10)	**DESC:** The field contains the reason type of the history record. This field is used for retrieving purposes in ALEPH Reporting Center. The field may have one of the 3 values from Z30H-H-REASON: 1) BIND if the value in Z30H-H-REASON is "Deleted (Bound)" 2) DELETE if the value in Z30H-H-REASON is "Deleted" 3) CHANGE if the value in Z30H-H-REASON is other than "Deleted (Bound)" or "Deleted" from tab_item_history.lng

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			CONV: Relevant string.

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Z300 – ITEM RECORD (BIBLIOGRAPHIC DATABASE)

The Z300 table contains item information in the bibliographic database. The item information is commonly stored in the Z30 record of the administrative library and this information is "expanded" to the bibliographic library for display and indexing purposes.

The Z300 table is automatically created for each item record (Z30) and updated each time the Z30 table changes in the administrative library. The storage of item information in the bibliographic database makes the expand programs more efficient because there is no need to search for the linked Z30 record in the administrative library.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with leading spaces, all numeric fields are right-aligned (with leading zeros, where relevant). 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 Z300-REC-KEY.
  03 Z300-DOC-NUMBER                    PICTURE 9(9).
02 Z300-TYPE                            PICTURE X(10).
02 Z300-REC-KEY-1.
  03 Z300-LIBRARY                       PICTURE X(5).
  03 Z300-SOURCE-KEY                    PICTURE X(95).
02 Z300-COMPRESS-TYPE                   PICTURE X(1).
02 Z300-DIRECTION                       PICTURE X(1).

02 Z300-DATA-LENGTH                     PICTURE 9(6).
02 Z300-DATA                            PICTURE X(45000).
```


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Z300-REC-KEY			
Z300-DOC-NUMBER	M	9(9)	**DESC:** System number of the bibliographic record to which the item is linked.
Z300-TYPE	M	X(10)	**DESC:** The Z300 table could - in theory - contain any kind of record. For example, in the future, this table could be used to store order information for the order's record (Z68). This field is used to define the type of record that the Z300 table contains. Currently the value of this field is always 'Z30'.
Z300-REC-KEY-1			
Z300-LIBRARY	M	X(5)	**DESC:** Library code of the administrative library to which the item belongs (XXX50, for example, USM50).
Z300-SOURCE-KEY	M	X(95)	**DESC:** Contains the Z30-REC-KEY field of the item's record. This field contains the system number of the administrative record to which the item is linked and the sequence number of the item.
Z300-COMPRESS-TYPE	M	X(1)	**DESC:** Internal. Data compression type. For the storage of the data. Compresses zeroes and blanks.
Z300-DIRECTION	M	X(1)	**DESC:** Internal. Direction of the data stored (bits).
Z300-DATA-LENGTH	M	9(6)	**DESC:** Length of the data content of the item's record (Z30).
Z300-DATA	M	X(45000)	**DESC:** Content of the item's record (Z30)

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Z301 – CIRCULATION DATES

The Z301 table contains the circulation due date and the due hour that will be given to items when they are checked out. The due dates and hours are computed continuously for each combination of item/borrower status, and take into account days on which the library is closed. The dates are computed according to the rules defined in the library's tab16 table.

Conversion is not applicable; the Z301 table is updated each time a circulation service consults the table.

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 zeros. 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 Z301-REC-KEY.
  03 Z301-SUB-LIBRARY                PICTURE X(5).
02 Z301-TODAY-DATE                   PICTURE 9(8).
02 Z301-NO-LINES                     PICTURE 9(4).
02 Z301-LINE OCCURS 500.
  03 Z301-ITEM-STATUS                PICTURE X(2).
  03 Z301-BORROWER-STATUS            PICTURE X(2).

  03 Z301-OP-DATE                    PICTURE X(1).
  03 Z301-PAR-DATE                   PICTURE 9(8).
  03 Z301-DUE-DATE                   PICTURE 9(8).

  03 Z301-OP-HOUR                    PICTURE X(1).
  03 Z301-PAR-HOUR                   PICTURE 9(4).
  03 Z301-DUE-HOUR                   PICTURE 9(4).

  03 Z301-OP-REQ-DATE                PICTURE X(1).
  03 Z301-PAR-REQ-DATE               PICTURE 9(8).
  03 Z301-DUE-REQ-DATE               PICTURE 9(8).

  03 Z301-OP-REQ-HOUR                PICTURE X(1).
  03 Z301-PAR-REQ-HOUR               PICTURE 9(4).
  03 Z301-DUE-REQ-HOUR               PICTURE 9(4).
```


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Z301-REC-KEY			
Z301-SUB-LIBRARY	M	X(5)	**DESC:** Code of the sublibrary for which the due dates are valid.
Z301-TODAY-DATE	M	9(8) Format: YYYYMMDD.	**DESC:** Current date.
Z301-NO-LINES	M	9(4)	**DESC:** Number of formatted lines of data. One line for each combination of item and borrower status.
Z301-LINE		Up to 500 occurrences.	
Z301-ITEM-STATUS	M	X(2)	**DESC:** Status of the copy for loan purposes. Various conditions are related to the item status, such as whether the item can be loaned, renewed, etc.. Item statuses are defined in the library's tab/tab15 table. Matches the Z30-ITEM-STATUS of the items. If the field is set to '##' (two hashes), then the line is valid for all item statuses.
Z301-BORROWER-STATUS	M	X(2)	**DESC:** Borrower status. Various conditions are related to the borrower's status, such as whether the borrower may borrow items, renew items, etc.. Borrower statuses are defined in the library's tab/tab31 table. If the field is set to '##' (two hashes), then the line is valid for all borrower statuses.
Z301-OP-DATE	M	X(1)	**DESC:** Method of computing the due date. Values are: **A** = Actual due date. **+** = The due date is defined by adding a specific number of days to the date on which the item is checked out.
Z301-PAR-DATE	M	9(8)	**DESC:** If Z301-OP-DATE = 'A', then this field contains the specific due date in the format YYYYMMDD. If Z301-OP-DATE = '+', then this field contains the number of days to be added to the checkout date. For example, if 2 days are added to the checkout date, the field is set to '00000002'. If the item should be returned on the same day it is borrowed, then this field is set to '00000000'.
Z301-DUE-DATE	M	9(8)	**DESC:** Actual due date given to the item

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		Format: YYYYMMDD	when is checked out. If Z301-OP-DATE = 'A', then Z301-DUE-DATE = Z301-PAR-DATE. If Z301-OP-DATE = '+', then the Z301-DUE-DATE is calculated according to the Z301-PAR-DATE and the Z301-TODAY-DATE.
Z301-OP-HOUR	M	X(1)	**DESC:** Method of computing the due hour. Values are: **A** = Actual due hour. **+** = The due hour is defined by adding a specific number of hours to the hour on which the item is checked out.
Z301-PAR-HOUR	M	9(4)	**DESC:** If Z301-OP-HOUR = 'A', then this field contains an actual hour (according to a 24-hour clock). If Z301-OP-HOUR = '+', then this field contains the specific number of hours to add to the checkout hour. To add a specific number of hours to the checkout hour, the 4 digits must be used. For example, to add 5 hours, the field is set to 0500.
Z301-DUE-HOUR	M	9(4)	**DESC:** Actual due hour given to the item when is checked out. If Z301-OP-HOUR = 'A', then Z301-DUE-HOUR = Z301-PAR-HOUR. If Z301-OP-HOUR = '+', then the Z301-DUE-HOUR is calculated according to the Z301-PAR-HOUR and the current hour (checkout hour).
Z301-OP-REQ-DATE	M	X(1)	**DESC:** Method of computing due date for items with hold requests. Values are: **A** = Actual due date. **+** = The due date is defined by adding a specific number of days to the date on which the item is checked out.
Z301-PAR-REQ-DATE	M	9(8)	**DESC:** Due parameter date (for items with hold requests). If Z301-OP-REQ-DATE = 'A', then this field contains the specific due date in the format YYYYMMDD. If Z301-OP-REQ-DATE = '+', then this field contains the number of days to be added to the checkout date. For example, if 2 days are added to the checkout date, the field is set to '00000002'. If the item should be returned on the same day it is borrowed, then this field is set to '00000000'.
Z301-DUE-REQ-DATE	M	9(8)	**DESC:** Actual due date given to the requested item when is checked out. If

			Z301-OP-REQ-DATE = ‘A’, then Z301-DUE-REQ-DATE = Z301-PAR-REQ-DATE. If Z301-OP-REQ-DATE = ‘+’, then the Z301-DUE-REQ-DATE is calculated according to the Z301-PAR-REQ-DATE and the Z301-TODAY-DATE.
Z301-OP-REQ-HOUR	M	X(1)	**DESC:** Method of computing due hour (for items with hold requests). Values are: **A** = Actual due hour. **+** = The due hour is defined by adding a specific number of hours to the hour on which the item is checked out.
Z301-PAR-REQ-HOUR	M	9(4)	**DESC:** Due parameter hour (for items with hold requests). If Z301-OP-REQ-HOUR = ‘A’, then this field contains an actual hour (according to a 24-hour clock). If Z301-OP-REQ-HOUR = ‘+’, then this field contains the specific number of hours to add to the checkout hour. To add a specific number of hours to the checkout hour, the 4 digits must be used. For example, to add 5 hours, the field is set to 0500.
Z301-DUE-REQ-HOUR	M	9(4)	**DESC:** Actual due hour given to the requested item when is checked out. If Z301-OP-REQ-HOUR = ‘A’, then Z301-DUE-REQ-HOUR = Z301-PAR-REQ-HOUR. If Z301-OP-REQ-HOUR = ‘+’, then the Z301-DUE-REQ-HOUR is calculated according to the Z301-PAR-REQ-HOUR and the current hour (checkout hour).

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Z303 – GLOBAL PATRON INFORMATION

This table contains patron records with "global" information including the patron's identification number, name, etc.

Note that each Z303 record must have a Z308 record for the patron's identification number, where Z308-KEY-TYPE = '00' and Z308-KEY-DATA = Z303-ID.

The Z303 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-justified with leading spaces; all numeric fields are right-justified (with leading zeros, where relevant). 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 Z303-REC-KEY.
  03 Z303-ID                    PICTURE X(12).
02 Z303-PROXY-FOR-ID            PICTURE X(12).
02 Z303-PRIMARY-ID              PICTURE X(12).
02 Z303-NAME-KEY                PICTURE X(50).
02 Z303-USER-TYPE               PICTURE X(5).
02 Z303-USER-LIBRARY            PICTURE X(5).
02 Z303-OPEN-DATE               PICTURE 9(8).
02 Z303-UPDATE-DATE             PICTURE 9(8).
02 Z303-CON-LNG                 PICTURE X(3).
02 Z303-ALPHA                   PICTURE X(1).
02 Z303-NAME                    PICTURE X(200).
02 Z303-TITLE                   PICTURE X(10).
02 Z303-DELINQ-1                PICTURE 9(2).
02 Z303-DELINQ-N-1              PICTURE X(200).
02 Z303-DELINQ-1-UPDATE-DATE    PICTURE 9(8).
02 Z303-DELINQ-1-CAT-NAME       PICTURE X(10).
02 Z303-DELINQ-2                PICTURE 9(2).
02 Z303-DELINQ-N-2              PICTURE X(200).
02 Z303-DELINQ-2-UPDATE-DATE    PICTURE 9(8).
02 Z303-DELINQ-2-CAT-NAME       PICTURE X(10).
02 Z303-DELINQ-3                PICTURE 9(2).
02 Z303-DELINQ-N-3              PICTURE X(200).
02 Z303-DELINQ-3-UPDATE-DATE    PICTURE 9(8).
02 Z303-DELINQ-3-CAT-NAME       PICTURE X(10).
02 Z303-BUDGET                  PICTURE X(50).
02 Z303-PROFILE-ID              PICTURE X(12).
02 Z303-ILL-LIBRARY             PICTURE X(20).
02 Z303-HOME-LIBRARY            PICTURE X(5).
02 Z303-FIELD-1                 PICTURE X(200).
```


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```
02 Z303-FIELD-2                 PICTURE X(200).
02 Z303-FIELD-3                 PICTURE X(200).
02 Z303-NOTE-1                  PICTURE X(200).
02 Z303-NOTE-2                  PICTURE X(200).
02 Z303-SALUTATION              PICTURE X(100).
02 Z303-ILL-TOTAL-LIMIT         PICTURE 9(4).
02 Z303-ILL-ACTIVE-LIMIT        PICTURE 9(4).
02 Z303-DISPATCH-LIBRARY        PICTURE X(5).
02 Z303-BIRTH-DATE              PICTURE 9(8).
02 Z303-EXPORT-CONSENT          PICTURE X(1).
02 Z303-PROXY-ID-TYPE           PICTURE 9(2).
02 Z303-SEND-ALL-LETTERS        PICTURE X(1).
02 Z303-PLAIN-HTML              PICTURE X(1).
02 Z303-WANT-SMS                PICTURE X(1).
02 Z303-PLIF-MODIFICATION       PICTURE X(50).
02 Z303-TITLE-REQ-LIMIT         PICTURE 9(4).
02 Z303-GENDER                  PICTURE X(1).
02 Z303-BIRTHPLACE              PICTURE X(30).
02 Z303-UPD-TIME-STAMP          PICTURE 9(15).
02 Z303-LAST-NAME               PICTURE X(100).
02 Z303-FIRST-NAME              PICTURE X(100).
```


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Z303-REC-KEY			
Z303-ID	M	X(12)	**DESC:** Patron's identification key - cannot be changed. **CONV:** Must be unique.
Z303-PROXY-FOR-ID	O	X(12)	**DESC:** Link to another patron-ID. Intended for linking the current patron to the "sponsoring" patron; e.g., enter the professor's ID here, if this patron is a proxy. The Z303-PROXY-ID-TYPE defines which circulation activities will be attributed to the sponsor and which will be attributed to the patron ID. **CONV:** Blank or relevant Z303-ID.
Z303-PRIMARY-ID	O	X(12)	**DESC:** Link to another patron-ID. Used for reports only. Intended for linking the current patron to the "primary" patron; e.g., enter the father's ID here, if this patron is a child. **CONV:** Blank or relevant ID.
Z303-NAME-KEY	M	X(50) Lowercase	**DESC:** Sort form of the name for the patron list. This sorting form is created according to the definitions of section 55 of the tab_filing table of the library defined for the usr_library variable. Note that section 55 of the tab_filing table should contain at least the following line: `55 char_conv BORROWER-NAME-KEY` **CONV:** Leave blank. Created by the system when the table is loaded to ALEPH, using the Import Database Tables - With Checks (file-06) service.
Z303-USER-TYPE	-	X(5)	**DESC:** For future use! Default value: "REG" - Regular. **CONV:** Blanks

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Z303-USER-LIBRARY	O/M	X(5)	**DESC:** This field determines whether the patron's record is a shared record or a record which is private to a single administrative unit. If the record belongs to a single administrative unit, this field contains the library code of the administrative library to which the patron belongs. If the patron's record is a shared record in a multi-ADM environment, then this field is set to spaces. **CONV:** Relevant administrative library code or blank.
Z303-OPEN-DATE	M	9(8) Format : YYYYMMDD.	**DESC:** Date the patron's record was opened. **CONV:** Relevant date or conversion date.
Z303-UPDATE-DATE	M	9(8) Format : YYYYMMDD.	**DESC:** Date the patron's record was last updated. **CONV:** Z303-OPEN-DATE or relevant date.
Z303-CON-LNG	M	X(3) Uppercase	**DESC:** This is the language to be used for correspondence with the patron. **CONV:** Valid language code (as set in data_tab/pc_tab_exp_field.lng table under the PATRON-LANGUAGE section).
Z303-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g., Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z303-NAME	M	X(200)	**DESC:** Patron's name (surname and first name, or name of institution as patron). This field is used for the patron's list. **CONV:** Relevant string. For a patron's list sorted by surname enter the surname and then the first name.
Z303-TITLE	O	X(10)	**DESC:** This is the form of address, such as Ms. or Professor. Not included in reports or display. **CONV:** Blank or relevant text.

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Z303-DELINQ-1	M	9(2)	**DESC:** First block code. If the block code is not 00 the patron is trapped when he tries to loan items; the reason for the block (stored in the Z303-DELINQ-N-1 field) is displayed to the librarian. Block codes and restrictions are defined in the library's tab/tab_delinq.lng table. Note that when the patron uses the self registration option from the Web OPAC, this field is set automatically to 50. **CONV:** Enter 00 as default or relevant block number. Values are: 00-99.
Z303-DELINQ-N-1	O	X(200)	**DESC:** First block note. If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. **CONV:** Blank or relevant text.
Z303-DELINQ-1-UPDATE-DATE	M	9(8)	**DESC:** Date the block was last updated. **CONV:** Relevant dates or zeroes.
Z303-DELINQ-1-CAT-NAME	O	X(10)	**DESC:** Patron name of the librarian that last updated the block (Z303-DELINQ-1 and Z303-DELINQ-N-1). This field is filled automatically by the system. **CONV:** Relevant name or "CONVERSION" or blank.
Z303-DELINQ-2	M	9(2)	**DESC:** Second block code. **CONV:** Put 00.
Z303-DELINQ-N-2	O	X(200)	**DESC:** Second block note. If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. **CONV:** Blank or relevant text.
Z303-DELINQ-2-UPDATE-DATE	M	9(8)	**DESC:** Date the block was last updated. **CONV:** Relevant dates or zeroes.
Z303-DELINQ-2-CAT-NAME	O	X(10)	**DESC:** Patron name of the librarian who last updated the block (Z303-DELINQ-2 and Z303-DELINQ-N-2). This field is filled automatically by the system. **CONV:** Relevant name or "CONVERSION" or blank.
Z303-DELINQ-3	M	9(2)	**DESC:** Third block code. **CONV:** Put 00.

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Z303-DELINQ-N-3	O	X(200)	**DESC:** Third block note. If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. **CONV:** Blank or relevant text.
Z303-DELINQ-3-UPDATE-DATE	M	9(8)	**DESC:** Date the block was last updated. **CONV:** Relevant dates or zeroes.
Z303-DELINQ-3-CAT-NAME	O	X(10)	**DESC:** Patron name of the librarian who last updated the block (Z303-DELINQ-3 and Z303-DELINQ-N-3). This field is filled automatically by the system. **CONV:** Relevant name or "CONVERSION" or blank.
Z303-BUDGET	O	X(50)	**DESC:** Budget number of the patron. For information only. **CONV:** Blank or relevant text.
Z303-PROFILE-ID	O	X(12)	**DESC:** Patron's profile. The profile record comprises the patron's preferences for the display and retrieval of information in the Web OPAC. The profile record is also used to define the list of logical bases to which the patron will be denied access. In addition, it also determines authorizations such as whether or not the patron has access to external links (field 856) from the Web OPAC. **CONV**: Relevant profile ID. If this field is left blank the default profile will be ALEPH (should match a valid Z61-ID).
Z303-ILL-LIBRARY	O	X(20) Uppercase	**DESC:** Sublibrary code of the sublibrary in charge of processing the patron's ILL requests. If the patron is not privileged to place ILL requests, this field should be blank. **CONV:** Blank or relevant sublibrary code.
Z303-HOME-LIBRARY	O	X(5) Uppercase	**DESC:** Patron's primary sublibrary. For information purposes only. **CONV:** Blank or relevant sublibrary code.
Z303-FIELD-1	O	X(200)	**DESC:** Free text note. **CONV:** Blank or relevant note.
Z303-FIELD-2	O	X(200)	**DESC:** Free text note. **CONV:** Blank or relevant note.

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Z303-FIELD-3	O	X(200)	**DESC:** Free text note. Note that for remote patron registration, this field is used for storing the original home library. **CONV:** Blank or relevant note.
Z303-NOTE-1	O	X(200)	**DESC:** Free text note. **CONV:** Blank or relevant note.
Z303-NOTE-2	O	X(200)	**DESC:** Free text note. **CONV:** Blank or relevant note.
Z303-SALUTATION	O	X(100)	**DESC:** Free text salutation. **CONV:** Blank or relevant salutation.
Z303-ILL-TOTAL-LIMIT	M	9(4)	**DESC:** Total number of ILL requests allowed for the patron. **CONV:** Enter 0000 or relevant number. If the field is set to 9999, this means that there is no limit to the number of requests.
Z303-ILL-ACTIVE-LIMIT	M	9(4)	**DESC:** Total number of outstanding ILL requests allowed for patron. **CONV:** Enter 0000 or relevant number. If the field is set to 9999, this means that there is no limit to the number of requests.
Z303-DISPATCH-LIBRARY	O	X(5)	**DESC:** Default pickup location for title request **CONV:** Blank or relevant value.
Z303-BIRTH-DATE	O	9(8) Format: YYYYMMDD	**DESC:** Date of birth **CONV:** Relevant date or blank.
Z303-EXPORT-CONSENT	O	X(1)	**DESC:** Used to define whether the record can be exported. Values are: **Y** = Yes **N** = No **CONV:** Relevant value.

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Z303-PROXY-ID-TYPE	M	9(2)	**DESC:** This field defines which circulation activities will be attributed to the sponsor and which will be attributed to the patron ID. Values are defined in the library's tab/pc_tab_exp_field.lng. Values are: **00** = No proxy **01** = Cash transactions **02** = Loans **03** = Letters **04** = Loan + Cash transactions **99** = All proxy functions **CONV:** Relevant value or zeroes.
Z303-SEND-ALL-LETTERS	M	X(1)	**DESC:** This field defines whether or not the patron should receive all types of letters. Values are: **Y** = Yes **N** = No If the field is set to 'Y', then all types of letters will be sent to the patron. If the field is set to 'N', then those letters that consult the parameter will not be sent to the patron. Currently the letters that consult the flag are the following: Hold request letter (hold_request_letter_nn) Photocopy request letter (photo_request_letter_nn) Ill arrival (ill_arrival_nn). **CONV:** Relevant value.
Z303-PLAIN-HTML	-	X(1)	**DESC:** Values are: **P**= Plain **H**= HTML **B**= Both Default value: H **CONV:** Blanks
Z303-WANT-SMS	-	X(1)	**DESC:** Values are: **Y**= Yes **N**= No Default value: No **CONV:** Blanks

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Z303-PLIF-MODIFICATION	O	X(50)	**DESC:** This field is used to determine which fields and/or records should be protected when updating borrower records using the PLIF - Patron Loader (p-file-20) service. The field can contain a list of codes delimited by a space. Codes are: **A** = Do not modify the borrower's address records (Z304). **B** = Do not modify the borrower's status. **D** = Do not modify the borrower's expiry date. **E** = Do not modify the borrower's e-mail address (Z304-EMAIL-ADDRESS) in the address record (Z304). **1** = Do not modify all borrower's records (Z303, Z304, Z305 and Z308). **CONV:** Blank or relevant values. If more than one value is needed, the values should be delimited by a space.
Z303-TITLE-REQ-LIMIT	M	9(4)	**DESC:** Total number of outstanding title hold requests allowed for patron. **CONV:** Enter 0000 or relevant number.
Z303-GENDER	O	X(1)	**DESC:** This field will contain the gender of the patron. Values are: **M**= Male **F**= Female **CONV:** Blank
Z303-BIRTHPLACE	O	X(30)	**DESC:** This field will contain the birth place of the patron. **CONV:** Blank
Z303-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z303-LAST-NAME	Mandatory when ./alephe/tab/tab 100 PATRON-NAME-FORMAT is defined	X (100)	**DESC**: Patron's last name **CONV**: Relevant data.
Z303-FIRST-NAME	Optional	X (100)	**DESC**: Patron first name **CONV**: Relevant data.

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Z304 – PATRON'S ADDRESS

This table contains patrons' address record/s.

The patron record (Z303) can have multiple address types, and within each type can have multiple addresses (for different periods). The Z304-ADDRESS-TYPE is an uncontrolled field that is used to differentiate between different types of addresses. The system uses type "02" as the mailing address.

A default Z304 record is created automatically by the system when the patron's record (Z303) is created. This default Z304 record is valid for a month from the date the Z303 record is created. The Z304-ADDRESS-TYPE of the default Z304 record is set to 01 (permanent address) and it is created with the Z303-NAME in the first line of the address.

Depending on setup, the system uses one of two methods to determine the "current" mailing address: either the Z304-DATE-FROM and Z304-DATE-TO fields, or validity period on a system-wide basis. In the second case, the Z304-DATE-FROM and Z304-DATE-TO fields are irrelevant. This system-wide option is set in the tab/tab_bor_address table of the administrative library. If the lines that define this option are present, the system-wide address conventions are in effect.

Note that the two methods cannot be used together.

If the address period is defined in the tab_bor_address:

1. When the patron updates his address record using the Web form (www_a_eng/bor-update), the current record will be updated. If there is no current record, the record that suits the immediately preceding line in tab_bor_address will be updated (only one line up).

2. In the same manner, when the system searches for the appropriate patron record for printed products, if there is no record with the address type expected according to the time period in tab_bor_address, the system takes the record that has the type registered in the previous line in tab_bor_address, and duplicates it, assigning the expected address type.

If the address period is NOT defined in tab_bor_address:

1. Updating the address in the Web OPAC (using the Update Patron Address form (www_a_eng/bor-update) changes the last record.

2. When the system determines which address record to use, if there is more than one record with relevant valid from-to dates, the system chooses the record type 02 with the highest sequence number. Remember, when sending notices to the patron, the system first searches for an address of type "02" where the date of the notice falls within the valid from-to period. If the system does not

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find a suitable 02 address, the system then searches for a suitable 01 address. If no address is found, no address is printed.

Note that when the Z304-DATE-FROM and Z304-DATE-TO fields are used to determine the current address, if they are set to 00000000, no address is printed.

The Z304 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with leading spaces, all numeric fields are right-aligned (with leading zeroes, where relevant). 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 Z304-REC-KEY.
  03 Z304-ID                    PICTURE X(12).
  03 Z304-SEQUENCE              PICTURE 9(2).
02 Z304-ADDRESS OCCURS 5        PICTURE X(200).
02 Z304-ZIP                     PICTURE X(9).
02 Z304-EMAIL-ADDRESS           PICTURE X(200).
02 Z304-TELEPHONE               PICTURE X(30).
02 Z304-DATE-FROM               PICTURE 9(8).
02 Z304-DATE-TO                 PICTURE 9(8).
02 Z304-ADDRESS-TYPE            PICTURE 9(2).
02 Z304-TELEPHONE-2             PICTURE X(30).
02 Z304-TELEPHONE-3             PICTURE X(30).
02 Z304-TELEPHONE-4             PICTURE X(30).
02 Z304-SMS-NUMBER              PICTURE X(30)
02 Z304-UPDATE-DATE             PICTURE 9(8).
02 Z304-CAT-NAME                PICTUREX(10).
02 Z304-UPD-TIME-STAMP          PICTURE 9(15).
```


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Z304-REC-KEY			
Z304-ID	M	X(12)	**DESC:** Patron's identification key in the system. This is the link to the Z303 record. **CONV:** Must be a valid Z303-ID.
Z304-SEQUENCE	M	9(2)	**DESC:** Sequence number of the address per patron**.** **CONV:** Start with 01 and increment by 1 for each address record attached to the same Z304-ID.
Z304-ADDRESS OCCURS 5	M	X(200)	**DESC:** Address of the patron. If the address is used for correspondence, note that the entire address must be included here. **CONV:** The address consists of 5 lines of 200 characters each. The first line should be the name of the patron. The address should include the ZIP number.
Z304-ZIP	O	X(9)	**DESC:** Zip code of patron. This field is not printed on correspondence but can be used for reports. **CONV:** Blank or relevant zip code.
Z304-EMAIL-ADDRESS	O	X(200)	**DESC:** Electronic mail address of the patron for correspondence via e-mail. **CONV:** Blank or relevant e-mail.
Z304-TELEPHONE	O	X(30)	**DESC:** Telephone number of the patron. **CONV:** Blank or relevant telephone.
Z304-DATE-FROM	M	9(8) Format: YYYYMMDD	**DESC:** Date "from" which the address is in effect. Irrelevant if the system-wide option is set in the /tab/tab_bor_address table of the administrative library. **CONV:** Conversion's date or relevant date. If patron has only one mailing address enter zeroes.
Z304-DATE-TO	M	9(8) Format: YYYYMMDD	**DESC:** Date "to" which the address is in effect. Irrelevant if the system-wide option is set in the /tab/tab_bor_address table of the administrative library. **CONV:** Relevant date, or some future date (e.g. end of school year), or zeroes.
Z304-ADDRESS-TYPE	M	9(2)	**DESC:** Type of address. Values are: **01** = Permanent address **02** = Mailing address **nn =** Other

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			CONV: Enter relevant type.
Z304-TELEPHONE-2	O	X(30)	**DESC:** Additional telephone number of the patron. **CONV:** Blank or relevant telephone.
Z304-TELEPHONE-3	O	X(30)	**DESC:** As Z304-TELEPHONE-2.
Z304-TELEPHONE-4	O	X(30)	**DESC:** As Z304-TELEPHONE-2.
Z304-SMS-NUMBER	O	X(30)	**DESC:** Phone no. to which a SMS message can be sent.. (This is a field for future use). **CONV:** Add the field with blanks
Z304-UPDATE-DATE	M	9(8)	**DESC:** Date the address record was last updated. **CONV:** Relevant date or zeroes.
Z304-CAT-NAME	O	X(10)	**DESC:** User name of the librarian that last updated the address record. **CONV:** Relevant name or "CONV" or blank.
Z304-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.

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Z305 – PATRON'S LOCAL INFORMATION

This table contains "local" information that represents the patron in his capacity as a patron of a specific sublibrary. Most of the information on the Z305 record is information that affects his ability to perform circulation transactions in the library.

Z305 is an unusual record in that it can be found in two libraries. Most of the Z305 records are found in ADM libraries. However, Z305 records whose Z305-SUB-LIBRARY field is ALEPH are stored in the usr_library.

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 zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z305-REC-KEY
  03 Z305-ID                    PICTURE X(12).
  03 Z305-SUB-LIBRARY           PICTURE X(5).

02 Z305-OPEN-DATE               PICTURE 9(8).
02 Z305-UPDATE-DATE             PICTURE 9(8).
02 Z305-BOR-TYPE                PICTURE X(2).
02 Z305-BOR-STATUS              PICTURE X(2).
02 Z305-REGISTRATION-DATE       PICTURE 9(8).
02 Z305-EXPIRY-DATE             PICTURE 9(8).
02 Z305-NOTE                    PICTURE X(80).
02 Z305-LOAN-PERMISSION         PICTURE X(1).
02 Z305-PHOTO-PERMISSION        PICTURE X(1).
02 Z305-OVER-PERMISSION         PICTURE X(1).
02 Z305-MULTI-HOLD              PICTURE X(1).
02 Z305-LOAN-CHECK              PICTURE X(1).
02 Z305-HOLD-PERMISSION         PICTURE X(1).
02 Z305-RENEW-PERMISSION        PICTURE X(1).
02 Z305-RR-PERMISSION           PICTURE X(1).
02 Z305-IGNORE-LATE-RETURN      PICTURE X(1).
02 Z305-LAST-ACTIVITY-DATE      PICTURE 9(8).
02 Z305-PHOTO-CHARGE            PICTURE X(1).
02 Z305-NO-LOAN                 PICTURE 9(4).
02 Z305-NO-HOLD                 PICTURE 9(4).
02 Z305-NO-PHOTO                PICTURE 9(4).
02 Z305-NO-CASH                 PICTURE 9(4).
02 Z305-CASH-LIMIT              PICTURE 9(8)V99.
02 Z305-CREDIT-DEBIT            PICTURE X(1).
```


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```
02 Z305-SUM                    PICTURE 9(8)V99.
02 Z305-DELINQ-1               PICTURE 9(2).
02 Z305-DELINQ-N-1             PICTURE X(200).
02 Z305-DELINQ-1-UPDATE-DATE   PICTURE 9(8).
02 Z305-DELINQ-1-CAT-NAME      PICTURE X(10).
02 Z305-DELINQ-2               PICTURE 9(2).
02 Z305-DELINQ-N-2             PICTURE X(200).
02 Z305-DELINQ-2-UPDATE-DATE   PICTURE 9(8).
02 Z305-DELINQ-2-CAT-NAME      PICTURE X(10).
02 Z305-DELINQ-3               PICTURE 9(2).
02 Z305-DELINQ-N-3             PICTURE X(200).
02 Z305-DELINQ-3-UPDATE-DATE   PICTURE 9(8).
02 Z305-DELINQ-3-CAT-NAME      PICTURE X(10).
02 Z305-FIELD-1                PICTURE X(200).
02 Z305-FIELD-2                PICTURE X(200).
02 Z305-FIELD-3                PICTURE X(200).
02 Z305-HOLD-ON-SHELF          PICTURE X(1).
02 Z305-END-BLOCK-DATE         PICTURE 9(8).
02 z305-BOOKING-PERMISSION     PICTURE X(1).
02 z305-BOOKING-IGNORE-HOURS   PICTURE X(1).
02 Z305-RUSH-CAT-REQUEST       PICTURE X(1).
02 Z305-UPD-TIME-STAMP         PICTURE 9(15).
```


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Z305-REC-KEY			
Z305-ID	M	X(12)	**DESC:** Patron's identification key. Link to Z303 (patron's global record). **CONV:** Must match a valid Z303-ID.
Z305-SUB-LIBRARY	M	X(5) Upper case	**DESC:** ALEPH (global patron) or sublibrary/ADM library for which the patron is registered with the privileges assigned in this record. **CONV:** Relevant ADM/sublibrary. It must be defined in the tab_sub_library table (UTIL Y/4) of the alephe/tab directory.
Z305-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Open date of record. **CONV:** Conversion date or relevant date.
Z305-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Update date of the record. **CONV:** Conversion date or relevant date.
Z305-BOR-TYPE	O	X(2)	**DESC:** Borrower type. The library can create internal borrower types of 2 alphanumeric characters. This field is in addition to the borrower status. Borrower types are defined in $data_tab/ pc_tab_exp_field.eng. **CONV:** Blank or relevant type.
Z305-BOR-STATUS	M	X(2)	**DESC:** Status of the borrower for loan purposes. If a particular characteristic does not enter into the loan-period decision but is wanted for statistical purposes, then include it in the Z305-BOR-TYPE field. Values are from 01 to 99. **CONV:** Put relevant status or default 01. Note that only numeric values should be used.
Z305-REGISTRATION-DATE	M	9(8) Format: YYYYDDMM	**DESC:** The date on which the patron registered in the library. **CONV**: In conversion enter zeros
Z305-EXPIRY-DATE	M	9(8) Format: YYYYDDMM	**DESC:** This field defines the date when the patron record is no longer active and should be renewed. **CONV:** Put relevant date or default expiry date. The default expiry date is defined in the library's $data_tab/tab31 table. When the borrower registers himself via the OPAC as a new borrower, the expiry date is set automatically

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			according to the value of the M_ADD_TO_EXPIRATION parameter defined in the bor-new file of the $alephe_root/www_f_eng directory.
Z305-NOTE	O	X(80) Free text	**DESC:** Free text note. **CONV:** Blank or relevant note.
Z305-LOAN-PERMISSION	M	X(1)	**DESC:** Determines whether or not the patron may loan items. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 - column3.
Z305-PHOTO-PERMISSION	M	X(1)	**DESC:** Determines whether or not the patron may place photocopy requests. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 4.
Z305-OVER-PERMISSION	M	X(1)	**DESC:** Determines whether or not the patron's blocks may be overridden for loan purposes. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 - column 5.
Z305-MULTI-HOLD	M	X(1)	**DESC:** Determines whether or not the patron may place more than one hold request for the same item. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 6.
Z305-LOAN-CHECK	M	X(1)	**DESC:** Determines whether or not the system should check for blocks when a patron borrows an item. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 7.

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Z305-HOLD-PERMISSION	M	X(1)	**DESC:** Determines whether or not the patron may put a hold request on material that is currently checked out of the library. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 8.
Z305-RENEW-PERMISSION	M	X(1)	**DESC:** Determines whether or not the borrower may renew a loan (if he has no blocks that would otherwise prevent him). Note that an item may not be renewed if there is a hold request for it. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 9.
Z305-RR-PERMISSION	M	X(1)	**DESC:** Determines whether or not the borrower has permission to request items for pickup in a Reading Room sublibrary and/or whether or not he will be issued the item on loan at a Reading Room loan station. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy, select a default value. Default values are defined in $data_tab/tab31 - column 18.
Z305-IGNORE-LATE-RETURN	M	X(1)	**DESC:** Determines whether or not the borrower will receive a fine for returning material late. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 10.
Z305-LAST-ACTIVITY-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Last date of loan/return. **CONV:** In conversion enter zeros.
Z305-PHOTO-CHARGE	M	X(1)	**DESC:** Indicates whether or not the patron is to be charged for a photocopy. Values are: **C** = Charge

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			F = Free **CONV:** Use “C” as default or check library’s policy. Default are defined in $data_tab/tab31 – column 11.
Z305-NO-LOAN	M	9(4)	**DESC:** Number of active loans. **CONV:** The value for this field (number of active loans) is dynamically calculated and filled in from the Z36 (loan) records. Note that the value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-NO-HOLD	M	9(4)	**DESC:** Number of active hold requests. **CONV:** The value for this field (number of active holds) is dynamically calculated and filled in from the Z37 (hold request) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-NO-PHOTO	M	9(4)	**DESC:** Number of active photocopy requests. **CONV:** The value for this field (number of active photocopy requests) is dynamically calculated and filled in from the Z38 (photocopy request) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-NO-CASH	M	9(4)	**DESC:** Number of cash transactions. **CONV:** The value for this field (number of cash transactions) is dynamically calculated and filled in from the Z31 (cash) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. During conversion leave blank.
Z305-CASH-LIMIT	M	9(8)V99	**DESC:** The cash limit is the maximum amount of money that the borrower may owe before being prevented from borrowing additional items. Once this limit is reached, if the borrower attempts to borrow an item, the system will "trap" the borrower and send an alert to the librarian. **CONV:** Put zeros or relevant number. Default values are defined in

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			$data_tab/tab31 – column 15.
Z305-CREDIT-DEBIT	O	X(1)	**DESC:** This field is automatically filled by the system and it indicates whether or not the borrower owns money to the library. Values are: **C** = Credit **D** = Debit **CONV:** Blank.
Z305-SUM		9(8)V99	**DESC:** This field contains the total amount of money that the borrower currently owes. **CONV:** The value for this field (the total amount of money that the borrower currently owes) is dynamically calculated and filled in from the Z31 (cash) records. The value physically stored in the record is not accurate and should not be used for SQL reports, and so on. For conversion purposes, enter zeroes.
Z305-DELINQ-1	M	9(2)	**DESC:** 1st block code. A borrower may have his privileges denied by adding to his record a block code. Block codes and restrictions are defined in the library's tab/tab_delinq.lng table. **CONV:** Enter relevant code or 00.
Z305-DELINQ-N-1	O	X(200)	**DESC:** Free text note. This note will be displayed along with the block code (Z305-DELINQ-1). If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. **CONV:** Relevant note or blank.
Z305-DELINQ-1-UPDATE-DATE	M	9(8)	**DESC:** Date the block was last updated. **CONV:** Relevant dates or zeroes.
Z305-DELINQ-1-CAT-NAME			**DESC:** User name of the librarian that last updated the block (Z305-DELINQ-1 and Z305-DELINQ-N-1). This field is filled automatically by the system. **CONV:** Relevant name or "CONVERSION" or blank.
Z305-DELINQ-2	M	9(2)	**DESC:** 2nd block code. A borrower may have his privileges denied by adding to his record a block code. Codes and actions are defined in $data_tab/ tab_delinq.eng. **CONV:** Enter relevant code or 00.
Z305-DELINQ-N-2	O	X(200)	**DESC:** Free text note. This note will be

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			displayed along with the block code (Z305-DELINQ-2). If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. **CONV:** Relevant note or blank.
Z305-DELINQ-2-UPDATE-DATE			**DESC:** Date the block was last updated. **CONV:** Relevant dates or zeroes.
Z305-DELINQ-2-CAT-NAME			**DESC:** User name of the librarian that last updated the block (Z305-DELINQ-2 and Z305-DELINQ-N-2). This field is filled automatically by the system. **CONV:** Relevant name or "CONVERSION" or blank.
Z305-DELINQ-3	M	9(2)	**DESC:** 3rd block code. A borrower may have his privileges denied by adding to his record a block code. Codes and actions are defined in $data_tab/ tab_delinq.eng. **CONV:** Enter relevant code or 00.
Z305-DELINQ-N-3	O	X(200)	**DESC:** Free text note. This note will be displayed along with the block code (Z305-DELINQ-3). If the delinquency note fields are left blank, the system will display the description defined in the library's tab/tab_delinq.lng table. **CONV:** Relevant note or blank.
Z305-DELINQ-3-UPDATE-DATE			**DESC:** Date the block was last updated. **CONV:** Relevant dates or zeroes.
Z305-DELINQ-3-CAT-NAME			**DESC:** User name of the librarian that last updated the block (Z305-DELINQ-3 and Z305-DELINQ-N-3). This field is filled automatically by the system. **CONV:** Relevant name or "CONVERSION" or blank.
Z305-FIELD-1	O	X(200)	**DESC:** Free text note. **CONV:** Relevant string or blank.
Z305-FIELD-2	O	X(200)	**DESC:** Free text note. **CONV:** Relevant string or blank.
Z305-FIELD-3	O	X(200)	**DESC:** Free text note. **CONV:** Relevant string or blank.
Z305-HOLD-ON-SHELF	M	X(1)	**DESC:** Determines whether or not the borrower may place a hold request on an item that is available on an open stack (that is, the item is not checked out). Values are: **Y** = Yes **N** = No

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			CONV: According to library's policy. Default values are defined in $data_tab/tab31 – column 16.
Z305-END-BLOCK-DATE	O	9(8) Format: YYYYMMDD	**DESC:** Block date. Date until which the patron is blocked from borrowing items. **CONV:** Blank or relevant date.
Z305-BOOKING-PERMISSION	M	X(1)	**DESC:** Determines whether or not the borrower has permission for booking an item. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 20.
Z305-BOOKING-IGNORE-HOURS	M	X(1)	**DESC:** For each booked item there is a defined time period within which the item cannot be loaned by another person even if the one who has originally booked it does not come to take it (BOOKING-RELEASE-TIME in tab100). If, for example, this time period is set to 15 minutes and the person who has booked the item does not come to take it on time, the librarian has to wait 15 minutes till he can give this item to someone else. The Z305-BOOKING-IGNORE-HOURS parameter defines whether or not the item can be loaned to someone other than the person who has originally booked it. If set to Y, the item cannot be loaned by anyone even if the person who has originally booked it does not come at all. This parameter is relevant only when the item is booked for the time period between the closing hour of the library and its opening hour the next day. Values are: **Y** = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 21.
Z305-RUSH-CAT-REQUEST	M	X(1)	**DESC:** Determines whether or not the borrower has permission to place a Rush Cataloging Request. Values are:

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			Y = Yes **N** = No **CONV:** According to library's policy. Default values are defined in $data_tab/tab31 – column 23.
Z305-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.

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Z307 – Log for Patron Record Changes

Aleph is capable of logging changes made in patron records. This includes adding/updating/deleting of global patron record (Z303), local patron information (Z305), address information (Z304) and patron's IDs (Z308).
This information is stored in Oracle Z307 located in the $usr_library.
The Z307 logs are created based on definitions set in the usr_library's table: tab_patron_changes.lng.

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.

```
        01  Z307.
            02 Z307-REC-KEY.
              03 Z307-ID                    PICTURE X(12).
              03 Z307-SEQUENCE              PICTURE 9(15).
            02 Z307-USER-LIBRARY            PICTURE X(5).
            02 Z307-ACTIVE-LIBRARY          PICTURE X(5).
            02 Z307-TYPE                    PICTURE X(3).
            02 Z307-TEXT                    PICTURE X(300).
            02 Z307-CATALOGER-NAME          PICTURE X(10).
            02 Z307-CATALOGER-IP            PICTURE X(20).
            02 Z307-CATALOGER-IP-V6         PICTURE X(50).
            02 Z307-DATE-TIME-X.
              03 Z307-DATE                  PICTURE 9(8).
              03 Z307-TIME                  PICTURE 9(6).
            02 Z307-UPD-TIME-STAMP          PICTURE 9(15).
~
```


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Z307-ID	M	X(12)	DESC: ID of the patron who logged the transaction.
Z307-SEQUENCE	M	9(15)	DESC: Sequence number, unique, and chronological.
Z307-USER-LIBRARY	M/O	X(5)	DESC: The user library of the patron record. Spaces – for share user file. ADM library code – non-shared user file.
Z307-ACTIVE-LIBRARY	M	X(5)	DESC: The active ADM library that is set when the log transaction was performed.
Z307-TYPE	M	X(3)	DESC: The code of the logged transaction. List of codes can be found in col. 1 of the usr_library table tab_patron_log.lng.
Z307-TEXT	O	X(300)	DESC: Description of the logged transaction. List of the logs' text description can be found in col. 2 of the usr_library table tab_patron_log.lng.
Z307- CATALOGER-NAME	M	X(10)	DESC: This field contains the user name or the application that performed the logged transaction. Possible values: <user name> - staff updates via GUI BATCH – updates made by batch services, X-services. WWW-OPAC - Updates made via OPAC, DLF-API
Z307-CATALOGER-IP	M	X(20)	DESC: This field contains the workstation's identifier (if defined) or the internal IP of the workstation from which the transaction was performed.
Z307-CATALOGER-IP-V6		X(50)	DESC: For future use.
Z307-DATE	M	9(8) YYYYMMDD	DESC: Contains the date that the logged transaction occurred.
Z307-TIME	M	9(6) HHMMSS	DESC: Contains the time that the logged transaction occurred.
Z307-UPD-TIME-STAMP	M	9(15)	DESC: Set the time the record was created or updated.

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Z308 – PATRON'S ID

The Z308 table contains the patron's identification numbers (ID, barcode, alternative identification number and verifications).

The Z308 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

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 Z308-REC-KEY.
  03 Z308-KEY-TYPE              PICTURE X(2).
  03 Z308-KEY-DATA              PICTURE X(255).
  03 Z308-USER-LIBRARY          PICTURE X(5).
02 Z308-VERIFICATION            PICTURE X(40).
02 Z308-VERIFICATION-TYPE       PICTURE X(2).
02 Z308-ID                      PICTURE X(12).
02 Z308-STATUS                  PICTURE X(2).
02 Z308-ENCRYPTION              PICTURE X(1).
02 Z308-UPD-TIME-STAMP          PICTURE 9(15).
```


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Z308-REC-KEY			
Z308-KEY-TYPE	M	X(2)	**DESC:** Type of identification. Values are: **00** = Identification number (Z303-ID). **01** = Barcode. **77** = For password bypass mechanism. This type of Z308 records are used to store the question and answer used as an alternative identification for the patron. These type of records are created by the patron when registering from the OPAC. **02 -76 / 78- 99** = Alternate identification number (user defined). Note that each Z303 record (Global Patron record) must have a Z308 record of type 00. When the Z303 record is created, the system creates automatically the ID records (Z308) for the Z303-ID (Z308-KEY-TYPE = 00) and for the barcode (Z308-KEY-TYPE = 01). **CONV:** Relevant value.
Z308-KEY-DATA	M	X(255)	**DESC:** This field contains the identification number, barcode or alternate identification numbers depending on the Z308-KEY-TYPE. For example, if Z308-KEY-TYPE = 01, then the Z308-KEY-DATA contains the patron's barcode. **CONV:** Relevant data.
Z308-USER-LIBRARY	O/ M	X(5)	**DESC:** This field determines whether the patron's record is a shared record or a record which is private to a single administrative unit. If the record belongs to a single administrative unit, this field contains the library code of the administrative library to which the patron belongs. If the patron's record is a shared record in a multi-ADM environment, then this field is set to spaces. **CONV:** Relevant administrative library code or blank. The contents for this field must be taken from the Z303-USER-LIBRARY field.
Z308-VERIFICATION	O	X(40)	**DESC:** Additional identification for the patron. This can be identical to the Z308-KEY-DATA. If the Z308-KEY-TYPE is set to 77, this field is used for the

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			password bypass mechanism and it contains the question code (taken from the values assigned to the questions in the registration Web file) and the answer given by the patron. For example, if the value assigned to "Your eye color" is 01, and the answer given by the patron is "green", then the structure of this field is as follows: 01-green. Column 7 of the tab_bor_id.lng table of the library's tab directory determines whether this field is mandatory or not. If the column is set to Y, then the field is mandatory. Note that if the DEFAULT-BOR-VERIFY-1/2/3 flags of the tab100 table of the library's tab directory are set to Y, then this field is automatically filled by the system based on the last-bor-verify-1/2/3 counters of UTIL G/2. The counters are used as follows: last-bor-verify-1 is used for type 00 last-bor-verify-2 is used for type 01 last-bor-verify-3 is used for type 02 **CONV:** Blank or relevant data.
Z308-VERIFICATION-TYPE	M	X(2)	**DESC:** For standard IDs, this field is set to 00. For LDAP verification IDs, this field is set to 02. **CONV:** In standard applications put 00.
Z308-ID	M	X(12)	**DESC:** Patron's identification key. Should match Z303-ID. **CONV:** Z303-ID.
Z308-STATUS	O	X(2)	**DESC:** Patron's ID status. This field is used to define if the patron's ID is active or not. Values are: **NA** = Not active. **AC** = Active. Note that field has no effect on the functionality. **CONV:** Relevant value or blank.
Z308-ENCRYPTION	O	X(1)	**DESC:** This is a toggle field that indicates whether the Z308-VERIFICATION field is encrypted or not. Previously the values were **Y** and **N**. As of version 17 instead of **Y** the system puts **H** (Hexa). **H** (**Y**) indicates that the field is encrypted. **N** indicates that the field is not encrypted. The system knows

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			how to read the old encryption (Y) even though it will always write the new encryption (H). Note that the ENCRYPT-Z308 flag in the tab100 table of the related administrative (ADM) library's tab directory determines whether the patron's ID records should be encrypted or not when they are created online. **CONV:** Relevant value or leave blank. Note that when the Z308 records are exported using the Export Tables (file-03) service, the Z308-VERIFICATION field is exported without encryption and the Z308-ENCRYPTION field is set to 'N'. This enables the user to import the Z308 records back into the system using the Import Database Tables (file-04) service. Note that if you want to import the records back into the system with encryption, the Z308-ENCRYPTION field must be set back to **H** (**Y**). The ENCRYPT-Z308 flag in the tab100 table is not consulted for this purpose.
Z308-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.

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Z309 – Circulation Logger

The Z309 table acts as a circulation "log" file. The Circulation Logger is a tool that enables a staff user to view and filter a patron's circulation activities. Loan and cash activities are displayed as part of a transaction, starting from the time that an item has been loaned until it has been returned and starting from the time that a cash charge has been created until it has been fully paid.

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

```
01  Z309.
  02 Z309-REC-KEY.
    03 Z309-ID                    PICTURE X(12).
    03 Z309-SEQUENCE              PICTURE 9(15).
  02 Z309-REC-KEY-2.
    03 Z309-LOAN-NUMBER           PICTURE 9(9).
  02 Z309-REC-KEY-3.
    03 Z309-DOC-NUMBER            PICTURE 9(9).
    03 Z309-ITEM-SEQUENCE         PICTURE 9(6).
  02 Z309-REC-KEY-4.
    03 Z309-CASH-ID               PICTURE X(12).
    03 Z309-CASH-SEQUENCE         PICTURE 9(15).
  02 Z309-CATALOGER-NAME          PICTURE X(10).
  02 Z309-CATALOGER-IP            PICTURE X(20).
  02 Z309-DATE-X.
    03 Z309-DATE                  PICTURE 9(8).
    03 Z309-HOUR                  PICTURE 9(4).
  02 Z309-ACTION                  PICTURE 9(2).
  02 Z309-OVERRIDE                PICTURE X(1).
  02 Z309-TEXT                    PICTURE X(50).
  02 Z309-DATA                    PICTURE X(2000).
```


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Z309-REC-KEY			
Z309-ID	M	X(12)	**DESC:** ID of the patron of which the transaction is logged **CONV**: Valid patron ID
Z309-SEQUENCE	M	9(15)	**DESC:** Sequence number, unique and chronological. Used for sorting list in display. **CONV**: Must be unique. ALEPH's convention is time stamp + a running sequence (YYYYMMDD+ running sequence). For example: 200501130000001. The sequence is based on the last_record_sequence Oracle sequence that must be present in the pw_library.
Z309-REC-KEY-2			
Z309-LOAN-NUMBER	M/O	9(9)	**DESC:** Contains the Z36-LOAN-NUMBER of the loan that is related to the log transaction. If the logged transaction is a cash transaction this field will be zeroes. **CONV**: Relevant loan number for all loan related actions or zeroes.
Z309-REC-KEY-3			
Z309-DOC-NUMBER	M/O	9(9)	**DESC:** Contains the Z30-DOC-NUMBER of the item related to the loan or cash transaction. **CONV**: Relevant value for all item related actions, or zeroes.
Z309-ITEM-SEQUENCE	M/O	9(6)	**DESC:** Contains the Z30-ITEM-SEQUENCE of the item related to the loan or cash transaction. **CONV**: Relevant value for all item related actions or zeroes.
Z309-REC-KEY-4			
Z309-CASH-ID	M/O	X(12)	**DESC:** Contains the Z31-ID of the cash transaction that is logged in this transaction. **CONV**: Relevant Z31-ID for all cash related actions or zeroes**.**
Z309-CASH-SEQUENCE	M/O	9(15)	Contains the Z31-SEQUENCE of the cash transaction that is logged in this transaction. **CONV**: Relevant Z31- SEQUENCE for all cash related actions or zeroes**.**

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Z309-CATALOGER-NAME	M	X(10)	**DESC:** This field contains the user name of the librarian who performed the logged transaction. **CONV:** Use 'CONV' as a default or operator's user name.
Z309-CATALOGER-IP	M	X(20)	**DESC:** This field contains the workstation's identifier (if defined) or the internal IP of the workstation from which the transaction was performed. **CONV:** Relevant IP or blank
Z309-DATE-X			
Z309-DATE	M	9(8)	**DESC:** Contains the date that the logged transaction occurred. **CONV**: Relevant date or zeroes.
Z309-HOUR	M	9(4)	**DESC:** Contains the hour that the logged transaction occurred. **CONV**: Relevant hour or zeroes.
Z309-ACTION	M	9(2)	**DESC:** The code of the logged transaction which originates from the table tab_circ_log.lng. **CONV**: Following is the list of action codes and their meaning. 00 - Log loan note 01 - Regular loan 09 - Self check loan 02 - Offline circulation loan 03 - Regular return 06 - Late return 07 - Late recall return 08 - Late return within grace period 10 - Self check return 25 - Loan returned and placed in transit 04 - Offline circulation return 05 - Loan deleted 11 - Staff renewal 12 - Web renewal 13 - Batch renewal 14 - Self Check renewal 15 - Courtesy letter created 16 - Overdue letter created 17 - Loan declared lost 18 - Loan claimed returned 19 - Online recall 20 - Batch recall 21 - Recall cancelled 22 - Due date changed backward 23 - Due date changed forward 24 - Return date changed

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			26 - Self check cancel renewal 27 - Self check cancel loan 28 - Loan to sponsor 29 - Not On Loan Return 30 - In House Use 50 - Log cash note 51 - Cash transaction created 52 - Cash transaction fully paid 53 - Cash transaction partially paid 54 - Cash transaction fully waived 55 - Cash transaction partially waived 56 - Cash transaction exported 57 - Cash transaction imported 58 - Cash transaction updated to paid (batch) 59 - Notice to patron of money owed 60 - Self check cancel return
Z309-OVERRIDE	M		**DESC:** A Y/N flag that indicates whether the logged action was performed when login override was in effect. **CONV:** Y for all actions that were performed while login override was in effect. N for all actions that were performed when login override was not in effect
Z309-TEXT	O	X(50)	**DESC:** Description of the action defined in the library's table tab_circ_log.lng. (e.g. "Regular loan") **CONV**: Relevant string or blanks
Z309-DATA	O	X(2000)	**DESC:** Expanded description of the logged transaction defined in the circ_logger file of the alephe/error_lng directory. **CONV**: Relevant string or blanks.

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Z31 – CASH

This table contains user cash transaction records (fees and fines).

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 zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z31-REC-KEY.
  03 Z31-ID                    PICTURE X(12).
  03 Z31-SEQUENCE              PICTURE 9(15).
02 Z31-DATE-X.
  03 Z31-DATE                  PICTURE 9(8).
02 Z31-STATUS                  PICTURE X(1).
02 Z31-SUB-LIBRARY             PICTURE X(5).
02 Z31-ALPHA                   PICTURE X(1).
02 Z31-TYPE                    PICTURE 9(4).
02 Z31-CREDIT-DEBIT            PICTURE X(1).
02 Z31-SUM                     PICTURE 9(12)V99.
02 Z31-VAT-SUM                 PICTURE 9(12)V99.
02 Z31-NET-SUM                 PICTURE 9(12)V99.
02 Z31-PAYMENT-DATE-KEY.
  03 Z31-PAYMENT-DATE          PICTURE 9(8).
  03 Z31-PAYMENT-HOUR          PICTURE 9(4).
02 Z31-PAYMENT-CATALOGER       PICTURE X(10).
02 Z31-PAYMENT-TARGET          PICTURE X(20).
02 Z31-PAYMENT-IP              PICTURE X(20).
02 Z31-PAYMENT-RECEIPT-NUMBER PICTURE X(20).
02 Z31-PAYMENT-MODE            PICTURE X(2).
02 Z31-PAYMENT-IDENTIFIER      PICTURE X(30).
02 Z31-DESCRIPTION             PICTURE X(300).
02 Z31-KEY                     PICTURE X(100).
02 Z31-KEY-TYPE                PICTURE X(10).
02 Z31-TRANSFER-DEPARTMENT     PICTURE X(20).
02 Z31-TRANSFER-DATE           PICTURE 9(8).
02 Z31-TRANSFER-NUMBER         PICTURE X(20).
02 Z31-RECALL-TRANSFER-STATUS PICTURE X(1).
02 Z31-RECALL-TRANSFER-DATE    PICTURE 9(8).
02 Z31-RECALL-TRANSFER-NUMBER PICTURE X(20).
02 Z31-RELATED-Z31-KEY         PICTURE X(27).
02 Z31-RELATED-Z31-KEY-TYPE    PICTURE X(2).
02 Z31-REQUESTER-NAME          PICTURE X(100).
02 Z31-UPD-TIME-STAMP          PICTURE 9(15).
02 Z31-PAYMENT-IP-V6           PICTURE X(50).
```


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```
02 Z31-NOTE                    PICTURE X(500).
```

Z31-REC-KEY			
Z31-ID	M	X(12)	**DESC:** User's ID. **CONV**: Relevant value, should match a valid Z303-ID.
Z31-SEQUENCE	M	9(15)	**DESC:** Sequence number, unique and chronological. Used for sorting list in display. **CONV**: Must be unique. ALEPH's convention is time stamp + a running sequence (YYYYMMDD+ running sequence). For example: 200501130000001. The sequence is based on the last_record_sequence Oracle sequence that must be present in the pw_library.
Z31-DATE-X			
Z31-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Cash transaction date. **CONV**: Conversion date or a relevant date.
Z31-STATUS	M	X(1)	**DESC:** Status of the cash transaction. Values are: **O** = Open **C** = Closed **W** = Waived **T** = Transferred to outside payment service. **CONV:** Relevant value.
Z31-SUB-LIBRARY	O	X(5)	**DESC:** Sublibrary code of the cash transaction. The system sets the Z31-SUB-LIBRARY to the active library (for example, USM50) when the cash transaction does not belong to a specific sublibrary. **CONV:** Relevant sublibrary code or active library code.
Z31-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (for example, Latin, Greek, Cyrillic, and so on). **CONV:** L.
Z31-TYPE	M	9(4)	**DESC:** Cash transaction code. Numeric field. **CONV:** Default to zero. Standard ALEPH values are:

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			0000 - All 0001 - Photo request 0002 - Hold request 0003 - Late return 0004 - Loan 0005 - Renewal 0006 - Photocopy request processing 0007 - Photocopy request not filled 0008 - Photo. request home delivery 0009 - Photocopy request pickup 0010 - Claim return 0011 - ILL request 0013 - Routing list 0014 - Late return of routed issue 0015 - ILL material arrival 0016 - Incoming ILL request 0017 - Issuing library card 0021 - Borrower registration 0022 - Borrower renewal 0023 - New user 0024 - Hold request filled - 01 0025 - Hold request not filled 0026 - Hold request filled - 02 0027 - Hold request filled - 03 0028 - Hold request filled - 04 0040 - Lost material - Handling 0041 - Lost material - Replacement 0042 - Lost material - Notice 0050 - Recall late return fine 0051 - Rush recall late return fine 0052 - Recall fine limit 0053 - Rush recall fine limit 0054 - Recall lost letter 0055 - Rush recall lost letter 0080 - 1st warning - Overdue 0081 - 2nd warning - Overdue 0082 - 3rd warning - Overdue 0083 - 4th warning - Overdue 0090 - Overdue summary 0091 - Booking Request 0092 - Booking Request Filled 0093 - Booking Request Delivered 0094 - Booking request not filled 1024 - Hold request filled - 01 1026 - Hold request filled - 02 1027 - Hold request filled - 03 1028 - Hold request filled - 04 9000 - Deposit

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			9001 - Return deposit 9995 - Use of copyright restricted object 9996 - Local charge for disruption 9997 - Damaged material 9998 - Donation 9999 - Payment System-activated transactions are assigned numbers from 0000 to 8999. Manually-activated transactions are assigned numbers from 9000 to 9999. Note that transactions 0024, 0026, 0027 and 0028 are activated when the hold is filled using the "Print letter – hold request filled" option from the Requests menu of the Circulation module. Transactions 1024, 1026, 1027 and 1028 are activated when the hold is filled, when the item is returned and when the **Letter** button is clicked. Transactions 0093,0094,0095,0096 are activated when a booking is filled manually via Circ Main Menu ("Booking request filled"). Transactions 0097, 0098, 0099, 0100 are activated when a booking is filled during a "Return Item Session". For values 0024, 0026-0028, 0093-0100 and 1024-1028 that have 01, 02, 03, and 04 extensions refer process option types in tab27.
Z31-CREDIT-DEBIT	M	X(1)	**DESC:** Debit or credit. Values are: **D** = Debit **C** = Credit **CONV:** Relevant value
Z31-SUM	M	9(12)V99	**DESC**: Total sum of a cash transaction. This is the Z31-VAT-SUM + the Z31-NET-SUM. **CONV:** Relevant amount
Z31-VAT-SUM	M	9(12)V99	**DESC:** VAT amount of the cash transaction. The VAT rates are specified – per transaction type – in the tab/tab18 table of the administrative library. **CONV:** Zeroes or relevant value.
Z31-NET-SUM	M	9(12)V99	**DESC:** Sum of a cash transaction (without VAT). **CONV:** Relevant value. If the Z31-VAT-SUM is set to zeroes, then this field is equal to the Z31-SUM.

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Z31-PAYMENT-DATE-KEY			
Z31-PAYMENT-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date of payment **CONV:** If paid, enter the relevant date or the date of conversion; if not paid, enter zeroes.
Z31-PAYMENT-HOUR	M	9(4) Format: HHMM	**DESC:** Hour of payment **CONV:** If paid, enter the relevant hour or the hour of conversion; if not paid, enter zeroes.
Z31-PAYMENT-CATALOGER	M	X(10) Upper case	**DESC:** Username of the operator who has received the payment. **CONV:** Enter relevant information or 'CONVERSION'.
Z31-PAYMENT-TARGET	O	X(20)	**DESC:** Unit within the library or sublibrary to which the money must be transferred. **CONV:** Relevant text or blank.
Z31-PAYMENT-IP	O	X(20)	**DESC:** Internal IP address of the workstation where the cash transaction was performed. This is the IP address of a workstation within a LAN. It may be different from the IP address defined in the TCP/IP connection (GUI client or Web client). If a workstation identifier was defined for the station, this field contains this identifier. **CONV:** Blank or the relevant IP address**.**
Z31-PAYMENT-RECEIPT-NUMBER	O	X(20)	**DESC:** Number of the payment receipt. **CONV:** If paid, put the relevant number, otherwise blank.
Z31-PAYMENT-MODE	-	X(2)	**DESC:** This field may be used for the management of electronic payment and transaction processing services. The field denotes the type of payment. Values are taken from the PAYMENT-MODE section of pc_tab_exp_field.lng. The value ONLINE is set when payment is done using put-pat-cash DLF-API. **CONV:** Leave blank.
Z31-PAYMENT-IDENTIFIER	-	X(30)	**DESC:** This field is used for the management of electronic payment and transaction processing services, or for storing a note that is related to the transaction payment. This field may contain the transaction ID assigned by the external machine that booked the transaction.

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			CONV: Leave blank.
Z31-DESCRIPTION	O	X(300)	**DESC:** Description of the cash transaction. In online ALEPH, defaults to description of the transaction type, as defined in the tab/tab18.lng table of the administrative library. Note that for late return type of transactions, additional numbers are displayed after the text defined in the tab18.lng table. For example: Late return 0008 2100 3 6.00 - The first number (for example, 0008) is the DAY-INTERVAL. This is the number of days the item is overdue (minus any days that do not count). - The second number (for example, 2100) is the TIME-INTERVAL. This is the number of minutes the item is overdue. - The third number (for example, 3) is the fine method (column 14 from tab16). - The fourth number (for example, 6.00) is the amount per day (column 11 from tab16) **CONV:** Enter the relevant text or blank.
Z31-KEY	O	X(100)	**DESC:** This field is filled by the system. Its contents are defined according to the Z31-KEY-TYPE field. The Z31-KEY can contain a string composed of different values like the item key, loan date, due date, return date, loan hour, due hour, return hour of the item, the system number, etc. **CONV:** Blank or relevant value.
Z31-KEY-TYPE	O	X(10)	**DESC:** Type of key. This field defines according to the cash transaction how the Z31-KEY is built. Values are: **DOC** = Key contains the doc number. **Z30** = Key contains the item key. If the

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			Z31-TYPE is related to hold requests (0024-0028), then the key comprises the Z37-REC-KEY. **Z36 =** Key comprises the item key (positions 1 to 20) and the Z36-NUMBER (positions 21 to 50). If the Z31-TYPE is 0003 (late return), 0014 (late return of issue), 00050 (recall late return fine) or 00051 (rush recall late return fine), then the Z31-KEY (positions 51 to 99) will also include Z36-LOAN-DATE, Z36-DUE-DATE, Z36-RETURNED-DATE, Z36-LOAN-HOUR, Z36-DUE-HOUR and Z36-RETURNED-HOUR. If the Z31-TYPE is 0040, 0041 or 0042 (lost material related transactions), then the Z31-KEY (positions 51 to 99) will also include Z36-LOAN-DATE, Z36-LOAN-HOUR, Z36-DUE-DATE and Z36-DUE-HOUR. **Z38 =** Key comprises the Z38-DOC-NUMBER + Z38-ITEM-SEQUENCE (positions 1 to 20) and the Z38-NUMBER (positions 21 to 29). **CONV:** Blank or relevant value. **ILL-DOC** = Key comprises a doc number that is stored in the ILL library. It will be used when the Z31-TYPE is 11,15 or 16. **CONV:** Relevant text or blank.
Z31-TRANSFER-DEPARTMENT	O	X(20)	**DESC:** Free text field. The values can be added by the external program used for transfer management. **CONV:** Relevant text or blank.
Z31-TRANSFER-DATE	M	9(8)	**DESC:** Date the transaction was transferred to an outside payment service. **CONV:** Relevant date or zeroes.
Z31-TRANSFER-NUMBER	O	X(20)	**DESC:** Free text field. The values can be added by the external program used for transfer management. **CONV:** Relevant text or blank.

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Z31-RECALL-TRANSFER-STATUS	O	X(1)	**DESC:** When a transaction is transferred to an outside payment service, this field is set to 'N'. The field is set to 'Y' when the transferred transaction is recalled/waived. **CONV:** Relevant value (Y/N) or blank.
Z31-RECALL-TRANSFER-DATE	M	X(8)	**DESC:** Recall date of the transaction transferred to an outside payment service. **CONV:** Relevant date or zeroes.
Z31-RECALL-TRANSFER-NUMBER	O	X(20)	**DESC:** Free text field. It is used together with the Z31-RECALL-TRANSFER-DATE to make sure that the same transaction is not exported twice. **CONV:** Relevant text or blank.
Z31-RELATED-Z31-KEY	O	X(27)	**DESC:** Contains the contents of the Z31-REC-KEY field of a related cash transaction. This field is used by the system to link the transaction to the associated cash transaction. This type of transaction is created in the following instances: When a transaction is partially waived. When a transaction is partially paid. When the user pays more than he owes for a cash transaction (Credit). When a transaction is partially waived. The type of transaction is defined in the Z31-RELATED-Z31-KEY-TYPE field. **CONV:** Blank or relevant value.
Z31-RELATED-Z31-KEY-TYPE	O	X(2)	**DESC:** Type of associated transaction. Used only for transactions that are linked to another cash transaction, the field defines the type of transaction. This type of transaction is created in the following instances: When a transaction is partially paid. When a transaction is partially waived. When the user pays more than he owes for a cash transaction (Credit). Valid values are: **PP** = Partial payment **PC** = Payment change **PW** = Partial waive **PR** = Partial Refund **CONV:** Blank or relevant value.
Z31-REQUESTER-NAME	O	X(100)	**DESC**: Information regarding the requesting patron, in case the request was made by a subscribed library.

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			CONV: leave blank
Z31-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z31-PAYMENT-IP-V6	O	X(50)	**DESC**: for future use
Z31-NOTE	O	X(500)	**DESC**: for future use

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Z310 – READING ROOM

The Z310 table contains Reading Room item loan records. Some libraries maintain a Reading Room where patrons can receive and read materials, but can not remove them from the Reading Room. The Reading Room is often used for closed stack materials, in which case, the items are transferred from the closed stack to the Reading Room for use by the patron.

Conversion is not applicable. The Z310 record is created when the item that was requested for pickup in a reading room is placed on the shelf for the use (i.e. loaned for use in the Reading Room) and is automatically deleted when the item is returned.

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 Z310-REC-KEY.
  03 Z310-DOC-NUMBER          PICTURE 9(9).
  03 Z310-ITEM-SEQUENCE       PICTURE 9(6).
02 Z310-BARCODE               PICTURE X(30).
02 Z310-ID                    PICTURE X(12).
02 Z310-OPEN-DATE             PICTURE 9(8).
02 Z310-OPEN-HOUR             PICTURE 9(4).
02 Z310-OUT-DATE              PICTURE 9(8).
02 Z310-OUT-HOUR              PICTURE 9(4).
02 Z310-LAST-IN-DATE          PICTURE 9(8).
02 Z310-LAST-IN-HOUR          PICTURE 9(4).
02 Z310-RR-ID                 PICTURE X(12).
02 Z310-UNREAD                PICTURE X(1).
02 Z310-REPRO                 PICTURE X(1).
```


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Z310-REC-KEY			
Z310-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the administrative record related to the item (Z30-DOC-NUMBER).
Z310-ITEM-SEQUENCE	M	9(6) Leading zeroes	**DESC:** Item sequence number, within one ADM number (Z30-ITEM-SEQUENCE).
Z310-BARCODE	M	X(30)	**DESC:** Unique identifier of the item (Z30-BARCODE).
Z310-ID	M	X(12)	**DESC:** Patron's ID.
Z310-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the hold request was filled. The item appears as loaned by the user but it is actually waiting for him in the Reading Room.
Z310-OPEN-HOUR	M	9(4) Format: HHDD	**DESC:** Hour the hold request was filled.
Z310-OUT-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the item was given to the patron. When the borrower returns the item to the hold shelf of the Reading Room the Z310-OUT-DATE is set to zeroes.
Z310-OUT-HOUR	M	9(4) Format: HHDD	**DESC:** Hour the item was given to the patron. When the borrower returns the item to the hold shelf of the Reading Room the Z310-OUT-DATE is set to zeroes.
Z310-LAST-IN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the item was returned to the hold shelf of the Reading Room. Initially, the field was set to zeroes.
Z310-LAST-IN-HOUR	M	9(4) Format: HHDD	**DESC:** Hour the item was returned to the hold shelf of the Reading Room. Initially, the field was set to zeroes.
Z310-RR-ID	M	X(12)	**DESC:** Reading room (sub-library code). The reading room is defined as a sub-library in the library's tab_sub_library table (UTIL Y/4).
Z310-UNREAD	-	X(1)	**DESC:** Not applicable.
Z310-REPRO	-	X(1)	**DESC:** Not applicable.

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Z311 – LOCATION AND INVENTORY NUMBER INDEX (HIGHEST VALUES)

The Z311 record keeps track of the last call number and/or of the last inventory number assigned within a sublibrary and a prefix.

For call numbers, this is dependent on assigning call number type "**i**" when creating an item record. The Z311 is used to register the last sequence number assigned for a sublibrary + prefix, so that the next highest number can automatically be assigned when an item record is created. Prefixes do not have to be set up beforehand; when a new sublibrary + prefix combination **i** is detected, a new Z311 record is created. There is one Z311 record for each unique sublibrary + prefix.

So, if the call number type is set to "**i**" and if the user enters a prefix code followed by "?" (e.g., ABD ?) in the call number field, the system assigns the next number in sequence. The sequence is set according to sublibrary + prefix.

If the user provides a location number (instead of entering a question mark), and the number is less than the number in the Z311, then the Z311 is not updated. If the number that the user inputs is greater than the number in the Z311, then the Z311 will be updated and sequence numbers proceed from there.

For inventory numbers, this is dependent on the INVENTORY-NUMBER variable of the tab100 table of the administrative library. If the variable is set to Z311, the inventory number can be automatically assigned when an item record is created. The Z311 record registers the last inventory number assigned for the first two characters of the sublibrary code + prefix.

So, INVENTORY-NUMBER variable of the tab100 table of the administrative library is set to Z311 and if the user enters a prefix code followed by "/?" (e.g., ABD/?) in the inventory number field, the system assigns the next number in the sequence.

This functionality is supported by tab_z311 of the administrative library. The tab_z311 table is used to define the Z311 programs used by the system for the creation of the Z311 counters for the Z30-CALL-NO, Z30-CALL-NO-2 and Z30-INVENTORY-NUMBER fields.

Conversion is not applicable. Z311 records are created/rebuilt by running the p_manage_28 batch procedure from the command line of the server as follows:

csh -f $aleph_proc/p_manage_28 $active_library

Note that you should be connected to the administrative library – XXX50 (i.e., after performing “dlib XXX50”).

From the $aleph_proc directory, the batch can be run as follows:

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csh -f p_manage_28 XXX50

For example:

csh -f p_manage_28 USM50

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 Z311-REC-KEY.
  03 Z311-KEY-TYPE              PICTURE X(1).
  03 Z311-SUB-LIBRARY           PICTURE X(5).
  03 Z311-PREFIX                PICTURE X(30).
02 Z311-OPEN-DATE               PICTURE 9(8).
02 Z311-UPDATE-DATE             PICTURE 9(8).
02 Z311-LAST-SEQUENCE           PICTURE 9(8).
```


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Z311-REC-KEY			
Z311-KEY-TYPE	M	X(1)	**DESC:** This field determines the type of the Z311 record. Values are: **0** = Call number **1** = Inventory number
Z311-SUB-LIBRARY	M	X(5)	**DESC:** For the call number counter, this field contains the sublibrary code of the sublibrary to which the item belongs. Should match the Z30-SUB-LIBRARY field. For the inventory number counter, this field contains the two first characters of the sublibrary code of the sublibrary to which the item belongs.
Z311-PREFIX	M	X(30)	**DESC:** Prefix used in the Z30-CALL-NO/Z30-INVENTORY-NUMBER fields.
Z311-OPEN-DATE	M	9(8) YYYYMMDD	**DESC:** Creation date of the Z311 record.
Z311-UPDATE-DATE	M	9(8) YYYYMMDD	**DESC:** Date the Z311 record was last updated.
Z311-LAST-SEQUENCE	M	9(8) Leading zeroes	**DESC:** Highest location number/ inventory number within the sublibrary + prefix (defined by the user or by the system). Note that this field can be updated by using the UTIL F/2/24 option. This is required when the user accidentally enters an incorrect value.

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Z313 – Inventory Numbers

The Z313 table is used for allocating Inventory numbers to items (Z30-INVENTORY-NUMBER). It is assigned to an item only when a new item is created in the Cataloging GUI (Items tab), or when an existing item with no Inventory number is being updated. It is important to note that once an Inventory number has been assigned to an item (i.e. once the field Z30-INVENTORY-NUMBER is filled with a value from Z313), it cannot be changed. The Z313 table is used only when the new tab100 variable "INVENTORY-NUMBER" is set to "Z313". Inventory number (Z30-INVENTORY-NUMBER) is not a mandatory field, i.e. it can be blank.

An individual library is responsible for creating the Z313 table, its indexes and triggers by using util/a/17, and for creating Z313 records. There is no ALEPH service for this. Naturally, a certain number of Z313 records must be created initially so that they can be used to allocate Inventory numbers to items.

Note that in order to allow the correlation between the item record and its related Z313 inventory record, one of the following pairs of triggers should be defined in the ADM library file_list:

- Z313_TRIGGER_1 and Z313_TRIGGER

OR

- Z313_TRIGGER_1 and Z313_TRIGGER_2.

Make sure the triggers are enabled and created (using UTIL A/17/6/2 and UTIL A/17/6/1).

- Z313_TRIGGER – Enables the updating of the inventory record each time item data is updated.
- Z313_TRIGGER_2 - Directs the system to 'lock' inventory records whose assign date is up to the defined 'lock' date (inclusive). The 'lock' date parameter (YYYYMMDD) is defined in column 3 of the ADM's library file_list (in the same row where Z313_TRIGGER_2 is set). Note that a library should decide which trigger to enable, Z313_TRIGGER or Z313_TRIGGER_2.
- Z313_TRIGGER_1 – Handles the inventory record when the item is deleted. This action depends on the content of the item's internal note field. It supports the option of recovering the inventory number of a deleted item or to record the deletion of the item within the inventory record by populating the inventory data, withdrawal date and withdrawal.
- Z313_TRIGGER_1 can be set with either one of the above trigger, Z313_TRIGGER or Z313_TRIGGER_2.

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 zeros. 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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```
02 Z313-REC-KEY.
      03 Z313-USED                          PICTURE X (1).
      03 Z313-SUB-LIBRARY                   PICTURE X (5).
      03 Z313-SERIES                        PICTURE X (6).
      03 Z313-INVENTORY-NUMBER              PICTURE X (9).

    02 Z313-REC-KEY-1.
      03 Z313-ITEM-DOC-NUMBER               PICTURE 9 (9).
      03 Z313-ITEM-SEQUENCE                 PICTURE 9 (6).

    02 Z313-ITEM-SUB-LIBRARY                PICTURE X (5).
    02 Z313-COLLECTION                      PICTURE X (5).
    02 Z313-CALL-NO                         PICTURE X (80).
    02 Z313-DESCRIPTION                     PICTURE X (200).
    02 Z313-VENDOR-CODE                     PICTURE X (20).
    02 Z313-ORDER-NUMBER                    PICTURE X (30).
    02 Z313-METHOD-OF-AQUISITION            PICTURE X (2).
    02 Z313-INVOICE-NUMBER                  PICTURE X (15).
    02 Z313-PRICE                           PICTURE X (10).
    02 Z313-TITLE                           PICTURE X (100)
    02 Z313-AUTHOR                          PICTURE X (100).
    02 Z313-IMPRINT                         PICTURE X (100).
    02 Z313-ISBN-ISSN                       PICTURE X (100).

    02 Z313-ASSIGN-DATE                     PICTURE 9 (8).
    02 Z313-WITHDRAWAL-DATE                 PICTURE 9 (8).
    02 Z313-WITHDRAWAL-NOTE                 PICTURE X (200).
```

Z313-Rec-Key			
Z313-USED	M	X (1)	**DESC:** This field specifies whether or not this number has been already allocated. Values are: Y – yes N – no. When Z313 records are created initially, they all are set to Z313-USED = "N" **CONV:** Relevant value.
Z313-SUB-LIBRARY	O	X (5)	**DESC:** The sublibrary to which the item belongs. Z313-SUB-LIBRARY and Z313-SERIES must both be either blank or filled in. **CONV:** Blank or relevant information.
Z313-SERIES	O	X (6)	**DESC:** Series of numbers within a certain library. Z313-SUB-LIBRARY and Z313-SERIES must both be either blank or filled in. **CONV:** Blank or relevant information.
Z313-	O	X (9)	**DESC:** Inventory number.

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INVENTORY-NUMBER			**CONV:** Numeric counter, must be unique within Z313-SUB-LIBRARY + Z313-SERIES. For example: Z313-SUB-LIBRARY=blank, Z31SERIES=blank: Z313-INVENTORY-NUMBER: 1 - 100 Or Z313-SUB-LIBRARY=UEDUC, Z313SERIES=SER: Z313-INVENTORY-NUMBER: 1 - 100
Z313-REC-KEY-1			
Z313-ITEM-DOC-NUMBER	M	9 (9)	**DESC:** System number of the administrative record (ADM) associated to the item. **CONV:** This information is taken from Z30.
Z313-ITEM-SEQUENCE	M	9 (6)	**DESC:** Item sequence number, within one ADM number. **CONV:** This information is taken from Z30.
Z313-ITEM-SUB-LIBRARY	O	X (5)	**DESC:** Code of the sublibrary to which the item belongs. **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-COLLECTION	O	X (5)	**DESC:** The code of the collection to which the item belongs (e.g. REF, MAP). **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-CALL-NO	O	X (80)	**DESC:** Shelving location of the item. **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-DESCRIPTION	O	X (200)	**DESC:** Description of the item (for multi-volume monographs or serial items) to help the user identify the item he is interested in. For items created through the Serials function, this field is automatically set to the enumeration and chronology description of the issue. **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-VENDOR-CODE	O	X (20)	**DESC:** Code of the vendor who supplied the item to the library. **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-ORDER-NUMBER	O	X (30)	**DESC:** Order number of the acquisitions order record. **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-METHOD-	O	X (2)	**DESC:** Method by which the item is acquired.

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OF-AQUISITION			**CONV:** This information is taken from Z68. Blank or relevant information.
Z313-INVOICE-NUMBER	O	X (15)	**DESC:** Invoice number. **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-PRICE	O	X (10)	**DESC:** The item's price **CONV:** This information is taken from Z30. Blank or relevant information.
Z313-TITLE	O	X (100)	**DESC:** Title of the described item. **CONV:** This information is taken from Z13. Blank or relevant information.
Z313-AUTHOR	O	X (100)	**DESC:** Author (main entry) of the described item. **CONV:** This information is taken from Z13. Blank or relevant information.
Z313-IMPRINT	O	X (100)	**DESC:** Imprint information related to the described item. **CONV:** This information is taken from Z13. Blank or relevant information.
Z313-ISBN-ISSN	O	X (100)	**DESC:** ISBN assigned to the monographic publication or ISSN assigned to the serial publication. **CONV:** This information is taken from Z13. Blank or relevant information.
Z313-ASSIGN-DATE	O	9 (8)	**DESC:** The date when an inventory number was assigned. **CONV:** When Z313-USED is set to "Y", Z313-ASSIGN-DATE is filled with the current date.
Z313-WITHDRAWAL-DATE	O	9 (8)	**DESC:** The date when an inventory number was deleted. When the attached item is deleted for reason other than "RECOVER", the Z313- WITHDRAWAL-DATE is filled with the current date. **CONV:** Relevant value.
Z313-WITHDRAWAL-NOTE	O	X (200)	**DESC:** Reason for deleting the item. **CONV:** Taken from Z30-NOTE-INTERNAL.

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Z314 – Token for Resetting Patron's Password

This table is valid when the user successfully submits a password reset request. It is valid only for the Forgot Password function using the email option, not the security question option. For more information about this process, see the **Forgot Password** section of the *Aleph 23 System Librarian's Guide-OPAC*.

The system stores the reset password data in Z314 Oracle table.

The Z314 table stores the user ID, library branch, a randomly token, and a time stamp.

The Z314 table data is verified when the user proceeds with the password reset action.

Upon resetting password, Z314 is deleted from database.

Z314 is maintained at the system's VIR01 library (virtual library).

As all other VIR01 data, the clearance of Z314 old records is handled by util x/8: Clean Virtual Library (VIR01).

```
01 Z314.
     02 Z314-REC-KEY.                                    K
       03 Z314-ID              PICTURE X(12).
       03 Z314-USER-LIBRARY     PICTURE X(5).
     02 Z314-TOKEN-ID          PICTURE X(20).
     02 Z314-TIME-STAMP        PICTURE X(15).
```

Z18-REC-KEY			
Z314-ID	M	X(12)	**DESC:** The user ID
Z314-USER-LIBRARY	O	X(5)	**DESC:** The user library. In case of a shared user library it will be empty
Z314-TOKEN-ID	M	X(20)	**DESC:** A random token code
Z314-TIME-STAMP	M	X(15)	**DESC:** Timestamp for the Z314 generation

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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).
```


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Z320-REC-KEY			
Z320-ITEM-NUMBER	M	9(5) Leading zeroes	**DESC:** Sequence number of an advance booking item (Z321-ITEM-NUMBER).
Z320-SEQUENCE	M	9(6) Leading zeroes	**DESC:** 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)	**DESC:** 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)	**DESC:** 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)	**DESC:** Not applicable.
Z320-START-DATE	M	9(8) Format: YYYYMMDD	**DESC:** This field defines the date for the beginning of the time slot
Z320-START-HOUR	M	9(4) Format: HHMM	**DESC:** This field defines the hour for the beginning of the time slot.
Z320-END-DATE	M	9(8) Format: YYYYMMDD	**DESC:** 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	**DESC:** This field defines the hour for the end of the time slot. This is the due hour of the item.

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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).
```


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Z321-REC-KEY			
Z321-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the administrative record to which the item is related (Z30-DOC-NUMBER).
Z321-SEQUENCE-NUMBER	M	9(6) Leading zeroes	**DESC:** 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)	**DESC:** Sublibrary code (Z30-SUB-LIBRARY).
Z321-ITEM-STATUS	M	X(2)	**DESC:** 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	**DESC:** Sequence number of an advance booking item. Used to link between the record and the Z320 table.
Z321-ITEM-BUFFERS	O	X(500)	**DESC:** This field contains the information stored in the Z30-BUFFERS fields of the item record.
Z321-DATE-LAST	M	9(8) Format: YYYYMMDD	**DESC:** Latest date for schedule to be opened.

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Z323 – RSS Feeds for SDI

SDI (Selective Dissemination of Information) is a service that automatically notifies the patron about new publications that he might find interesting. SDI notices can be sent by e-mail or as RSS feeds. RSS (Really Simple Syndication or Rich Site Summary data) is an XML-based format used for providing users with an easy, fast and automatic content updates from relevant web sources.

The Z323 table contains a pointer to the Oracle BLOB object that contains xml data for a specific RSS feed. It is used in order to produce an initial xml data for each specific RSS feed and to update the existing ones.

The Z323 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

In the following table, (X) denotes an alphanumeric field. All alphanumeric fields are left-aligned with trailing spaces.

```
01 Z323-RSS.
     02 Z323-RSS-REC-KEY          PICTURE X(16).
     02 Z323-RSS-XML-PTR          PICTURE X(8) VALUE SPACES.
```

Z323-RSS			
Z323-RSS-REC-KEY	M	X(16)	**DESC:** Record key. It is an encryption of user ID and sequence taken from the matching z325 table's entry. There is no default value; it is built on the fly based on Z325 data. **CONV:** Not applicable
Z323-RSS-XML-PTR	M	X(8)	**DESC:** A pointer to an Oracle BLOB object containing the xml data for the specific RSS feed. There is no default value; it is built on the fly. **CONV:** Not applicable

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Z324 – SDI-READY

The SDI search defined by the patron retrieves records added to the database since the last run of the search according to the patron's definitions.

Checking the patron's SDI profile against the Z324 record of an item determines whether or not the item will be included into the SDI results list sent to the patron.

When a new item is created, the mechanism of building/not building a Z324 record for it is the following:

- Item process status check: must be blank. If not, a Z324 record will not be created.
- Sublibrary check: if the BIB doc number matching a new item does not exist in this particular sublibrary (or in the ADM library or if it does not exist in all locations), a Z324 record will be created for it. If the doc number already exists, the enumeration check will be performed.
- Enumeration check: if the enumeration of the new record is higher than the enumeration of the record/records with the same doc number that already exists/exist in the database, a Z324 record will be created for this item taking its enumeration and creation time. The old Z324 for this record will be removed. Only one Z324 can exist per record in a sublibrary. If the enumeration of the new record is lower/equal to the enumeration of the record/records with the same doc number that already exists/exist in the database, a Z324 record will not be created.

If after these checks an "SDI-ready" record must be created, Z324 is built at least 3 times for each record: one for the specific sublibrary to which the item is added, one for the ADM library to which the sublibrary/sublibraries belong, and one for all possible locations. For example, a BIB record number 123 has two items: one in sublibrary ABC and one in sublibrary DEF. The sublibraries belong to the same ADM library (for example, USM50). If, after the checks mentioned above for each item, a Z324 record must be created, 123 will have four Z324 records: one for sublibrary ABC, one for sublibrary DEF, one for ADM library USM50, and one for all possible locations.

The Z324 record is stored in the BIB (for example, USM01) library.

In Union Catalog, each new record that is loaded to the Union Catalog triggers a Z324 record. For each document in Union Catalog, two Z324 records are built: one for the specific location to which the document is added and one for all possible locations.

For Union Catalog the Z324 record is stored in the Union Catalog (for example, USM90) library.

No conversion is needed.

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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 Z324-REC-KEY.
  03 Z324-DOC-NUMBER          PICTURE 9(9).
  03 Z324-SEQUENCE            PICTURE 9(9).
02 Z324-ENUMERATION.
  03 Z324-ENUMERATION-A       PICTURE X(20).
  03 Z324-ENUMERATION-B       PICTURE X(20).
  03 Z324-ENUMERATION-C       PICTURE X(20).
  03 Z324-ENUMERATION-D       PICTURE X(20).
02 Z324-LOCATION              PICTURE X(20).
02 Z324-DATE-TIME.
  03 Z324-DATE                 PICTURE 9(8).
  03 Z324-HOUR                 PICTURE 9(4).
```

Z324-REC-KEY			
Z324-DOC-NUMBER	M	9(9)	**DESC:** Document system number.
Z324-SEQUENCE	M	9(9)	**DESC:** Sequence number. Used to distinguish between multiple Z324 records of one record.
Z324-ENUMERATION			
Z324-ENUMERATION-A	O	X(20)	**DESC:** The enumeration level of the item taken from its Z30 record. Four levels of enumeration are possible. When a Z324 is created for the first time for a particular record, it gets the highest enumeration of all its items.

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			When a new item of this BIB arrives and its enumeration is the highest among all existing items of this BIB, Z324 gets updated with this enumeration.
Z324-LOCATION	M	X(20)	**DESC:** A Z324 record is built at least three times for each record: one for the specific sublibrary to which the item is added (if different items of the same BIB are added to different sublibraries, for each of them, a separate Z324 will be created), one for the ADM library to which the sublibrary/sublibraries belong, and one for all possible locations.
Z324-DATE-TIME			
Z324-DATE	M	9(8)	**DESC:** This is the date when Z324 is created. When sdi-01 is running, for all records in the database that meet the 'find' criteria of the SDI profile but do not have a Z324 record, Z324 is built with Z324-DATE=19000101. This guarantees that old records will not be included into the SDI results lists sent to patrons.
Z324-HOUR	M	9(4)	**DESC:** The hour when the Z324 is created.

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Z325 – SDI (PATRON PROFILE)

SDI (Selective Dissemination of Information) is a service that automatically notifies the patron about new publications that he might find interesting.

The Z325 table contains SDI profile records that comprise the patron's special interests with regard to the kind and type of new acquisitions (e.g. subject matter and format [book/serial], etc).

The Z325 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

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 Z325-REC-KEY.
       03 Z325-ID                       PICTURE X(12).
       03 Z325-SEQUENCE                 PICTURE 9(4).
     02 Z325-OPEN-DATE                  PICTURE 9(8).
     02 Z325-EXPIRY-DATE                PICTURE 9(8).
     02 Z325-LAST-ACTION-DATE-TIME.
       03 Z325-LAST-ACTION-DATE         PICTURE 9(8).
       03 Z325-LAST-ACTION-HOUR         PICTURE 9(4).
     02 Z325-NAME                       PICTURE X(50).
     02 Z325-PRINT-FORMAT               PICTURE 9(3).
     02 Z325-INTERVAL-COUNT             PICTURE 9(3).
     02 Z325-INTERVAL-TYPE              PICTURE X(1).
     02 Z325-MESSAGE                    PICTURE X(100).
     02 Z325-REQUEST                    PICTURE X(500).
     02 Z325-FILTER                     PICTURE X(500).
     02 Z325-BASE-LIST                  PICTURE X(1000).
     02 Z325-DESTINATION-MAIL-ADDRESS   PICTURE X(60).
     02 Z325-EMAIL-SUBJECT              PICTURE X(100).
     02 Z325-ZERO-RESULTS               PICTURE X(1).
     02 Z325-SUSPEND-DATE-START         PICTURE 9(8).
     02 Z325-SUSPEND-DATE-END           PICTURE 9(8).
     02 Z325-ENCODING                   PICTURE X(20).
     02 Z325-LOCATION                   PICTURE X(5).
     02 Z325-SEND-EXP-MAIL              PICTURE X(1).
     02 Z325-DELIVERY-MODE              PICTURE X(1).
     02 Z325-RSS-URL                    PICTURE X(200).
```


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Z325-REC-KEY			
Z325-ID	M	X(12)	**DESC:** User's identification key. Matches the Z303-ID field. **CONV:** Must be a valid Z303-ID
Z325-SEQUENCE	M	9(4) Leading zeroes	**DESC:** Sequence number of an SDI profile. Used to distinguish between multiple profiles for the same patron. **CONV:** Create consecutive numbers, starting with 00001, adding 1 for each new document.
Z325-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the profile was created. **CONV:** Relevant date or 00000000.
Z325-EXPIRY-DATE	O	9(8) Format: YYYYMMDD	**DESC:** Date the profile record expires. An SDI profile can have no expiry date. **CONV:** Relevant date or 00000000.
**Z325_LAST_ACTION_DATE _TIME **			
Z325-LAST-ACTION-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date when the p-sdi-01 was last run for the profile. When p-sdi-01 is run for this particular SDI profile, the Z325-LAST-ACTION-DATE is updated to the current date. For newly created SDI profiles the Z325-LAST-ACTION-DATE is automatically set to the day that immediately precedes the date of the actual creation of the SDI profile. This ensures that the patron will receive the records that were added to the database on the date when his SDI profile was created. **CONV:** The date when SDI was last run for this profile.
Z325-LAST-ACTION-HOUR	M	9(8) Format: HHMM	**DESC:** Hour when p-sdi-01 was last run for the profile. When p-sdi-01 is run for this particular SDI profile, the Z325-LAST-ACTION-HOUR is updated to the current hour. For newly created SDI profiles the Z325-LAST-ACTION-HOUR is the hour when the SDI profile was created. **CONV:** The hour when SDI was last run for this profile.
Z325- NAME	M	X(50)	**DESC:** Profile name. Free text. **CONV:** Text entered by the user.
Z325-PRINT-FORMAT	M	9(3) Leading zeroes	**DESC:** Format in which the patron wants to receive the records. Values are:

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			001 = MARC tags **002** = Name tags **037** = Card format **040** = Citation **999** = OPAC format **CONV:** Relevant value.
Z325-INTERVAL-COUNT	M	9(3) Leading zeroes	**DESC:** Number of days, or weeks or months (according to the selected value in Z325-SDI-INTERVAL-TYPE). This field defines how often the SDI check is performed for the profile. **CONV:** Relevant value.
Z325-INTERVAL-TYPE	M	X(1)	**DESC:** Interval type. Values are: **D** = Days **W** = Weeks **M** = Months This field together with Z325-SDI-INTERVAL-COUNT defines how often the SDI queries are performed for the profile. **CONV:** Relevant value.
Z325-MESSAGE	O	X(100)	**DESC:** Free text note. **CONV:** Text entered by the user.
Z325-REQUEST	M	X(500)	**DESC:** This field contains the FIND command that is used for performing the retrieval from the database. **CONV:** FIND command as defined by the patron.
Z325-FILTER	O	X(500)	**DESC:** Not in use.
Z325-BASE-LIST	M	X(1000)	**DESC:** Logical bases that are checked by the SDI procedure. **CONV:** Name of the base.
Z325-DESTINATION-MAIL-ADDRESS	O	X(60)	**DESC:** E-mail address for the delivery of the SDI report as specified on the Web OPAC's SDI profile page. This is an alternative email address in case the patron wants to define it. The system first takes the email address from Z304-EMAIL-ADDRESS. If no email is specified there, the system looks for it on the Web OPAC's SDI profile page. No SDI notification can be sent if no email is specified either in Z304-EMAIL-ADDRESS or in Z325-DESTINATION-MAIL-ADDRESS. If both addresses are specified, the system will send an SDI notification to both of them.

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			CONV: E-mail address.
Z325-EMAIL-SUBJECT	O	X(100)	**DESC:** The subject of the SDI notification that the patron will receive. **CONV:** Subject as specified by the patron.
Z325_ZERO_RESULTS	M	X(1)	**DESC:** The field defines whether or not the patron wants to receive an SDI notification when no results matching his request are found. The values are: Y (Yes) N (No) The default value is N (No). **CONV:** Value as specified by the patron.
Z325_SUSPEND_DATE_ START	O	9(8) Format: YYYYMMDD	**DESC:** The patron may want not to receive SDI reports for a certain time period, for example, during vacations. This time period is called the suspend period. This field defines the start date of the suspend period. **CONV:** Date as specified by the patron or 00000000.
Z325_SUSPEND_DATE_ END	O	9(8) Format: YYYYMMDD	**DESC:** This field defines the end date of the suspend period. **CONV:** Date as specified by the patron or 00000000.
Z325_ENCODING	O	X(20)	**DESC:** The character set in which the patron wants to receive his SDI notification. The values are: UTF_TO_WEB_MAIL_ASCI - ASCII encoding UTF_TO_WEB_MAIL - ISO 8859-1 None - Unicode / UTF-8 **CONV:** Relevant value as defined by the patron.
Z325_LOCATION	M	X(5)	**DESC:** The field defines whether the patron wants to receive updates from a specific sublibrary or from all sublibraries. The values are: All – for all sublibraries Specific sublibrary **CONV:** Relevant value as defined by the patron.
Z325_SEND_EXP_MAIL	M	X(1)	**DESC:** The field defines whether the warning message that this SDI profile is

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			going to expire has been already sent. Possible values: N – No Y - Yes Newly created SDI profiles have N in this field. The value changes to Y after the patron receives the warning that his SDI profile is going to expire (after p-sdi-02 has been run). If the patron manually changes his expiry date, the field automatically gets N. **CONV:** Relevant value.
Z325-DELIVERY-MODE	M	X(1)	**DESC:** This field defines the mode of delivery of the SDI update. The valid values are: M – by e-mail R – as an RSS update B – both by e-mail and as an RSS update. The default value is M (by e-mail). **CONV:** M
Z325-RSS-URL	O	X(200)	**DESC:** This field contains the URL that should be copied into the RSS application used by the patron to receive and read the SDI updates. The field will be populated by the system only if the Z325-DELIVERY-MODE contains “R” or “B”. **CONV:** Spaces

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Z327 – Maintenance Profile

Within the framework of the Media Management center, the equipment in some libraries must undergo regular maintenance, depending on time or usage. Examples of such equipment are DVD players, CD players, VHS video players, etc.
Each physical piece of equipment is entered as a copy (item), through which it can be requested and loaned (actions through which charges can be levied) or sent to maintenance. Media Management brings maintenance instances to the attention of library staff, and tracks the maintenance process. This is done using two oracle tables that deal specifically with maintenance: Z327 – Maintenance profile and Z328 – Maintenance record.

The Z327 Maintenance Profile record defines when and in what way the item must be sent for maintenance. One Z327 is built for all items associated to a BIB record.

All fields in Z327 except for Z327-REC-KEY are optional, but Unit type, Number of units, Maintenance days and Maximum delay are required for generating Maintenance Report.

Z327-REC-KEY	
Z327-DOC-NUMBER	PICTURE 9(9).
Z327-UNIT-TYPE	PICTURE X(1)
Z327-NO-UNITS	PICTURE 9(3)
Z327-MAINTENANCE-DAYS	PICTURE 9(3)
Z327-MAXIMUM-DELAY	PICTURE 9(3)
Z327-SERVICER-PROVIDER	PICTURE 9(20)
Z327-NOTE	PICTURE X(500)

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Z327-REC-KEY			
Z327-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record (ADM) associated to the BIB. **CONV:** ADM system number.
Z327-UNIT-TYPE	M/O	X(1)	**DESC:** The field sets the unit type for counting the frequency with which the item is to be sent for maintenance. The values are **D**- Days **L** - Loans The field is not mandatory, but required for generating Maintenance Report (p-cir-36). **CONV:** Relevant value as set by the user.
Z327-NO-UNITS	M/O	9(3)	**DESC:** The field sets the number of units since last maintenance for calculating when the item is to be sent for maintenance for the next time. For example, if Z327-UNIT-TYPE is set to L and Z327-NO-UNITS is set to 5, the item is to be sent for maintenance after each 5 loans. **CONV:** Relevant value as set by the user.
Z327-MAINTENANCE-DAYS	M/O	9(3)	**DESC:** Time required for maintenance (in days). **CONV**: Relevant value as set by the user.
Z327-MAXIMUM-DELAY	M/O	9(3)	**DESC:** Maximum delay for maintenance (in days); this is the maximum number of days for which maintenance can be delayed when the equipment is not available at the time it should be taken out of use for maintenance.

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			If equipment cannot be scheduled for maintenance before the end of maximum delay time, a warning will be generated in the maintenance report (p-cir-36). The field is not mandatory, but required for generating Maintenance Report. **CONV:** Relevant value as set by the user.
Z327-SERVICER-PROVIDER	M	9(20)	**DESC:** A service provider (registered in the system as a patron). **CONV:** Relevant value as set by the user.
Z327-NOTE	O	X(500)	**DESC:** A note . **CONV:** Free text.

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Z328 – Maintenance Record

Within the framework of the Media Management center the equipment in some libraries must undergo regular maintenance, depending on time or usage. Examples of such equipment are DVD players, CD players, VHS video players, etc.

Each physical piece of equipment is entered as a copy (item), through which it can be requested and loaned (actions through which charges can be levied) or sent to maintenance. Media Management brings maintenance instances to the attention of library staff, and tracks the maintenance process. This is done using two Oracle tables that deal specifically with maintenance: Z327 – Maintenance profile and Z328 – Maintenance record.

A batch service (p-cir-36) retrieves a list of items that are due to maintenance and attempts to make bookings for them. Then a library sends to maintenance each item from the list to which the booking was placed. Sending an item to maintenance turns a booking into a loan. This is when a Z328 is created.

The Z328 record contains information about this specific maintenance procedure: its start/return date, cost, provider, etc.

Z328-REC-KEY	
Z328-MAINTENANCE-DOC-NUMBER	PICTURE 9(9).
Z328-MAINTENANCE-ITEM-SEQUENCE	PICTURE 9(6)
Z328-MAINTENANCE-SEQUENCE	PICTURE 9(5)
Z328-DATE-SENT	PICTURE 9(8)
Z328-EXPECTED-RETURN-DATE	PICTURE 9(8)
Z328- RETURNED-DATE	PICTURE 9(8)
Z328-SERVICE-PROVIDER	PICTURE X(100)
Z328-REASON	PICTURE X(500)
Z328-NOTE	PICTURE X(500)
Z238-COST	PICTURE 9(8) V99

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328-REC-KEY			
Z328-MAINTENANCE-DOC-NUMBER	A	9(9)	**DESC:** System number of the administrative record (ADM) associated to the item. **CONV:** ADM system number.
Z328-MAINTENANCE-ITEM-SEQUENCE	A	9(6)	**DESC:** Item sequence number, within one ADM number. The field serves the purpose of distinguishing multiple items of one BIB record. **CONV:** Item sequence.
Z328-MAINTENANCE-SEQUENCE	A	9(5)	**DESC:** Sequence of maintenance. **CONV:** Sequence of maintenance.
Z328-DATE-SENT	A	9(8)	**DESC:** This is the date when the item is sent to the service provider. For a new Z328 record this field is by default set to the current date. From this date on the item is on loan by the service provider till the return date. **CONV:** Either the default date or the date as set by the user.
Z328-EXPECTED-RETURN-DATE	A	9(8)	**DESC:** The field defines the expected return date of the item. The expected date is calculated by the system, using the current date and the "Time required for maintenance" in the Maintenance Profile. **CONV:** The relevant date as calculated by the system.
Z328- RETURNED-DATE	A	9(8)	**DESC:** This is the date when the service provider returns the item to the library. When the item returns from maintenance and this is registered via GUI, this field is by default set to the current date. **CONV:** Either the default date or the date as set by the user.
Z328-SERVICE-PROVIDER	A	X(100)	**DESC:** By default the value in this field equals the value in Z327-SERVICER-PROVIDER. The default can be manually changed via GUI. If no service provider is specified in Z327-SERVICER-PROVIDER, the field must be filled in manually on the Maintenance record node in GUI. **CONV:** Relevant value.
Z328-REASON	A	X(500)	**DESC:** Reason for maintenance. **CONV:** Free text.
Z328-NOTE	A	X(500)	**DESC:** Note. **CONV:** Free text
Z238-COST	A	9(8) V99	**DESC:** The price of the maintenance. **CONV:** Relevant value.

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Z34 - IP STATISTICS

This table contains information regarding the transactions between the client and the PC server and the client and the www server. A Z34 record can be generated automatically by the system when a transaction between the client and the server takes place. For automatic generation, the **create_statistics** flag in alephe/ www_server.conf and alephe/pc_server_defaults and must be set to **Y**. Z34 records can be manually created using UTIL S. Note that for the statistics record to be created, there must be a last-z34-sequence defined in UTIL G/2 (Z52) of the 'pw' library.

There is only one Z34 table per server (regardless of the libraries set up). The Z34 table must be included in the file_list of the library defined for the pw_library variable of the aleph_start file.

If the Z34 table is automatically generated, it should be periodically deleted. This can be done through UTIL/A/13.

Conversion is not applicable.

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 Z34-REC-KEY.
    03 Z34-SEQUENCE              PICTURE 9(7).
  02 Z34-LIBRARY                 PICTURE X(5).
  02 Z34-TYPE                    PICTURE X(1).
  02 Z34-SERVER-NO               PICTURE 9(6).
  02 Z34-READ                    PICTURE 9(6).
  02 Z34-WRITE                   PICTURE 9(6).
  02 Z34-IP-ADDRESS              PICTURE X(20).
  02 Z34-START-DATE              PICTURE 9(8).
  02 Z34-START-HOUR              PICTURE 9(6).
  02 Z34-END-DATE                PICTURE 9(8).
  02 Z34-END-HOUR                PICTURE 9(6).
  02 Z34-SERVICE                 PICTURE X(200).
  02 FILLER                      PICTURE X(26).
  02 Z34-IP-ADDRESS-V6           PICTURE X(50).
```


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Z34-REC-KEY			
Z34-SEQUENCE	M	9(7) Leading zeroes	**DESC:** Sequence number of the transaction. Unique identifier.
Z34-LIBRARY	O	X(5)	**DESC:** Library code of the library involved in the transaction (relevant for PC server statistics).
Z34-TYPE	M	X(1)	**DESC:** Server type. Values are: **W** = www server **P** = PC server
Z34-SERVER-NO	M	9(6)	**DESC:** Server number.
Z34-READ	M	9(6)	**DESC:** Number of bytes read by the server.
Z34-WRITE	M	9(6)	**DESC:** Number of bytes written by the server.
Z34-IP-ADDRESS	M	X(20)	**DESC:** IP address of the client.
Z34-START-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the transaction started.
Z34-START-HOUR	M	9(6) Format: HHMMSS	**DESC:** Hour the transaction started.
Z34-END-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the transaction ended.
Z34-END-HOUR	M	9(6) Format: HHMMSS	**DESC:** Hour the transaction ended.
Z34-SERVICE	M	X(200)	**DESC:** Defines the type of service requested by the client. It is provided by the system according to the request and the type of server.
Z34-IP-ADDRESS-V6	O	X(50)	**DESC**: For future use

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Z35 - EVENTS

This table contains information regarding the various transactions of the GUI/Web Circulation (loans, returns, holds, photocopy requests) and the GUI Search/Web OPAC (searching). Conversion is not applicable.

Note that the Z35 table should be present in the file_list of the data_root directory of the administrative library (for circulation events) and in the file_list of the data_root directory of the bibliographic library (for Web OPAC/ GUI search events). Also note that Web OPAC activities and search/scan requests made via z39.50 are registered in the Z69 table.

Z35 records are created according to the definitions of the library's tab/tab_events.lng table. This table can be used to determine whether the events (Z35-EVENT-TYPE) should trigger a new entry in the Z35 table. Through the tab_events.lng table, a library can define that a particular event (e.g., 51 – Reading Room loan) does not trigger the creation of a Z35 record. Note that circulation events are defined in the table located in the tab directory of the administrative library while search events are defined in the table located in the tab directory of the searched library.

Util X/13 can be used to clean Z35 records from the database.

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 zeros. 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 Z35-REC-KEY.
  03 Z35-DOC-NUMBER            PICTURE 9(9).
02 Z35-ITEM-SEQUENCE           PICTURE 9(6).
02 Z35-ID                      PICTURE X(12).
02 Z35-MATERIAL                PICTURE X(5).
02 Z35-SUB-LIBRARY             PICTURE X(5).
02 Z35-STATUS                  PICTURE X(2).
02 Z35-EVENT-DATE              PICTURE 9(8).
02 Z35-EVENT-HOUR              PICTURE 9(4).
02 Z35-ITEM-STATUS             PICTURE X(2).
02 Z35-BOR-STATUS              PICTURE X(2).
02 Z35-BOR-TYPE                PICTURE X(2).
02 Z35-CATALOGER-NAME          PICTURE X(10).
02 Z35-EVENT-TYPE              PICTURE X(2).
02 Z35-TYPE                    PICTURE X(1).
02 Z35-IP-ADDRESS              PICTURE X(20).
02 Z35-QUERY                   PICTURE X(500).
02 Z35-TIME-STAMP.
  03 Z35-DATE                  PICTURE 9(8).
```


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```
    03 Z35-TIME                  PICTURE 9(8).
    03 Z35-SEQUENCE              PICTURE 9(6).
 02 Z35-NOTE                     PICTURE X(100).
 02 Z35-UPD-TIME-STAMP           PICTURE 9(15).
 02 Z35-IP-ADDRESS-V6            PICTURE X(50).
```


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Z35-REC-KEY			
Z35-DOC-NUMBER	M	9(9)	**DESC:** For circulation events, contains the system number of the administrative record associated with the event. If the administrative record has been deleted this field will contain zeroes. For Web OPAC/ GUI search events, contains zeroes.
Z35-ITEM-SEQUENCE	M	9(6)	**DESC:** For circulation events, contains the item sequence number, within one ADM number. For Web OPAC/ GUI search events, contains zeroes.
Z35-ID	M/ O	X(12)	**DESC:** Patron's ID (Z303-ID). This field is optional for Web OPAC/ GUI search events.
Z35-MATERIAL	M/ O	X(5) Uppercase	**DESC:** For circulation events, contains the material type of the item. This can be BOOK, VIDEO, ISSUE, AUDIO, MANUS (manuscript), etc. Material types are defined in the tab25.lng table of the library's tab directory. For Web OPAC/ GUI search events, the field is left blank.
Z35-SUB-LIBRARY	M/ O	X(5) Uppercase	**DESC:** For circulation events, contains the sublibrary code to which the item belongs. For Web OPAC/ GUI search events, the field is left blank.
Z35-STATUS	-	X(2)	**DESC:** Not applicable
Z35-EVENT-DAY	M	9(8) Format: YYYYMMDD	**DESC:** Date the transaction took place
Z35-EVENT-HOUR	M	9(4) Format: HHMM	**DESC:** Hour the transaction took place
Z35-ITEM-STATUS	M	X(2)	**DESC:** For circulation events, contains the status of the item. The item status defines how long the item may be checked out by the borrower. Statuses are defined in the tab15.lng table of the library's tab directory. Values may be 01-

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			98. For Web OPAC/ GUI search events, the field is left blank.
Z35-BOR-STATUS	M	X(2)	**DESC:** For circulation events, contains the borrower status (Z305-BOR-STATUS). For GUI Search events, the field is left blank. For Web OPAC events, the field matches the Z305-BOR-STATUS field of the user's 'ALEPH' record (Z305-SUB-LIBRARY = ALEPH).
Z35-BOR-TYPE	O	X(2)	**DESC:** For circulation events, contains the borrower type. The library can create internal borrower types of 2 alphanumeric characters. This field is in addition to the borrower status. Borrower types are defined in the pc_tab_exp_field.lng table of the library's tab directory under the Z305-BOR-TYPE section. For GUI Search events, the field is left blank. For Web OPAC events, the field matches the Z305-BOR-TYPE field of the user's 'ALEPH' record (Z305-SUB-LIBRARY = ALEPH).
Z35-CATALOGER-NAME	O	X(10)	**DESC:** User name of the librarian that registered the transaction.
Z35-EVENT-TYPE	M	X(2)	**DESC:** Defines the type of transaction. Values are: For circulation events: **50** = Simple loan **51** = Reading Room loan **52** = Offline circulation **53** = Short Loan **54** = Routing List loan **55** = ILL loan **56** = Transfer loan **57** = Remote Storage Loan **58** = Delete loan **59** = Maintenance Loan **61** = Return transaction

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			62 = Loan renew transaction (Web renewal) **63** = Loan renew transaction (PC renewal) **64** = Loan renew transaction (automatic renewal performed by b_cir_08 and b_cir_10) **65** = Item declared lost (created by manual Lost function only; Lost transactions created by p_cir_51 do not generate type 65 records). **66** = Item claimed returned **71** = Hold request transaction (placed on available item – expansion) **72** = Hold request transaction (placed on available item – no expansion) **73** = Hold request transaction (placed on item not available – expansion) **74** = Hold request transaction (placed on item not available – no expansion) **75** = Short loan request transaction 76 = Rush Cataloging request transaction **80** = In-house use discharge **81** = Photocopy request transaction **82** = Return of item not in loan **90** = Rolling Booking **91** = Booking turning to loan **92** = Delete Booking **95 =** Other Institute Fulfillment **96 =** Item Is Received at Pickup Location <u>For Web OPAC / GUI search events</u>: **10** = Search done **11** = Search above the maximum hit limit **12** = Empty search <u>For ILL events:</u> **31** = Outgoing ILL request For ADAM events: 40 = Object usage - Digital Assets Module
Z35-TYPE	M	X(1)	**DESC:** Defines the source type of the event. For example, a pc_server driven event might be a loan transaction performed from the Circulation module. Values are: **P** = pc_server driven events.

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			W = web based events. - (hyphen) = other, for example ue_06.
Z35-IP-ADDRESS	M	X(20)	**DESC:** Internal IP address - this is the IP address of a workstation within a LAN. It may be different from the IP address defined in the TCP/IP connection (GUI client or Web client). If a workstation identifier was defined for the station, this field contains this identifier.
Z35-QUERY	M	X(500)	**DESC:** For Web OPAC/ GUI search events, it contains the search query performed. For example: WRD = (polygon). For circulation events, the field is left blank.
Z35-TIME-STAMP			This field is comprised of the Z35-DATE, Z35-TIME and Z35-SEQUENCE sublevels. This field is a system generated unique identifier for the events record. This identifier is used by various instances of the system. For example, the Scrub Patron IDs (cir-32) service uses this field to identify the required Z35 table for update purposes. In case conversion is performed, assign a unique number to this field. You can create consecutive numbers, starting with 00000000000000000001, adding 1 for each new event record.
Z35-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was generated.
Z35-TIME	M	9(8) HHMMSSSS	**DESC:** Hour the record was generated.
Z35-SEQUENCE	M	9(6)	**DESC:** Sequence number. Used to further distinguish between multiple events created on the same – or very approximate – date and time.
Z35-NOTE	O	X(100)	**DESC:** Currently not in use.
Z35-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z35-IP-ADDRESS-V6	O	X(50)	**DESC**: For future use

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Z353 – PATRON INDEX

The Z353 table is one of the suite of tables that make up library patron information. It is used by the system when displaying the patron list and is used to identify which patrons should be displayed when the "Display Local Patrons Only" checkbox is checked. It contains data extracted from the Z303 and Z308 tables (ID, barcode, name, and ADM library).

The Z353 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

Conversion is not applicable. The patron index is generated by running the Build Patron Indexes (cir-25) service. This service is available from the Patron Records option of the Services menu in the Circulation module.

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 zeros. 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 Z353-REC-KEY
 03 Z353-LIBRARY              PICTURE X(5).
 03 Z353-USER-LIBRARY         PICTURE X(5).
 03 Z353-KEY-TYPE             PICTURE X(5).
 03 Z353-KEY-DATA             PICTURE X(100).
02 Z353-ID                   PICTURE X(12).
```


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Z353-REC-KEY			
Z353-LIBRARY	O/M	X(5)	**DESC:** In Z353 records built for the Global Patron List, this field is left blank. In Z353 records built for the display of the Local Patron List (the Display Local Patrons Only box is checked), this field contains the library code of the administrative library to which the patron belongs (for example, USM50).
Z353-USER-LIBRARY	O/M	X(5)	**DESC:** In multi-ADM environments, this field determines whether the patron's global information record is a shared record or whether it belongs to a specific library (non-shared). The information is taken from the Z303-USER-LIBRARY field of the Patron's Global Information record.
Z353-KEY-TYPE	M	X(5)	**DESC:** This field determines the type of Z353 record. There are three valid options by which the Patron List can be sorted. Following are the possible values for this field: **BC** (Patron Barcode) **ID** (Patron ID) **NAME** (Patron Name)
Z353-KEY-DATA	M	X(100)	**DESC:** The contents of this field vary according to the record type. - If the Z353-KEY-TYPE is NAME, then this field contains the patron's name (Z303-NAME-KEY). - If the Z353-KEY-TYPE is ID, then this field contains the patron's ID (Z303-ID). - If the Z353-KEY-TYPE is BC, then this field contains the patron's barcode (Z308-KEY-DATA). Note that if the patron was not assigned a barcode, this field is set to NOBC+Z303-ID.
Z353-ID	M	X(12)	**DESC:** Patron's identification key. Matches the Z303-ID field of the Patron's Global Information record.

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Z36 – LOANS and Z36H – LOANS HISTORY

The Z36 and Z36H tables contain information about loan transactions. The Z36 includes active loan records, whereas the Z36H includes completed transactions, retained for history. When an item is returned the loan record is deleted from the Z36 table and it is written to the Z36H table if the CREATE-Z36H flag in the library's tab/tab100 is set to "Y". The difference between the two tables is the addition of Z36H_TIME at the head of the Z36H table.

Note that possibility to calculate fines for overdue items is dependent on the existence of the loan history record (Z36H). In addition, the loan history record is used for ILL services like Hold Shelf List (p-ill-76).

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.

Z36 record:

```
01  Z36-LOAN.
  02 Z36-REC-KEY.
    03 Z36-DOC-NUMBER            PICTURE 9(9).
    03 Z36-ITEM-SEQUENCE         PICTURE 9(6).
  02 Z36-ID                      PICTURE X(12).
  02 Z36-NUMBER                  PICTURE X(9).
  02 Z36-MATERIAL                PICTURE X(5).
  02 Z36-SUB-LIBRARY             PICTURE X(5).
  02 Z36-STATUS                  PICTURE X(1).
  02 Z36-LOAN-DATE               PICTURE 9(8).
  02 Z36-LOAN-HOUR               PICTURE 9(4).
  02 Z36-EFFECTIVE-DUE-DATE      PICTURE 9(8).
  02 Z36-DUE-DATE                PICTURE 9(8).
  02 Z36-DUE-HOUR                PICTURE 9(4).
  02 Z36-RETURNED-DATE           PICTURE 9(8).
  02 Z36-RETURNED-HOUR           PICTURE 9(4).
  02 Z36-ITEM-STATUS             PICTURE X(2).
  02 Z36-BOR-STATUS              PICTURE X(2).
  02 Z36-LETTER-NUMBER           PICTURE 9(2).
  02 Z36-LETTER-DATE             PICTURE 9(8).
  02 Z36-NO-RENEWAL              PICTURE 9(1).
  02 Z36-NOTE-1                  PICTURE X(30).
  02 Z36-NOTE-2                  PICTURE X(30).
  02 Z36-LOAN-CATALOGER-NAME     PICTURE X(10).
  02 Z36-LOAN-CATALOGER-IP       PICTURE X(20).
  02 Z36-RETURN-CATALOGER-NAME   PICTURE X(10).
  02 Z36-RETURN-CATALOGER-IP     PICTURE X(20).
```


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```
    02 Z36-RENEW-CATALOGER-NAME    PICTURE X(10).
    02 Z36-RENEW-CATALOGER-IP      PICTURE X(20).
    02 Z36-RENEW-MODE              PICTURE X(10).
    02 Z36-BOR-TYPE                PICTURE X(2).
    02 Z36-NOTE-ALPHA              PICTURE X(1).
    02 Z36-RECALL-DATE             PICTURE 9(8).
    02 Z36-RECALL-DUE-DATE         PICTURE 9(8).
    02 Z36-LAST-RENEW-DATE         PICTURE 9(8).
    02 Z36-ORIGINAL-DUE-DATE       PICTURE 9(8).
    02 Z36-PROCESS-STATUS          PICTURE X(2).
    02 Z36-LOAN-TYPE               PICTURE X(1).
    02 Z36-PROXY-ID                PICTURE X(12).
    02 Z36-RECALL-TYPE             PICTURE X(2).
    02 Z36-RETURN-LOCATION         PICTURE X(5).
    02 Z36-RETURN-SUB-LOCATION     PICTURE X(100).
    02 Z36-SOURCE                  PICTURE X(1).
    02 Z36-DELIVERY-TIME           PICTURE X(4).
    02 Z36-TAIL-TIME               PICTURE X(4).
    02 Z36-UPD-TIME-STAMP          PICTURE 9(15).
    02 Z36-LOAN-CATALOGER-IP-V6    PICTURE X(50).
    02 Z36-RETURN-CATALOGER-IP-V6 PICTURE X(50).
    02 Z36-RENEW-CATALOGER-IP-V6   PICTURE X(50).
```

Z36H record:

```
01  Z36H-LOAN.
  02 Z36H-TIME                    PICTURE X(15).
  02 Z36H-REC-KEY.
    03 Z36H-DOC-NUMBER            PICTURE 9(9).
    03 Z36H-ITEM-SEQUENCE         PICTURE 9(6).
```

The Z36H continues as above, to the end of Z36.

Util X/13 can be used to clean Z36H records from the database.

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Z36H-TIME	M	9(15)	**DESC:** Time stamp, assigned when record is created YYYYMMDDHHMMSSS. **CONV:** Put unique time stamp.

Z36-REC-KEY			
Z36-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record associated to the loan. **CONV:** ADM system number.
Z36-ITEM-SEQUENCE	M	9(6)	**DESC:** Item sequence number, within one ADM number. **CONV:** Use Z30-ITEM-SEQUENCE.
Z36-ID	M	X(12)	**DESC:** Patron's ID (Z303-ID). If the user is linked to another user (by the Z303-PROXY-FOR-ID) and he has been attributed circulation activities that affect loan transactions (Z303-PROXY-ID-TYPE = 02, 04, or 99), then this field contains the sponsor's ID (Z303-PROXY-FOR-ID). **CONV:** Patron's ID (Z303-ID) or sponsor's ID (Z303-PROXY-FOR-ID).
Z36-NUMBER	M	9(9) Leading zeroes	**DESC:** Loan number. Used as a unique identifier of the loan. The number is taken from the Z52-SEQUENCE last-loan-number (UTIL G/2). **CONV:** Must be unique. Create consecutive numbers, starting with 00000001. **Important note:** at the end of the conversion, create the last-loan-number sequence in accordance with the last converted Z36-NUMBER.
Z36-MATERIAL	M	X(5) Upper case	**DESC:** Type of material loaned. **CONV:** The content of this field is Z30-MATERIAL.
Z36-SUB-LIBRARY	M	X(5) Upper case	**DESC:** Sublibrary code. **CONV:** The content of this field is Z30-SUB-LIBRARY.
Z36-STATUS	M	X(1)	**DESC:** Loan status. Values are: **A**= Active (on loan) **C**= Claimed Returned **L**= Lost **CONV:** Relevant status.

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Z36-LOAN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the loan transaction was executed. **CONV:** Relevant date.
Z36-LOAN-HOUR	M	9(4) Format: HHMM.	**DESC:** Hour the loan transaction was executed. **CONV:** Relevant hour.
Z36-EFFECTIVE-DUE-DATE	-	9(8)	**DESC:** For future use. CONV: Blank
Z36-DUE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Active due date (see also ORIGINAL-DUE-DATE and RECALL-DUE-DATE). This field changes according to loan transactions (e.g. renew loan). Note that the effective due date depends on the setup of the RECALL-METHOD flag of the tab100 table. If the flag is set to '1', then the effective due date is the date contained in this field. If the flag is set to '2', then the effective due date is the earlier of Z36-RECALL-DUE-DATE and Z36-DUE-DATE. If the flag is set to '3', then the effective due date is the Z36-RECALL-DUE-DATE. **CONV:** Relevant date.
Z36-DUE-HOUR	M	9(4) Format: HHMM.	**DESC:** Return hour of the item. **CONV:** Relevant due hour.
Z36-RETURNED-DATE	M	9(8)	**DESC:** Date the item is returned. Z36 records always have zeroes in this field. Z36H records have actual date, YYYYMMDD. **CONV:** Put zeroes (Z36) or date (Z36H).
Z36-RETURNED-HOUR	M	9(4)	**DESC:** Hour the item is returned. Z36 records always have zeroes in this field. Z36H records have actual time, HHMM **CONV:** Put zeroes (Z36) or time (Z36H).
Z36-ITEM-STATUS	M	X(2)	**DESC:** Status of the loaned item. **CONV:** The content of this field is Z30-ITEM-STATUS.
Z36-BOR-STATUS	M	X(2)	**DESC:** Borrower status from the borrower record that was "used" (i.e. the borrower record that most closely matched the item record) when the item was loaned. For item renewal, the BOR-STATUS-FOR-RENEWAL flag of the library's tab100 table defines if the system uses the

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			borrower status of the Z36-BOR-STATUS (i.e., the borrower status at the time of the initial loan) or if it uses the borrower' current status stored in the Z305-BOR-STATUS. If this option is selected, the system will use the Z305-BOR-STATUS field to update the Z36-BOR-STATUS. **CONV:** The content of this field is Z305-BOR-STATUS. If the user has a Z305 record with the same sublibrary as the item, then this borrower status field should be the same as the Z305-BOR-STATUS field. If there is no matching Z305 record, the Z36-BOR-STATUS = the "next" z305 record from alephe/tab/tab_sub_library, cols. 9 to 13.
Z36-LETTER-NUMBER	M	9(2)	**DESC:** Number of overdue notices sent. **CONV:** Put zeroes or relevant number.
Z36-LETTER-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date overdue notice or lost notices were sent to the borrower. **CONV:** If Z36-LETTER-NUMBER is zeroes, put zeroes. Otherwise put a relevant date.
Z36-NO-RENEWAL	M	9(1)	**DESC:** Number of renewals. Note that this field counts up to 9 renewals. Note that if the Z36-DUE-DATE and the Z36-DUE-HOUR do not change, the item is not renewed and this field is not updated. **CONV:** Put zeroes or relevant number of renewals.
Z36-NOTE-1	O	X(30)	**DESC:** Free text note. **CONV:** Blank or relevant info.
Z36-NOTE-2	O	X(30)	**DESC:** Free text note. **CONV:** Blank or relevant info.
Z36-LOAN-CATALOGER-NAME	M	X(10) Upper case	**DESC:** This field contains the user name of the librarian who performed the loan transaction. This field is added automatically by the system when the loan is performed. **CONV:** Use 'CONV' as a default or operator's user name.
Z36-LOAN-CATALOGER-IP	O	X(20)	**DESC:** This field contains the workstation's identifier (if defined) or the internal IP of the workstation from which the loan was performed. This field is added automatically by the system when

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			the loan is performed. **CONV:** Relevant IP or blank
Z36-RETURN-CATALOGER-NAME	O	X(10)	**DESC:** This field contains the user name of the librarian who performed the return transaction for the loaned item. This field is added automatically by the system when the item is returned and is copied into the history record (Z36H) before deleting the loan record. **CONV:** Blank.
Z36-RETURN-CATALOGER-IP	O	X(20)	**DESC:** This field contains the workstation's identifier (if defined) or the internal IP of the workstation from which the loan was returned. This field is added automatically by the system when the item is returned and is copied into the history record (Z36H) before deleting the loan record **CONV:** Blank.
Z36-RENEW-CATALOGER-NAME	O	X(10)	**DESC:** This field contains the user name of the librarian who performed a renew transaction for the loaned item. **CONV:** Blank
Z36-RENEW-CATALOGER-IP	O	X(20)	**DESC:** This field contains the workstation's identifier (if defined) or the internal IP of the workstation from which the item was renewed. **CONV:** Blank
Z36-RENEW-MODE	O	X(10)	**DESC:** This field determines the origin of the renew transaction. Values are: WEB = the transaction was performed from the Web OPAC. GUI = the transaction was performed from the GUI. **CONV:** Blank or relevant value.
Z36-BOR-TYPE	O	X(2)	**DESC:** Borrower type. **CONV:** Blank as default or relevant borrower type (Z305-BOR-TYPE).
Z36-NOTE-ALPHA	O	X(1)	**DESC:** Alpha code of the note. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L if Z36-NOTE-1 or Z36-NOTE-2 are present, else blank.
Z36-RECALL-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the item was recalled (a recall letter was printed to the borrower, asking him to return it). **CONV:** Relevant date or zeroes.

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Z36-RECALL-DUE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Due date computed as a result of the recall transaction. The date might actually be later than the due date, if the recall was generated close to the end of the loan period. It is retained for computing fine owing for late return of recalled item. **CONV:** Relevant date or zeroes.
Z36-LAST-RENEW-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date on which the item on loan was last renewed. **CONV:** Relevant date or zeroes.
Z36-ORIGINAL-DUE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Original due date. When an item is loaned, the value of the Z36-DUE-DATE is entered into this field. Note that the Z36-DUE-DATE field changes according to loan transactions (e.g. renew loan), while the Z36-ORIGINAL-DUE-DATE field does not change and keeps the original due date to maintain loan history. If the RECALL-METHOD flag in the tab100 table is set to '1', when the item is recalled, this field does change and it contains the date in effect at the time of the recall. **CONV:** Relevant date or Z36-DUE-DATE.
Z36-PROCESS-STATUS	O	X(2)	**DESC:** Item's processing status (e.g. on order, cancelled, binding, etc.) - Z30-ITEM-PROCESS-STATUS. **CONV:** Z30-ITEM-PROCESS-STATUS or blank.
Z36-LOAN-TYPE	-	X(1)	**DESC:** Not applicable. Future use. **CONV:** Blank.
Z36-PROXY-ID	O	X(12)	**DESC:** ID of the borrower that performed the loan for a sponsor ID. This field contains the Z303-ID field of the user that performed the loan (the Z36-ID contains the sponsor's ID - Z303-PROXY-ID). **CONV:** Relevant ID (Z303-ID) or blank.
Z36-RECALL-TYPE	O	X(2)	**DESC:** Recall type. Values are: **01** = Regular **02** = Rush **03** = No recall **CONV:** Relevant value or blank. During conversion, if no recall has been placed for the item, leave this field blank.
Z36-RETURN-LOCATION	O	X(5)	**DESC:** This field is populated if the loan

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			was created following a booking request. The return location of the booking request is kept in this field. **CONV:** Blank or relevant string
Z36-RETURN-SUB-LOCATION	O	X(100)	**DESC:** This field is populated if the loan was created following a booking request. The return sub location of the booking request is kept in this field. **CONV**: Blank or relevant string
Z36-SOURCE	O	X(1)	**DESC**: This field identifies how the loan was created. If a regular loan was created the field is Blank Values are: **H** - The loan was created following a hold request. **B** - The loan was created following a booking request. **CONV**: Blank or one of the values H or B
Z36-DELIVERY-TIME	O	X(4)	**DESC**: This field is populated if the loan was created following a booking request. The delivery time (the time that will be added at the end of the booking request) is kept in this field. **CONV:** Blank or relevant string
Z36-TAIL-TIME		X(4)	**DESC**: This field is populated if the loan was created following a booking request. The tail time (the time that will be added at the end of the booking request) is kept in this field. **CONV**: Blank or relevant string
Z36-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z36-LOAN-CATALOGER-IP-V6	O	X(50)	**DESC**: For future use.
Z36-RETURN-CATALOGER-IP-V6	O	X(50)	**DESC**: For future use.
Z36-RENEW-CATALOGER-IP-V6	O	X(50)	**DESC**: For future use.

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Z37 – Requests and Z37H – Requests History

The Z37 contains request information. The Z37 record functions both for requests for loaned items (waiting requests) and for requests for delivery of available items. It is not necessarily expected that a library will convert requests when installing the ALEPH system. In many cases, the library will inform patrons that there is a system switchover and that outstanding requests are not retained and must be re-entered after switchover.

The Z37H includes completed request transactions, retained for a history log. When the item requested is loaned, the request record is deleted from the Z37 table and it is written to the Z37H table if the CREATE-Z37H flag in the library's tab/tab100 is set to 'Y'. The difference between the two tables is the addition of Z37H_TIME at the head of the Z37H table.

Util X/13 can be used to clean Z37H records from the database.

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.

```
01  Z37-HOLD.
  02 Z37-REC-KEY.
    03 Z37-DOC-NUMBER                PICTURE 9(9).
    03 Z37-ITEM-SEQUENCE             PICTURE 9(6).
    03 Z37-SEQUENCE                  PICTURE 9(4).

  02 Z37-ID                         PICTURE X(12).
  02 Z37-STATUS                     PICTURE X(1).

  02 Z37-EXPAND                     PICTURE X(1).
  02 Z37-PRIORITY                   PICTURE 9(2).
  02 Z37-OPEN-DATE                  PICTURE 9(8).
  02 Z37-OPEN-HOUR                  PICTURE 9(4).
  02 Z37-REQUEST-DATE               PICTURE 9(8).
  02 Z37-END-REQUEST-DATE           PICTURE 9(8).
  02 Z37-HOLD-DATE                  PICTURE 9(8).
  02 Z37-LETTER-STATUS              PICTURE X(2).
  02 Z37-LETTER-DATE                PICTURE 9(8).
  02 Z37-ALPHA                      PICTURE X(1).
  02 Z37-AUTHOR                     PICTURE X(50).
  02 Z37-TITLE                      PICTURE X(100).
  02 Z37-PAGES                      PICTURE X(30).
  02 Z37-NOTE-1                     PICTURE X(50).
  02 Z37-NOTE-2                     PICTURE X(50).
```


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```
02 Z37-PRINT-STATUS                 PICTURE X(1).
02 Z37-REQUESTER-ID                 PICTURE X(12).
02 Z37-CATALOGER-NAME               PICTURE X(10).
02 Z37-CATALOGER-IP                 PICTURE X(20).
02 Z37-HOLD-SEQUENCE                PICTURE 9(3).
02 Z37-PICKUP-LOCATION              PICTURE X(5).
02 Z37-SEND-ACTION                  PICTURE 9(2).
02 Z37-END-HOLD-DATE                PICTURE 9(8).
02 Z37-RECALL-TYPE                  PICTURE X(2).
02 Z37-RUSH-REQUEST                 PICTURE X(1).

02 Z37-FILTER-SUB-LIBRARY           PICTURE X(5).
02 Z37-FILTER-ITEM-STATUS           PICTURE X(2).
02 Z37-FILTER-PROCESS-STATUS        PICTURE X(2).
02 Z37-FILTER-COLLECTION            PICTURE X(5).
02 Z37-FILTER-COPY                  PICTURE 9(5).
02 Z37-FILTER-BUFFERS.
  03 Z37-ENUMERATION.
    04 Z37-ENUMERATION-A            PICTURE X(20).
    04 Z37-ENUMERATION-B            PICTURE X(20).
    04 Z37-ENUMERATION-C            PICTURE X(20).
  03 Z37-CHRONOLOGICAL .
    04 Z37-CHRONOLOGICAL-I          PICTURE X(20).
    04 Z37-CHRONOLOGICAL-J          PICTURE X(20).
    04 Z37-CHRONOLOGICAL-K          PICTURE X(20).

02 Z37-REQUEST-TYPE                 PICTURE X(1).

02 Z37-BOOKING-START-TIME.
  03 Z37-BOOKING-START-DATE          PICTURE 9(8).
  03 Z37-BOOKING-START-HOUR          PICTURE 9(4).

02 Z37-BOOKING-END-TIME.
  03 Z37-BOOKING-END-DATE            PICTURE 9(8).
  03 Z37-BOOKING-END-HOUR            PICTURE 9(4).

02 Z37-BOOKING-ORIG-START-TIME       PICTURE X(12).
02 Z37-BOOKING-ORIG-END-TIME         PICTURE X(12).

02 Z37-RELEASE-TIME                  PICTURE X(4).
02 Z37-DELIVERY-TIME                 PICTURE X(4).
02 Z37-HEAD-TIME                     PICTURE X(4).
02 Z37-TAIL-TIME                     PICTURE X(4).
02 Z37-DELIVERY-SUB-LOCATION         PICTURE X(100).
02 Z37-RETURN-LOCATION               PICTURE X(5).
02 Z37-RETURN-SUB-LOCATION           PICTURE X(100).
02 Z37-DELIVERY-METHOD               PICTURE X(1).
```


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```
02 Z37-EFFECTIVE-START-TIME      PICTURE X(12).
02 Z37-EFFECTIVE-END-TIME        PICTURE X(12).

02 Z37-REQUEST-NUMBER            PICTURE 9(9).
02 Z37-GROUP-ID                  PICTURE 9(9).
02 Z37-GROUP-SEQUENCE            PICTURE 9(6).
02 Z37-BALANCER-STATUS           PICTURE X(2).
02 Z37-BALANCER-DATE             PICTURE 9(8).
02 Z37-REQUEST-IDENTIFIER        PICTURE X(100).
02 Z37-REQUESTER-NAME            PICTURE X(100).
02 Z37-UPD-TIME-STAMP            PICTURE 9(15).
02 Z37-CATALOGER-IP-V6           PICTURE X(50).
```

Z37H record:

```
01  Z37H-HOLD.
  02 Z37H-TIME                   PICTURE X(15).
  02 Z37H-REC-KEY.
    03 Z37H-DOC-NUMBER           PICTURE 9(9).
```

The Z37H continues as above, to the end of Z37.

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Z37H-TIME	M	X(15)	**DESC:** Time stamp, assigned when record is created YYYYMMDDHHMMSSS. **CONV:** Put unique time stamp.

Z37-REC-KEY			
Z37-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record associated to the request. **CONV:** ADM system number.
Z37-ITEM-SEQUENCE	M	9(6)	**DESC:** Item sequence number, within one ADM number. **CONV:** Use Z30-ITEM-SEQUENCE.
Z37-SEQUENCE	M	9(4)	**DESC:** Sequence number of a request. Used to distinguish between multiple requests placed on the same item. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 0001. Every request placed on the same Z37-DOC-NUMBER and Z37-ITEM-SEQUENCE should increased by one.
Z37-ID	M	X(12)	**DESC:** Patron's ID. **CONV:** Patron's ID (should match the related Z303-ID).

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Z37-STATUS	M	X(1)	**DESC:** Hold request status. Values are: **A** = Active (newly opened, not yet processed) **S** = Hold Shelf - Request has been trapped, patron has been notified that the requested material is ready to be picked up. This status is only possible for requests with send action 01. For any other send action the item is loaned to the user when it is available and the request is deleted. **W** = Waiting. System generated when the "print call slip" service (b-cir-12) is run, and the system detected that there is no available copy. A "wait" letter is printed to inform the patron that the item is not yet available. Note that if the status is 'A' or 'W', then the user will be able to delete the request from the Web OPAC. **CONV:** Relevant value.
Z37-EXPAND	M	X(1)	**DESC:** Defines if the request should be expanded. Values are Y and N. This is defined by column 11 in the tab15.lng table. This column determines whether, for the item status defined, a request is placed for the specific copy; or by requesting "exact copy" in the circulation client. **CONV:** If tab15 col. 11 = Y then Z37-EXPAND = N, If tab15 col. 11 = N then Z37-EXPAND = Y.
Z37-PRIORITY	M	9(2)	**DESC:** The priority determines the position of the hold request in the queue. The highest level priority is "00", the lowest is "99". Z37-RUSH-REQUEST automatically sets priority to 00. The default hold priority is defined in the library's tab/tab31 table. **CONV:** Relevant value.
Z37-OPEN-DATE	M	9(8) Format YYYMMDD.	**DESC:** Date the item was requested. **CONV:** Relevant date.

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Z37-OPEN-HOUR	M	9(4) Format HHMM	**DESC:** Hour the item was requested. **CONV:** Relevant hour or zeroes.
Z37-REQUEST-DATE	M	9(8) Format YYYYMMDD.	**DESC:** The starting date of the period of time during which the patron is interested in receiving the material **CONV:** Relevant date or Z37-OPEN-DATE as default.
Z37-END-REQUEST-DATE	M	9(8) Format YYYYMMDD.	**DESC:** Last date of interest for the hold request. **CONV:** Relevant date or a default value.
Z37-HOLD-DATE	M	9(8) Format YYYYMMDD.	**DESC:** The date on which a letter was sent to the patron informing him that the requested material is ready to be picked up. (These requests have status "S".) **CONV:** If Z37-STATUS='S', then put the relevant date, else put zeroes.
Z37-LETTER-STATUS	M	X(2)	**DESC:** The type of the last letter that has been sent to the patron. If a wait letter has been sent to the patron the value will be 01. If a fulfillment notice has been sent to the patron then the value will be 02. If the patron has been updated about a title request that has been transferred to the pickup location then the value will be 03.If a slip has been printed then the value will be 04. If a wait letter was printed (by cir-12) because the item was not found then the value will be 05. **CONV:** Relevant value or blank.
Z37-LETTER-DATE	M	9(8) Format YYYYMMDD	**DESC:** This field stores the date in which a letter has been sent to the patron to update him on the status of the request. **CONV:** Relevant value or zeroes.
Z37-ALPHA	M	X(1)	**DESC:** Alpha code of the record. Use **L** for all scripts. **CONV:** L.

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Z37-AUTHOR	O	X(50)	**DESC:** The author of the portion of the requested item. This information is provided in case the library decides to provide the patron with a free photocopy of the material instead of the original. Entered here is the author of the portion of the item that the patron is interested in if it is different from the item as a whole. For example, a chapter may be written by one person, while the work as a whole was edited by another person. **CONV:** Relevant string or blank
Z37-TITLE	O	X(100)	**DESC:** The title of the portion of the requested item. This information is provided in case the library decides to provide the patron with a free photocopy of the material instead of the original. Entered here is the title of the portion of the item that the patron is interested in if it is different from the title of the item as a whole. For example, a chapter may have a title that is different from the title of the work as a whole. **CONV:** Relevant string or blank
Z37-PAGES	O	X(30)	**DESC:** These are the pages that the patron is interested in (for the purpose of photocopying). **CONV:** Relevant page numbers or blank.
Z37-NOTE-1	O	X(50)	**DESC:** Free text note. Note that if the hold request was created from the Course Reading and Reserves modules, this field contains the course number of the course to which the document is attached. **CONV:** Relevant string or blank.
Z37-NOTE-2	O	X(50)	**DESC:** Free text note. **CONV:** Relevant string or blank.

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Z37-PRINT-STATUS	O/ M	X(1)	**DESC:** Values are: **P** = Printed **Blank** = Not yet printed. "Print" refers to call slip printed (b_cir_12) for fetching the item, or pick-up letter printed informing the patron that the item is waiting for him. If the Z37-STATUS is W, then "P" means that call slip has been printed. If the Z37-STATUS is S, then "P" means that a call slip may or may not have been printed, but a letter informing the patron that the item is waiting form him has been printed. **CONV:** If Z37-STATUS = 'S' or 'W', then Z37-PRINT-STATUS = 'P', else leave this field blank.
Z37-REQUESTER-ID	O	X(12)	**DESC:** If the request was placed by a proxy borrower, then this field contains the Z303-ID of the user that placed the request. In this case, the Z37-ID field contains the Z303-PROXY-FOR-ID of the user who placed the request (which is the Z303-ID of the sponsor). **CONV:** Relevant user's ID or blank.
Z37-CATALOGER-NAME	O	X(10)	**DESC:** Username of the librarian who has registered the request. **CONV:** Relevant name or "CONVERSION" or blank.
Z37-CATALOGER-IP	M	X(20)	**DESC:** This field contains the workstation's identifier (if defined) or the internal IP of the workstation from which the loan was performed. **CONV:** Blanks or relevant value.
Z37-HOLD-SEQUENCE	M	9(3)	**DESC:** Not implemented **CONV:** Zeroes.

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Z37-PICKUP-LOCATION	M	X(5) Upper case	**DESC:** User's pickup sublibrary. The default is the user's home sublibrary. If no home sublibrary was defined for the user, the system uses the item's sublibrary. **CONV:** Intended pickup sublibrary. Use the user's Z303-HOME-LIBRARY. If no home sublibrary was defined for the user, use the item's Z30-SUB-LIBRARY as default.
Z37-SEND-ACTION	M	9(2)	**DESC:** Action that will be carried out when hold request is filled. Values are defined in the library's tab/tab27. Values are:: **01** = hold shelf: prints pickup letter to patron/slip for item; loan will be performed in regular manner when the item is picked up **02** = home delivery: prints delivery slip for item; automatic loan to patron **03** = mailbox delivery: prints pickup letter to patron/delivery slip for item; automatic loan to patron **04** = reading room (option 02 + Z310 creation for Reading Room control). **CONV:** As applies.
Z37-END-HOLD-DATE	M	9(8) Format YYYYMMDD	**DESC:** The date until which the item is to be kept on the hold shelf, waiting to be picked up. Relevant only if Z37-STATUS = "S". **CONV:** Zeroes or date.

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Z37-RECALL-TYPE	M	X(2)	**DESC:** Recall type. If you want the item to be recalled, choose the level of urgency, **01** (regular) or **02** (rush). If you do not want the item to be recalled, choose **03** (no recall). If you select 02 (rush), the priority (Z37-PRIORITY) is automatically set to 00. When a request is placed in the Web OPAC, the recall type is set according to the value defined through the www_z37_recall_type variable of the www_server.conf file. The default_recall_type variable of the pc_server_dafults table can be used to define the default value for this field from the Create Hold Request form in the Circulation module. If the variable is left blank the field is defaulted to 03. Note that the recall type is also controlled by column 13 of the tab15.lng table of the library's tab directory. If the column is set to 'N', then when placing a hold request from the Web OPAC, the value of this field is set to 03 without taking into account the value of the www_z37_recall_type variable. **CONV:** Relevant value.
Z37-RUSH-REQUEST	M	X(1)	**DESC:** Values are Y and N. Y is used to indicate that the library staff should handle the material with urgency. An appropriate message will be added to the hold request slip. Generally used for closed stack pickup systems. **CONV:** Relevant value or N.
Z37-FILTER-SUB-LIBRARY	M	X(5)	**DESC:** Sublibrary code if the request is to be matched against items of a particular sublibrary. This field is automatically set with the value of the item chosen for request or with a "#" depending on the library's tab/tab100 setup. **CONV:** Relevant sublibrary code or Z30-SUB-LIBRARY as default string.

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Z37-FILTER-ITEM-STATUS	M	X(2)	**DESC:** Status code of the copy if the request is to be matched against items of a particular status. Values may be 01-98. This field is automatically set with the value of the item chosen for request or with a "#" depending on the library's tab/tab100 setup. **CONV:** Relevant value.
Z37-FILTER-PROCESS-STATUS	O	X(2)	**DESC:** Process status. Defines the item's processing status - e.g. on order, cancelled, binding, etc. (Z30-ITEM-PROCESS-STATUS) to define the pool of items from which the hold request may be filled. This field is automatically set with the value of the item chosen for request or with a "#" depending on the library's tab/tab100 setup. **CONV:** Relevant value or blank.
Z37-FILTER-COLLECTION	O	X(5)	**DESC:** Collection code of the item (Z30-COLLECTION) to define the pool of items from which the hold request may be filled. This field is automatically set with the value of the item chosen for request or with a "#" depending on the library's tab/tab100 setup. **CONV:** Relevant code or blank.
Z37-FILTER-COPY	M	9(5) Leading zeroes.	**DESC:** Copy number of the item (Z30-COPY) to define the pool of items from which the hold request may be filled. **CONV:** Relevant value or zeroes.
Z37-FILTER-BUFFERS			
Z37-ENUMERATION			
Z37-ENUMERATION-A	O	X(20)	**DESC:** First level of enumeration. This is the highest level of enumeration, usually the volume number. It is used to define the "like" items from which the request may be filled. **CONV:** Relevant value or blank. Matches the Z30- ENUMERATION-A.

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Z37-ENUMERATION-B	O	X(20)	**DESC:** Second level of enumeration. It is usually the issue number. It is used to define the "like" items from which the request may be filled. **CONV:** Relevant value or blank. Matches the Z30- ENUMERATION-B.
Z37-ENUMERATION-C	O	X(20)	**DESC:** Third level of enumeration. It is usually the sub-part of the volume. It is used to define the "like" items from which the request may be filled. **CONV:** Relevant value or blank. Matches the Z30- ENUMERATION-C.
Z37-CHRONOLOGICAL			
Z37-CHRONOLOGICAL-I	O	X(20)	**DESC:** First level of chronology. Contains usually the year of the item. It is used in order to define the "like" items from which the request may be filled. **CONV:** Relevant value or blank. Matches the Z30-CHRONOLOGICAL-I.
Z37-CHRONOLOGICAL-J	O	X(20)	**DESC:** Second level of chronology. Used to define the "like" items from which the request may be filled. **CONV:** Relevant value or blank. Matches the Z30-CHRONOLOGICAL-J.
Z37-CHRONOLOGICAL-K	O	X(20)	**DESC:** Third level of chronology. Used to define the "like" items from which the request may be filled. **CONV:** Relevant value or blank. Matches the Z30-CHRONOLOGICAL-K.
Z37-REQUEST-TYPE	M	X(1)	**DESC:** Type of request. Values are: H – hold B – booking T – title request CONV: Relevant value.
Z37-BOOKING-START-TIME			

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Z37-BOOKING-START-DATE	O/M	9(8) Format yyyymmdd	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field contains the date when the item booking starts. This is the date specified as a "from" time by the patron while filling out the booking request. **CONV:** Relevant value or zeroes.
Z37-BOOKING-START-HOUR	O/M	9(4) Format HHMM	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field contains the hour when the item booking starts. This is the hour specified as a "from" hour by the patron while filling out the booking request. **CONV:** Relevant value or zeroes.
Z37-BOOKING-END-TIME			
Z37-BOOKING-END-DATE	O/M	9(8) Format yyyymmdd	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field contains the date when the item booking ends. This is the date specified as a "to" time by the patron while filling out the booking request. **CONV:** Relevant value or zeroes.
Z37-BOOKING-END-HOUR	O/M	9(4) Format HHMM	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field contains the hour when the item booking ends. This is the hour specified as a "to" hour by the patron while filling out the booking request. **CONV:** Relevant value or zeroes.
Z37-BOOKING-ORIG-START-TIME	O/M	X(12) Format yyyymmddHHMM	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field contains the date and time when the item booking starts, as submitted when the request was first created **CONV:** Blanks or relevant value.
Z37-BOOKING-ORIG-END-TIME	O/M	X(12) Format yyyymmddHHMM	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field contains the date and time when the item booking ends, as submitted when the request was first created **CONV:** Blanks or relevant value

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Z37-RELEASE-TIME	O/ M	X(4) Format [M/H/D]nnn	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field specifies the period of time that must pass before an item with a booking request can be loaned to another user. The release time is set per-ADM and taken from $data_tab/tab_booking. **CONV:** Blanks or relevant value.
Z37-DELIVERY-TIME	O/ M	X(4) Format [M/H/D]nnn	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field specifies the period of time that is allocated to delivery of the item from its remote location. **CONV:** Blanks or relevant value
Z37-HEAD-TIME	O/ M	X(4) Format [M/H/D]nnn	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field specifies the period of time that is added to the beginning of the booking request. This may be a time needed to prepare the item for a loan. If the start of a booking request corresponds to the library open hour, no head time is added. This value is taken from $data_tab/tab_booking. **CONV:** Blanks or relevant value.
Z37-TAIL-TIME	O/ M	X(4) Format [M/H/D]nnn	**DESC:** This field is used when the Z37-REQUEST-TYPE=B. The field specifies the period of time that is added to the end of the booking request. If the end of a booking request corresponds to the beginning of library-closed hours, no tail time is added to the request. This value is taken from $data_tab/tab_booking. **CONV:** Blanks or relevant value.
Z37-DELIVERY-SUB-LOCATION	O	X(100)	**DESC:** This is a free text field that contains the delivery sub location specified by the patron. **CONV:** Blanks or relevant string.
Z37-RETURN-LOCATION	O	X(5)	**DESC:** Contains the return location specified by the patron. **CONV:** Blank or relevant string.
Z37-RETURN-SUB-LOCATION	O	X(100)	**DESC:** Contains the return sub location specified by the patron. **CONV:** Blanks or relevant string

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Z37-DELIVERY-METHOD	O	X(1)	**DESC:** Delivery method as specified by the patron**.** **CONV:** Blanks or relevant string
Z37-EFFECTIVE-START-TIME	O	X(12) Format yyyymmddHHMM	**DESC:** The field specifies the date and time when the patron actually receives the loaned item. Effective start time is calculated as Effective start time = Booking start date – head time – delivery time **CONV:** Relevant value or blank.
Z37-EFFECTIVE-END-TIME	O	X(12) Format yyyymmddHHMM	**DESC:** The date and time when the item can be loaned by another patron. Effective end time is calculated as Effective end time = Booking end date + tail time + delivery time. **CONV:** Relevant value or blank.
Z37-REQUEST-NUMBER	M	9(9)	**DESC:** A unique identifier of the request. This number is allocated by Z52 (based on the last-request-number sequence). **CONV:** Relevant value.
Z37-GROUP-ID	O	9(9)	**DESC:** A unique indentifier of the request's group if it is a parallel request or a serial request. All requests of the same group share a common group ID. This field is populated only for requests that are part of a serial or a parallel group. The ID is created based on the Z52 last-z37-group-id counter. **CONV :** Relevant value or blank.
Z37-GROUP-SEQUENCE	O	9(6)	**DESC:** The position of the request within the serial group. This field is populated only for requests that are part of a serial group. **CONV :** Relevant value or blank.
Z37-BALANCER-STATUS	O	X(2).	**DESC:** This field marks whether or not a loan recall has been performed in order to fulfill the request. **CONV:** If a loan recall has been made the value must be "03". If no loan recall has been made then leave blank.
Z37-BALANCER-DATE	O	9(8).	**DESC:** If a loan recall has been made in order to fulfill the request then the date of the recall will be stored in this field. **CONV:** Relevant date or zeroes.

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Z37-REQUEST-IDENTIFIER	O	X(100)	**DESC :** If the request has been created by an external requester (via NCIP), the external requester's request identifier is stored in this field. **CONV :** Relevant value or leave blank
Z37-REQUESTER-NAME	O	X(100)	**DESC**: Information regarding the requesting patron, if the request is made by a subscribed library. **CONV**: leave blank
Z37-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z37-CATALOGER-IP-V6	O	X(50)	**DESC**: For future use.

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Z370 – Title Requests and Z370H – Title Requests History

Every title request that is created in ALEPH is represented by two types of Oracle records: the Z37 record representing the requested item, and Z370 representing the title request. While the Z37 record includes information on the item that will fulfill the request, the Z370 record contains information that is related to the title request, such as which items may fulfill the request, in what libraries and in which order.

Whenever a title request is submitted a single Z370 record is created. In addition, for every potential supplier a Z37 record is created. The currently active supplier's request will be an active Z37 record. The rest will be inactive Z37 records. The non active supplier records become active when the roster batch 'Title Requests Router (cir-79)' activates them.

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

The Z370H includes completed title request transactions, retained for history. When the request is fulfilled, the title request record is deleted from the Z370 table and it is written to the Z370H table. The difference between the two tables is that the Z370H record does not include the Z370-HOLD-LIST-NO-LINES field and does not retain the entire rota. Rather, only information on the item that eventually fulfilled the title request is retained.

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.

```
01  Z370-TITLE-REQUEST.
      02 Z370-REC-KEY.
        03 Z370-SEQUENCE                 PICTURE 9(9).
      02 Z370-ID                        PICTURE X(12).
      02 Z370-BIB-LIBRARY               PICTURE X(5).
      02 Z370-BIB-DOC-NUMBER            PICTURE 9(9).
      02 Z370-REQUESTER-ID              PICTURE X(12).
      02 Z370-REQUEST-DATE              PICTURE 9(8).
      02 Z370-HOLD-DATE                 PICTURE 9(8).
      02 Z370-FULFILL-DATE              PICTURE 9(8).
      02 Z370-LOAN-DATE                 PICTURE 9(8).
      02 Z370-END-REQUEST-DATE          PICTURE 9(8).
      02 Z370-TRANSIT-DATE              PICTURE 9(8).
      02 Z370-PICKUP-LOCATION           PICTURE X(5).
      02 Z370-HOLD-LIST-NO-LINES        PICTURE 9(4).
      02 Z370-HOLD-LIST OCCURS 100.
        03 Z370-REQUEST-LIBRARY         PICTURE X(5).
```


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```
    03 Z370-Z37-REC-KEY                 PICTURE X(19).
    03 Z370-ACTIVE                      PICTURE X(1).
```

Z370H record:

```
01  Z370H-TITLE-REQUEST.
      02 Z370H-REC-KEY.
        03 Z370H-SEQUENCE                PICTURE 9(9).
      02 Z370H-ID                        PICTURE X(12).
      02 Z370H-BIB-LIBRARY               PICTURE X(5).
      02 Z370H-BIB-DOC-NUMBER            PICTURE 9(9).
      02 Z370H-REQUESTER-ID              PICTURE X(12).
      02 Z370H-REQUEST-DATE              PICTURE 9(8).
      02 Z370H-HOLD-DATE                 PICTURE 9(8).
      02 Z370H-FULFILL-DATE              PICTURE 9(8).
      02 Z370H-LOAN-DATE                 PICTURE 9(8).
      02 Z370H-END-REQUEST-DATE          PICTURE 9(8).
      02 Z370H-TRANSIT-DATE              PICTURE 9(8).
      02 Z370H-PICKUP-LOCATION           PICTURE X(5).
      02 Z370H-HOLD-LIST
        03 Z370H-REQUEST-LIBRARY         PICTURE X(5).
        03 Z370H-Z37-REC-KEY             PICTURE X(19).
```


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Z370-REC-KEY			
Z370-SEQUENCE	M	9(9)	**DESC:** A unique sequence that identifies the request. The value of the sequence is taken from the Z52 last-title-req-num counter. **CONV:** Relevant number
Z370-ID	M	X(12)	**DESC:** The ID of the patron who requested the title. **CONV:** Relevant value
Z370-BIB-LIBRARY	M	X(5)	**DESC:** The BIB library of the requested title. **CONV:** Relevant BIB library.
Z370-BIB-DOC-NUMBER	M	9(9)	**DESC:** The system number of the requested title. **CONV:** Relevant system number.
Z370-REQUESTER-ID	O	X(12)	**DESC:** If the requested is a proxy then the proxy's ID is stored in this field. **CONV:** Relevant value or blanks.
Z370-REQUEST-DATE	M	9(8) Format: YYYYMMDD	**DESC:** The date in which the request was submitted. **CONV:** Relevant date.
Z370-HOLD-DATE	M	9(8) Format: YYYYMMDD	**DESC:** The date in which the currently active roster supplier became active **CONV:** Relevant date.
Z370-FULFILL-DATE	O	9(8) Format: YYYYMMDD	**DESC:** The date in which the currently active roster supplier put the requested item on the hold shelf. This field will be filled in only when an item is put on the hold shelf. **CONV:** Relevant date or zeroes.
Z370-LOAN-DATE	O	9(8) Format: YYYYMMDD	**DESC:** The date in which an item was loaned to the patron to fulfill the request. This field will be filled in only when an item is loaned. **CONV:** Relevant date or zeroes
Z370-END-REQUEST-DATE	M	9(8) Format: YYYYMMDD	**DESC:** The last interest date of the request. **CONV:** Relevant value.
Z370-TRANSIT-DATE	O	9(8) Format: YYYYMMDD	**DESC:** The date in which an item was put in transit to fulfill the request. This field will be filled in only if an item has been put in transit. **CONV:** Relevant date or zeroes
Z370-PICKUP-LOCATION	M	X(5)	**DESC:** The pickup location that is requested by the patron. Must be a

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			valid sublibrary. **CONV:** A valid sublibrary.
Z370-HOLD-LIST-NO-LINES	M	9(4)	**DESC:** The number of potential suppliers listed in the roster. **CONV:** Relevant value.
Z370-HOLD-LIST OCCURS 100			
Z370-REQUEST-LIBRARY	M	X(5)	**DESC:** The ADM library from which this supplier can fulfill the request. **CONV:** A valid ADM library code.
Z370-Z37-REC-KEY	M	X(19)	**DESC:** The record key of the Z37 record in the supplier's ADM library that has been created in order to fulfill the request. **CONV:** A valid Z37 record key within the supplier's ADM library.
Z370-ACTIVE	M	X(1)	**DESC:** A Y/N field that sets whether this supplier is the currently active supplier in the roster. A single supplier is active at any point of time. **CONV:** A Y or N value

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Z38 – Photocopy Requests and Z38H - Photocopy Requests History

The Z38 contains photocopy requests information. It is not generally expected that a library will convert photocopy requests when installing the ALEPH system.

The Z38H includes completed photocopy request transactions, retained as a history log. When a photocopy request is supplied or deleted, the request record is deleted from the Z38 table and written to the Z38H table if the CREATE-Z38H flag in the library's tab/tab100 is set to 'Y'. The difference between the two tables is the addition of Z38H_TIME at the head of the Z38H table.

Util X/13 can be used to clean Z38H records from the database.

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 zeros. 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 Z38-REC-KEY.
  03 Z38-DOC-NUMBER            PICTURE 9(9).
  03 Z38-SEQUENCE              PICTURE 9(4).
02 Z38-ITEM-SEQUENCE           PICTURE 9(6).
02 Z38-ID                      PICTURE X(12).
02 Z38-NUMBER                  PICTURE 9(9).
02 Z38-STATUS                  PICTURE X(1).
02 Z38-OPEN-DATE               PICTURE 9(8).
02 Z38-UPDATE-DATE             PICTURE 9(8).
02 Z38-ALPHA                   PICTURE X(1).
02 Z38-AUTHOR                  PICTURE X(50).
02 Z38-TITLE                   PICTURE X(100).
02 Z38-PAGES                   PICTURE X(30).
02 Z38-NOTE-1                  PICTURE X(50).
02 Z38-NOTE-2                  PICTURE X(50).
02 Z38-CHARGE                  PICTURE X(1).
02 Z38-REQUESTER-ID            PICTURE X(12).
02 Z38-PRINT-STATUS            PICTURE X(1).
02 Z38-CATALOGER-NAME          PICTURE X(10).
02 Z38-CATALOGER-IP            PICTURE X(20)
02 Z38-PICKUP-LOCATION         PICTURE X(5).
02 Z38-SEND-ACTION             PICTURE 9(2).

02 Z38-FILTER-SUB-LIBRARY      PICTURE X(5).
02 Z38-FILTER-ITEM-STATUS      PICTURE X(2).
02 Z38-FILTER-PROCESS-STATUS   PICTURE X(2).
```


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```
    02 Z38-FILTER-COLLECTION      PICTURE X(5).
    02 Z38-FILTER-PAGES           PICTURE X(30).
    02 Z38-FILTER-BUFFERS.
      03 Z38-ENUMERATION.
        04 Z38-ENUMERATION-A      PICTURE X(20).
        04 Z38-ENUMERATION-B      PICTURE X(20).
        04 Z38-ENUMERATION-C      PICTURE X(20).
      03 Z38-CHRONOLOGICAL .
        04 Z38-CHRONOLOGICAL-I    PICTURE X(20).
        04 Z38-CHRONOLOGICAL-J    PICTURE X(20).
        04 Z38-CHRONOLOGICAL-K    PICTURE X(20).
    02 Z38-REQUESTER-NAME         PICTURE X(100).
    02 Z38-UPD-TIME-STAMP         PICTURE 9(15).
    02 Z38-ADDITIONAL-INFO        PICTURE X(600).
    02 Z38-CATALOGER-IP-V6        PICTURE X(50).
```

Z38H record:

```
01  Z38H-PHOTO.
  02 Z38H-TIME                   PICTURE X(15).
  02 Z38H-REC-KEY.
```

The Z38H continues as above, to the end of Z38.

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Z38H-TIME	M	X(15)	**DESC:** Time stamp, assigned when record is created YYYYMMDDHHMMSSS. **CONV:** Put unique time stamp.

Z38-REC-KEY			
Z38-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record associated to the photocopy request. **CONV:** ADM system number.
Z38-SEQUENCE	M	9(4)	**DESC:** Sequence number of a photocopy request. Used to distinguish between multiple photocopy requests placed on the same ADM record. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 0001. Every request placed on the same Z38-DOC-NUMBER should increase by one.
Z38-ITEM-SEQUENCE	M	9(6)	**DESC:** Item sequence number, within one ADM number. **CONV:** Use Z30-ITEM-SEQUENCE.
Z38-ID	M	X(12)	**DESC:** Patron's ID. **CONV:** Patron's ID (should match the relevant Z303-ID).
Z38-NUMBER	M	9(9) Leading zeroes	**DESC:** Photocopy request number. Used as a unique identifier of the photocopy request. **CONV:** Must be unique.
Z38-STATUS	M	X(1)	**DESC:** Photocopy request status. Indicates whether or not the photocopy request has been processed. Values are: **A** = Active, means the request has not yet been processed. **W** = Waiting, means that when the photocopy request was processed for printing, the system found that an item could not be located in order to photocopy (i.e. all copies on loan). **H** = If the PHOTO-REQUEST-STYLE flag of the tab100 table is set to H, when the photocopy request is printed the

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			request will no longer be available in the Circulation module. **CONV:** Relevant value
Z38-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the photocopy was requested. **CONV:** Relevant date.
Z38-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date request was last updated. **CONV:** Relevant date or conversion date.
Z38-ALPHA	M	X(1)	**DESC:** Alpha code of the record. Use **L** for all scripts. **CONV:** L.
Z38-AUTHOR	O	X(50)	**DESC:** This is the author of the portion of the item that the patron wants photocopied, if it is different from the item as a whole. For example, a chapter may be written by one person, while the work as a whole was edited by another person. **CONV:** Relevant string or blank.
Z38-TITLE	O	X(100)	**DESC:** This is the title of the portion of the item that the patron wants photocopied, if it is different from the title of the item as a whole. For example, a chapter may have a title that is different from the title of the work as a whole. **CONV:** Relevant string or blank.
Z38-PAGES	M	X(30)	**DESC:** These are the pages the patron is interested in photocopying. **CONV:** Relevant page numbers.
Z38-NOTE-1	O	X(50)	**DESC:** Free text note. **CONV:** Relevant string or blank.
Z38-NOTE-2	O	X(50)	**DESC:** Free text note. **CONV:** Relevant string or blank.
Z38-CHARGE	M	X(1)	**DESC:** Indicates whether or not the patron is to be charged for the photocopy. Values are: **F** = Free **C** = Charge **CONV:** Relevant value.
Z38-REQUESTER-ID	O	X(12)	**DESC:** Not implemented. **CONV:** Blank
Z38-PRINT-STATUS	O/ M	X(1)	**DESC:** This indicates whether or not a "Photocopy request not filled" letter has been sent to the patron. Values are: **P** = Printed **(blank)** = Not printed

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			CONV: If Z38-STATUS = “W”, then Z38-PRINT-STATUS = “P”, else leave this field blank.
Z38-CATALOGER-NAME	O	X(10)	**DESC:** User name of the librarian that registered the request. **CONV:** Relevant name or “CONVERSION” or blank.
02 Z38-CATALOGER-IP	O	X(20)	**DESC:** This field contains the workstation’s identifier (if defined) or the internal IP of the workstation from which the request was performed. **CONV:** Relevant IP or blank
Z38-PICKUP-LOCATION	M	X(5)	**DESC:** Default pickup sublibrary. By default this is set to the user’s home library. If no home library was defined for the user, the system uses the sublibrary specified in the library’s tab/tab38 table. The tab38 table defines - for each combination of sublibrary, item status and borrower status - the location from which the user will pick up a photocopy being held for him, or the location to which the photocopy will be delivered. **CONV:** Intended pickup sublibrary or Z303-HOME-LIBRARY or item’s Z30-SUB-LIBRARY.
Z38-SEND-ACTION	M	9(2)	**DESC:** Currently not in use. Action that will be carried out when the photocopy request is filled. **CONV:** Put 00.
Z38-FILTER-SUB-LIBRARY	M	X(5) Upper case	**DESC:** Sublibrary code to which the item belongs. **CONV:** Relevant sublibrary code. Note: the codes should correspond to those defined in the $alephe_tab/tab_sub_library.lng table.
Z38-FILTER-ITEM-STATUS	M	X(2)	**DESC:** Status code of the copy, should match Z30- ITEM-STATUS. **CONV:** Relevant value, should match the Z30- ITEM-STATUS field.
Z38-FILTER-PROCESS-STATUS	M	X(2)	**DESC:** Process Status. Defines the item's processing status - e.g. on order, cancelled, binding, etc. (Z30-ITEM-PROCESS-STATUS). **CONV:** Relevant value, should match the Z30-ITEM-PROCESS-STATUS

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			field.
Z38-FILTER-COLLECTION	O	X(5)	**DESC:** Collection code of the item (Z30-COLLECTION). **CONV:** Relevant string (should match the Z30-COLLECTION) or blank.
Z38-FILTER-PAGES	O	X(30)	**DESC:** Matches the pages field from the item record (Z30-PAGES). **CONV:** Relevant value (should match the Z30-PAGES field) or blank.
Z38-FILTER-BUFFERS			
Z38-ENUMERATION			
Z38-ENUMERATION-A	O	X(20)	**DESC:** First level of enumeration. This is the highest level of enumeration, it is usually the volume number. **CONV:** Relevant value or blank. Matches the Z30- ENUMERATION-A.
Z38-ENUMERATION-B	O	X(20)	**DESC:** Second level of enumeration. It is usually the issue number. **CONV:** Relevant value or blank. Matches the Z30- ENUMERATION-B.
Z38-ENUMERATION-C	O	X(20)	**DESC:** Third level of enumeration. It is usually the sub-part of the volume. **CONV:** Relevant value or blank. Matches the Z30- ENUMERATION-C.
Z38-CHRONOLOGICAL			
Z38-CHRONOLOGICAL-I	O	X(20)	**DESC:** First level of chronology. Contains usually the year of the item. **CONV:** Relevant value or blank. Matches the Z30- CHRONOLOGICAL-I.
Z38-CHRONOLOGICAL-J	O	X(20)	**DESC:** Second level of chronology. Matches the second level of chronology from the item record (Z30-CHRONOLOGICAL-J). **CONV:** Relevant value or blank. Matches the Z30- CHRONOLOGICAL-J.
Z38-CHRONOLOGICAL-K	O	X(20)	**DESC:** Third level of chronology. Matches the third level of chronology from the item record (Z30-CHRONOLOGICAL-K). **CONV:** Relevant value or blank. Matches the Z30- CHRONOLOGICAL-K.
Z38-REQUESTER-NAME	O	X(100)	**DESC**: Information regarding the requesting patron, if a request is made by a subscribed library. **CONV**: Leave blank.

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Z38-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z38-ADDITIONAL-INF	O	X(600)	**DESC**: Free text. **CONV**: Leave blank.
Z38-CATALOGER-IP-V6	O	X(50)	**DESC**: For future use.

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Z403 – OBJECT DATA

The ALEPH Digital Asset Module (ADAM) enables libraries to manage digital assets and associated metadata within the ALEPH environment. The Z403 table contains information related to the digital objects such as the object's location, technical data, copyright information, and access rights.

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 Z403-REC-KEY.
  03 Z403-DOC-NUMBER            PICTURE 9(9).
  03 Z403-SEQUENCE              PICTURE 9(6).
02 Z403-DERIVED-FROM-SEQUENCE   PICTURE 9(6).

02 Z403-BASIC-METADATA.
  03 Z403-TITLE                 PICTURE X(500).
  03 Z403-F-DIRECTORY            PICTURE X(100).
  03 Z403-F-FILENAME             PICTURE X(100).
  03 Z403-ORIGINAL-FILE-NAME     PICTURE X(200).
  03 Z403-OBJECT-EXTENSION       PICTURE X(5).
  03 Z403-OBJECT-SIZE            PICTURE 9(9).
  03 Z403-U-PATH                 PICTURE X(2000).
  03 Z403-USAGE-TYPE             PICTURE X(20).
  03 Z403-SUB-LIBRARY            PICTURE X(5).
  03 Z403-NOTE-1                 PICTURE X(500).
  03 Z403-NOTE-2                 PICTURE X(500).
  03 Z403-NOTE-3                 PICTURE X(500).
  03 Z403-NOTE-4                 PICTURE X(2000).
  03 Z403-NOTE-5                 PICTURE X(2000).
  03 Z403-OPEN-DATE              PICTURE 9(8).
  03 Z403-UPDATE-DATE            PICTURE 9(8).
  03 Z403-CATALOGER              PICTURE X(10).

02 Z403-ADVANCED-METADATA.
  03 Z403-CHARACTER-SET          PICTURE X(100).
  03 Z403-COLOR-SETTING          PICTURE X(100).
  03 Z403-RESOLUTION             PICTURE X(100).
  03 Z403-DIMENSIONS             PICTURE X(100).
  03 Z403-COMPRESSION-RATIO      PICTURE X(100).
  03 Z403-CREATION-DATE          PICTURE 9(8).
  03 Z403-CREATION-HARDWARE      PICTURE X(100).
  03 Z403-CREATION-SOFTWARE      PICTURE X(100).
```


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```
02 Z403-COPYRIGHT.
  03 Z403-COPYRIGHT-CONTACT    PICTURE X(20).
  03 Z403-COPYRIGHT-OWNER      PICTURE X(100).
  03 Z403-COPYRIGHT-TYPE       PICTURE X(100).
  03 Z403-COPYRIGHT-NOTE       PICTURE X(2000).
  03 Z403-COPYRIGHT-NOTICE     PICTURE X(1).
  03 Z403-COPYRIGHT-NOTICE-TYPE PICTURE X(10).

02 Z403-ACCESS-RIGHTS.
  03 Z403-DISPLAY-LINK         PICTURE X(1).
  03 Z403-DISPLAY-CODE         PICTURE X(5).
  03 Z403-EXPIRY-DATE          PICTURE 9(8).
  03 Z403-GUEST                PICTURE X(1).
  03 Z403-IP-ADDRESS           PICTURE X(200).
  03 Z403-COURSE               PICTURE X(200).
  03 Z403-USER-STATUS          PICTURE X(50).
  03 Z403-RESTRICT-SUB-LIBRARY PICTURE X(5).
  03 Z403-NO-OF-COPIES         PICTURE 9(3).
  03 Z403-VIEW-TIME            PICTURE 9(3).

02 Z403-ITEM-INFORMATION.
  03 Z403-ITEM-LIBRARY         PICTURE X(5).
  03 Z403-ITEM-DOC-NUMBER      PICTURE 9(9).
  03 Z403-ITEM-SEQUENCE        PICTURE 9(6).
  03 Z403-ENUMERATION-A        PICTURE X(20).
  03 Z403-ENUMERATION-B        PICTURE X(20).
  03 Z403-ENUMERATION-C        PICTURE X(20).
  03 Z403-CHRONOLOGICAL-I      PICTURE X(20).
  03 Z403-CHRONOLOGICAL-J      PICTURE X(20).

02 Z403-RELATIONS.
  03  Z403-PID                 PICTURE X(200).
  03 Z403-STREAM-LINK          PICTURE X(2000).

02 Z403-IP-ADDRESS-V6          PICTURE X(600).
```


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Z403-REC-KEY			
Z403-DOC-NUMBER	M	9(9)	**DESC:** System number of the bibliographic record associated to the digital object. **CONV:** System number of the bibliographic record.
Z403-SEQUENCE	M	9(6)	**DESC:** Sequence number of the digital object. Used to distinguish between multiple digital objects attached to the same bibliographic record. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 000001. Every digital object attached to the same Z403-DOC-NUMBER should increase by one.
Z403-DERIVED-FROM-SEQUENCE	M/O	9(6)	**DESC:** If the digital object derived from another digital object (this is the case for objects where the Z403-USAGE-TYPE is INDEX or THUMBNAIL) this field contains the Z403-SEQUENCE field of the related digital object. If the digital object did not derive from another digital object, then this field should be set to zeroes. **CONV:** Relevant Z403-SEQUENCE or zeroes.
Z403-BASIC-METADATA			
Z403-TITLE	M	X(5)	**DESC:** This field contains the title of the object. If you leave the field blank, it is automatically filled by the system based on the title of the bibliographic record (Z13-TITLE). **CONV:** Relevant string or set to the relevant Z13-TITLE.
Z403-F-DIRECTORY	M/O	X(100)	**DESC:** This field contains the object's storage directory. The field is irrelevant for URL objects. **CONV:** Relevant location/directory or leave blank if the object is of type URL.
Z403-F-FILENAME	M/O	X(100)	**DESC:** This field contains the file name of the object. The field is irrelevant for URL objects. **CONV:** Relevant file name. Note that the file name must be unique per Z403-F-DIRECTORY. In other words, two objects in the same location cannot have the same Z403-F-FILENAME.

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Z403-ORIGINAL-FILE-NAME	M/O	X(200)	**DESC:** This field is for internal use. **CONV:** For conversion purposes place the file name and location of the object in the following format: Z403-F-DIRECTORY/ Z403-F-FILENAME. Leave blank if the object is of type URL
Z403-OBJECT-EXTENSION	M/O	X(5)	**DESC:** This field contains the extension of the object and it is filled in automatically by the system. The field is irrelevant URL objects. **CONV:** Relevant extension. If the object is of type URL, leave this field empty.
Z403-OBJECT-SIZE	M	9(9)	**DESC:** This field contains the object's size in bytes and it is automatically filled in by the system. The field is irrelevant URL objects. **CONV:** Relevant size in bytes. If the object is of type URL, set this field to zeroes.
Z403-U-PATH	M/O	X(2000)	**DESC:** This field is only relevant for URL objects. The field contains the relevant URL. **CONV:** Relevant URL or empty.
Z403-USAGE-TYPE	M	X(20)	**DESC:** The value in this field determines the usage type of the objects. The following options are available : - **VIEW**: This is the standard type for objects. The object is for viewing. - **THUMBNAIL**: The object is used as a thumbnail. - **INDEX**: The object is of XML type and it is used for full indexing of the document. Note that this type is generally generated by the system when using the Indexing function. The XML required for full indexing must be in a very specific format. **CONV:** Relevant usage type value. In most cases this should be set to VIEW.

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Z403-SUB-LIBRARY	O	X(5)	**DESC:** This field indicates the library or sublibrary to which the object belongs. There are three possible levels: - **Global**: The object is not related to a specific administrative library and to a specific sublibrary. In this case, the field is empty. - **ADM**: The object is related to a specific administrative library. In this case, the field contains the library code (for example, USM50). - **Sublibrary**: The object is related to a specific sublibrary. In this case, the field contains the sublibrary code. **CONV:** Relevant value.
Z403-NOTE-1	O	X(500)	**DESC:** Free-text note. **CONV:** Relevant note or empty.
Z403-NOTE-2	O	X(500)	**DESC:** Free-text note. **CONV:** Relevant note or empty.
Z403-NOTE-3	O	X(500)	**DESC:** Free-text note. **CONV:** Relevant note or empty.
Z403-NOTE-4	O	X(2000)	**DESC:** Free-text note. **CONV:** Relevant note or empty.
Z403-NOTE-5	O	X(2000)	**DESC:** Free-text note. **CONV:** Relevant note or empty.
Z403-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was created. **CONV:** Relevant date or conversion date.
Z403-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was last updated. **CONV:** Relevant date or conversion date.
Z403-CATALOGER	M	X(10)	**DESC:** This field contains the user name of the librarian who loaded the digital object. This field is added automatically by the system when the load is performed. **CONV:** Use 'CONV' as a default or relevant operator's user name.
Z403-ADVANCED-METADATA			

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Z403-CHARACTER-SET	O	X(100)	**DESC:** The Character Set is recommended for textual objects that will be further used for full-text indexing. In other cases it is optional. It contains the character set of the document. This information will be used to start the appropriate routine for character conversion for full-text indexes. **CONV:** Relevant character set (recommended for textual objects such as WORD, PDF, etc.) or leave empty.
Z403-COLOR-SETTING	O	X(100)	**DESC:** This field contains information related to the object's color. **CONV:** Relevant information or leave empty.
Z403-RESOLUTION	O	X(100)	**DESC:** This field contains the object's resolution. **CONV:** Relevant resolution or leave empty.
Z403-DIMENSIONS	O	X(100)	**DESC:** This field contains information related to the object's dimensions. **CONV:** Relevant information or leave empty.
Z403-COMPRESSION-RATIO	O	X(100)	**DESC:** This field contains information related to the object's compression ratio. **CONV:** Relevant information or leave empty.
Z403-CREATION-DATE	M	9(8)	**DESC:** This field contains the object's creation date. If no information is available the field is set to zeroes. **CONV:** Relevant date or zeroes.
Z403-CREATION-HARDWARE	O	X(100)	**DESC:** This field contains information related to the creation hardware that was used. **CONV:** Relevant information or leave empty.
Z403-CREATION-SOFTWARE	O	X(100)	**DESC:** This field contains information related to the creation software that was used. **CONV:** Relevant information or leave empty.
Z403-COPYRIGHT			
Z403-COPYRIGHT-CONTACT	O	X(20)	**DESC:** This field contains the copyright contact. **CONV:** Relevant string or leave empty.
Z403-COPYRIGHT-OWNER	O	X(100)	**DESC:** This field contains the copyright owner. **CONV:** Relevant string or leave empty.

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Z403-COPYRIGHT-TYPE	O	X(100)	**DESC:** This field contains information related to the copyright type (for example, registered, licensed, and so on). **CONV:** Relevant string or leave empty.
Z403-COPYRIGHT-NOTE	O	X(2000)	**DESC:** Free-text note. **CONV:** Relevant string or leave empty.
Z403-COPYRIGHT-NOTICE	M	X(1)	**DESC:** This field determines whether a copyright notice is displayed before the object is presented. Values are: **N**: Do not display a copyright notice **Y**: Display a copyright notice. **CONV:** Relevant value.
Z403-COPYRIGHT-NOTICE-TYPE	O	X(10)	**DESC:** This field contains information related to information related to the copyright notice type (for example, Free for all, and so on). **CONV:** Relevant string or leave empty.
Z403-ACCESS-RIGHTS			
Z403-DISPLAY-LINK	M	X(1)	**DESC:** This field determines whether the object is available for viewing through the OPAC. Values are: **Y**: Object is available in the OPAC. **N**: Object is not available for viewing from the OPAC. **CONV:** Relevant value.
Z403-DISPLAY-CODE	-	X(5)	**DESC:** Not in use. **CONV:** Leave empty.
Z403-EXPIRY-DATE	M	9(8)	**DESC:** This field contains the object's expiry date. If the date is in the past, the object is not displayed in the OPAC. **CONV:** Relevant dates or zeroes.
Z403-GUEST	M	X(1)	**DESC:** This field determines whether the object is available for users that have not signed in. Values are: Y: The object is available to users that have not signed in. N: The object is not available to users that have not signed in. **CONV:** Relevant value.

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Z403-IP-ADDRESS	O	X(200)	**DESC:** This field can be used in order to restrict the display of the object to a particular IP address. You can enter more that one IP; the addresses must be delimited by a space. Note that the address can use the * character (for example, 235.125.*.* means all addresses that begin with "235.125"). **CONV:** Relevant IP(s) or leave empty.
Z403-COURSE	O	X(200)	**DESC:** This field can be used in order to restrict the display of the object only to patrons registered to the selected course. You can enter more that one course; the courses should be delimited by a space. Note that this functionality is enabled when the object's environment is the Course library (for example, USM30). **CONV:** Relevant course(s) or empty.
Z403-USER-STATUS	-	X(50)	**DESC:** This field is currently not in use. In the future it will be used in order to restrict the display of the object to a particular patron status. You will be able to enter more than one status delimited by a space. **CONV:** Leave empty.
Z403-RESTRICT-SUB-LIBRARY	O	X(5)	**DESC:** This field can be used in order to restrict the display of the object only to patrons registered to the selected sublibrary. **CONV:** Relevant sublibrary code or leave empty.
Z403-NO-OF-COPIES	M	9(3)	**DESC:** This field determines the limit of concurrent views for the object. **CONV:** Relevant number or set to 000.
Z403-VIEW-TIME	-	9(3)	**DESC:** This field is currently not in use. In the future it will be used in order to determine the object's "loan duration". **CONV:** Set to 000.
Z403-ITEM-INFORMATION			All the fields in this section are currently not in use. In the future they will be used in order to link the object with a particular item record (Z30).
Z403-ITEM-LIBRARY	-	X(5)	**DESC:** This field is currently not in use. **CONV:** Leave empty.
Z403-ITEM-DOC-NUMBER	-	9(9)	**DESC:** This field is currently not in use. **CONV:** Set to 000000000.
Z403-ITEM-SEQUENCE	-	9(6)	**DESC:** This field is currently not in use. **CONV:** Set to 000000.

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Z403-ENUMERATION-A	-	X(20)	**DESC:** This field is currently not in use. **CONV:** Leave empty.
Z403-ENUMERATION-B	-	X(20)	**DESC:** This field is currently not in use. **CONV:** Leave empty.
Z403-ENUMERATION-C	-	X(20)	**DESC:** This field is currently not in use. **CONV:** Leave empty.
Z403-CHRONOLOGICAL-I	-	X(20)	**DESC:** This field is currently not in use. **CONV:** Leave empty.
Z403-CHRONOLOGICAL-J	-	X(20)	**DESC:** This field is currently not in use. **CONV:** Leave empty.
Z403-RELATIONS			
Z403-PID	O	X(200)	**DESC:** DigiTool PID. Contains the Object DigiTool PID in order to enable data replication between ADAM and DigiTool. **CONV:** Relevant DigiTool PID or leave blank.
Z403-STREAM-LINK	O	X(2000)	**DESC:** Link to the streamed object. Required for the creation of index files (e.g. with p_adam_05)
Z403-IP-ADDRESS-V6	O	X(600)	**DESC**: For future use.

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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.

```
01  Z410.
  02 Z410-REC-KEY.
    03 Z410-DOC-NUMBER          PICTURE 9(9).
  02 Z410-ID                   PICTURE X(12).
  02 Z410-STAFF-INITIATED      PICTURE X(10).
  02 Z410-Z411-SEQUENCE        PICTURE 9(9).
  02 Z410-ILL-UNIT             PICTURE X(20).
  02 Z410-WILLING-TO-PAY       PICTURE X(1).
  02 Z410-CIRC-SEND-ACTION     PICTURE X(2).
  02 Z410-PICKUP-LOCATION      PICTURE X(5).
  02 Z410-STATUS               PICTURE X(3).
  02 Z410-PATRON-NOTE          PICTURE X(300).
  02 Z410-STAFF-NOTE           PICTURE X(300).
  02 Z410-OPEN-DATE            PICTURE 9(8).
  02 Z410-UPDATE-DATE          PICTURE 9(8).
  02 Z410-LAST-INTEREST-DATE   PICTURE 9(8).
  02 Z410-MEDIA                PICTURE X(20).
  02 Z410-LNG                  PICTURE X(3).
  02 Z410-LEVEL-OF-SERVICE     PICTURE X(1).
  02 Z410-COPYRIGHT-LETTER     PICTURE X(1).
  02 Z410-SEND-DIRECT          PICTURE X(1).
  02 Z410-MEDIA-SEND-METHOD    PICTURE X(2).
  02 Z410-MEDIA-SEND-INFO      PICTURE X(200).
  02 Z410-ARCHIVE              PICTURE X(1).
```

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

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

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Z410-CIRC-SEND-ACTION	M/ O	X(2)	**DESC:** 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. Values are defined in the adm_library/tab/tab37. Options: **01** = Hold shelf. Prints pickup letter to patron/slip for item Loan will be performed in the regular manner when the item is picked up. **02** = Home delivery. Prints delivery slip for item, automatic loan to patron. **03** = Mailbox delivery. Prints pickup letter to patron/delivery slip for item, automatic loan to patron. **04** = Reading room (option 02 + Z310 creation for Reading Room control). **05** = Loan to pickup sublibrary. If there is no pickup sublibrary, loans to ILL sublibrary of the requester. **CONV:** NULL or one of the above options.
Z410-PICKUP-LOCATION	M	X(5)	**DESC:** 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.<lng>. Only sublibrary of type 1, 2, or 3 can be set in Z410-PICKUP-LOCATION. **CONV:** Relevant sublibrary code.

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Z410-STATUS	M	X(3)	**DESC:** 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.<lng>. Note that this menu defines statuses for Z410-STAUS and Z411-STATUS. Part of the status is relevant only for Z411-STATUS. 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 **CONV:** Relevant value.
Z410-PATRON-NOTE	O	X(300)	**DESC**: Patron's free text note. **CONV:** Relevant text or blank.
Z410-STAFF-NOTE	O	X(300)	**DESC**: Staff's free text note. **CONV:** Relevant text or blank.
Z410-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was opened. **CONV:** Relevant date or conversion date.
Z410-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was modified. **CONV:** Relevant date or conversion date.
Z410-LAST-INTEREST-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Last date of interest for the ILL request. **CONV:** Relevant date.

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Z410-MEDIA	M	X(20)	**DESC:** 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.<lng> table. **CONV:** Relevant value.
Z410-LNG	M	X(3)	**DESC:** 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.<lng> table. **CONV:** Relevant value or default ENG.
Z410-LEVEL-OF-SERVICE	M	X(1)	**DESC:** 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.<lng>. **CONV:** Relevant value. The first value defined in the LEVEL-OF-SERVICE menu can be used as a default.

Z410-COPYRIGHT-LETTER	O	X(1)	**DESC:** 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. Opions: **Y =** The patron has read and agreed to abide by the copyright regulations. **N =** The patron has not agreed to abide by the copyright regulations. **Blank** = The UPDATE_COPYRIGHT_LETTER variable in the ill-request-main-include file is set to 'N'. For ILL requests submitted via GUI-ILL: The relevant value is entered according to the value entered in the borrowing request form. **CONV:** Relevant value or blank.
Z410-SEND-DIRECT	M	X(1)	**DESC:** 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 : **Y** = send directly to the patron. **N** = send to the library. **CONV:** Relevant value. Usually 'N'.
Z410-MEDIA-SEND-METHOD	O	X(2)	**DESC:** 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.<lng>. **CONV:** Relevant value.
Z410-MEDIA-SEND-INFO	M/ O	X(200)	**DESC:** 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. **CONV:** Relevant value.

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Z410-ARCHIVE	M	X(1)	**DESC:** 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). Values can be: **N** – Request has not been transferred to the ILL History Database. **Y** - Request has been transferred to ILL History Database. **CONV:** Y or N. Default: N

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Z411 – ILL BORROWING - REQUEST TO SUPPLIER

The Z411 is an ILL library (XXX40) Oracle table that contains administrative information about interlibrary loan (ILL) borrowing (outgoing) requests that are sent to the supplier.

Z411 ILL Borrowing-Request to Supplier has a direct link to Z410 ILL Borrowing-Patron Request.

It is not necessarily expected that a library will convert ILL requests to suppliers when installing the Aleph system. In some cases, the library might inform suppliers that there is a system switch-over and that outstanding requests will be re-entered and re-send to suppliers.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces and 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.

```
01  Z411.
 02 Z411-REC-KEY.
   03 Z411-DOC-NUMBER           PICTURE 9(9).
   03 Z411-SEQUENCE             PICTURE 9(9).

 02 Z411-PARTNER-CODE          PICTURE X(20).
 02 Z411-SYSTEM-NUMBER          PICTURE X(20).
 02 Z411-SHELVING               PICTURE X(30).
 02 Z411-NOTE-TO-PARTNER        PICTURE X(150).
 02 Z411-LETTER-TYPE            PICTURE 9(2).
 02 Z411-REQUEST-PROTOCOL-TYPE  PICTURE X(5).
 02 Z411-SEND-METHOD            PICTURE X(5).
 02 Z411-REQUESTED-MEDIA        PICTURE X(20).
 02 Z411-REQUEST-SEND-DATE      PICTURE 9(8).
 02 Z411-REQUEST-SEND-TIME      PICTURE 9(6).
 02 Z411-STATUS                 PICTURE X(3).
 02 Z411-STATUS-DATE            PICTURE 9(8).
 02 Z411-OPEN-DATE              PICTURE 9(8).
 02 Z411-UPDATE-DATE            PICTURE 9(8).
 02 Z411-EXPECTED-ARRIVAL-DATE  PICTURE 9(8).
 02 Z411-SUPP-MEDIA             PICTURE X(20).
 02 Z411-ARRIVAL-DATE           PICTURE 9(8).
 02 Z411-CIRCULATION-NOTE       PICTURE X(150).


 02 Z411-CIRC-INFO.
   03 Z411-CIRC-DOC-NUMBER      PICTURE 9(9).
   03 Z411-CIRC-ITEM-SEQUENCE   PICTURE 9(6).

 02 Z411-ITEM-BARCODE           PICTURE X(30).

 02 Z411-CUSTOMER-ID            PICTURE X(20).
 02 Z411-REFERENCE-NUMBER       PICTURE X(20).
```


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```
02 Z411-REQUIRE-USER-AGREEMENT PICTURE X(1).
02 Z411-CATALOGER              PICTURE X(10).
02 Z411-AGREEMENT-BLOCKING     PICTURE X(1).
02 Z411-AGREEMENT-SIGNED       PICTURE X(1).
02 Z411-REAPPLY-DATE           PICTURE 9(8).
02 Z411-S-BUDGET-NUMBER        PICTURE X(50).
02 Z411-CR-BUDGET-NUMBER       PICTURE X(50).
02 Z411-BL-KEYWORDS1           PICTURE X(150).
02 Z411-BL-KEYWORDS2           PICTURE X(150).
02 Z411-MEDIA-SEND-METHOD      PICTURE X(2).
02 Z411-REQUEST-NUMBER-1  PICTURE X(30).
02 Z411-AVG-SUPPLY-DAYS        PICTURE 9(3).
02 Z411-EXPIRY-DAYS            PICTURE 9(3).
02 Z411-DELIVERY-DELAY         PICTURE 9(3).
02 Z411-TRANSACTION-NUMBER.
  03 Z411-REQUESTER-SYSTEM-ID  PICTURE X(50).
  03 Z411-GROUP-QUALIFIER      PICTURE X(25).
  03 Z411-QUALIFIER            PICTURE X(25).
```

Z411-REC-KEY			
Z411-DOC-NUMBER	M	9(9)	**DESC:** The ILL request doc number. It is the same as Z410-DOC-NUMBER of the linked Z410. **CONV:** ILL system number.
Z411-SEQUENCE	M	9(9)	**DESC:** Sequence number of an ILL request to supplier. Used to distinguish between requests to different suppliers for the same ILL request. Z411-SEQUENCE of the active request to supplier is assigned in Z410-Z411-SEQUENCE. **CONV:** Create consecutive numbers. Begin with 000000000. Every request placed on the same Z411-DOC-NUMBER should be increased by one.
Z411-PARTNER-CODE	M	X(20)	**DESC:** The request's supplier code (Z700-INTERNAL-CODE). **CONV:** Relevant code.
Z411-SYSTEM-NUMBER	-	X(20)	**DESC:** Not applicable. **CONV:** Blank.
Z411-SHELVING	O	X(30)	**DESC:** Shelving description. This field can be used to specify the shelf location at the ILL supplier. Free text note. **CONV:** Relevant string or blank.
Z411-NOTE-TO-PARTNER	O	X(150)	**DESC:** Free text note. The note will be included in the request sent to the supplier. **CONV:** Relevant string or blank.

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Z411-LETTER-TYPE	O/M	9(2)	**DESC:** Default letter type for letters that are sent to the partner. Mandatory if Z411-REQUEST-PROTOCOL-TYPE = LT. Recommended to set also for other protocol types. Values: 00-99. **CONV:** Relevant value. You may use "00" as a default.
Z411-REQUEST-PROTOCOL-TYPE	M	X(5)	**DESC:** The method in which your library sends the request to the partner. The default value is taken from the Z700-PROTOCOL-TYPE of the Z411-PARTNER-CODE. Options: **ISO** – ISO TCP protocol **SLNP** – German protocol **DANZG –** Danish Protocol **LT** – Letter: the partner uses letter-based communication for example: e-mail, fax, and telephone. **BL** –ARTel/ARTemail: the partner accepts the British Library protocol TX format. **CONV**: Relevant code.
Z411-SEND-METHOD	O/M	X(5)	**DESC**: The method in which letters are sent to the partner. Mandatory if Z411-REQUEST-PROTOCOL-TYPE = LT. Recommended to also set for other protocol types. The default value is taken from the Z700-SEND-METHOD of the Z411-PARTNER-CODE. Values are defined in ILL-SEND-METHOD menu of the ILL library's tab/pc_tab_exp_field.<lng> Options: **PRINT** **EMAIL** **CONV:** Relevant value or blank.
Z411-REQUESTED-MEDIA	M	X(20)	**DESC:** The requested media type is completed automatically by the system from the contents of Z410-MEDIA. Media codes are defined in ILL-REQUEST-MEDIA menu of the ILL library's tab/pc_tab_exp_field.<lng> **CONV:** Z40-MEDIA.

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Z411-REQUEST-SEND-DATE	M/O	9(8) Format: YYYYMMDD	**DESC:** Date the request was sent to the supplier. Mandatory for requests that are already sent to the supplier. **CONV:** Relevant date or conversion date.
Z411-REQUEST-SEND-TIME	M/O	9(6) Format: HHMMSS	**DESC:** Time the request was sent to the supplier. Mandatory for requests that are already sent to the supplier. **CONV:** Relevant time or conversion time.
Z411-STATUS	M	X(3)	**DESC:** Supplier request status. Values are defined in BOR-REQ-STATUS menu of the ILL library's tab/pc_tab_exp_field.<lng>. Note that this menu defines statuses for Z410-STAUS and Z411-STATUS. Part of the statuses is relevant only for Z410-STATUS. Samples of Z411-STATUS: **NEW** = Default value when a new supplier request is created. **PND** = Pending. Use this status for supplier requests that are temporarily placed on hold. **SV** = Sent to supplier. **UNF=**Unfilled **WSP=**Will be Supplied **CRP**= Conditional Reply **HPL**= Hold Placed **EST**= Estimate Reply **LON**= Loaned to Library **LOP**=Loaned to Patron **RT**= Returned by Library **RTP**= Returned by Patron **CONV:** Relevant status code.
Z411-STATUS-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the status of the supplier request field was last changed. **CONV:** Relevant date or conversion date.
Z411-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the supplier request was first created. **CONV:** Relevant date or conversion date.
Z411-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the supplier request was last updated. **CONV:** Relevant date or conversion date.

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Z411-EXPECTED-ARRIVAL-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Expected arrival date of the material from the supplier. If left blank, the system will calculate the date based on the day the request was actually sent plus the number of days set in Z411-AVG-SUPPLY-DAYS. **CONV:** Relevant date or zeroes.
Z411-SUPP-MEDIA	M	X(20)	**DESC:** This field is to specify the media that has been supplied. By default, the field will be filled with the same value as the Z411-REQUESTED-MEDIA but can be overwritten, if necessary. In a case where the supplier actually supplied other media, Z411-SUPP-MEDIA is updated accordingly. **CONV:** Relevant values.
Z411-ARRIVAL-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the material was received from the supplier. This field is automatically inserted by the system when the **Receive** action is completed. **CONV:** Relevant date or zeroes.
Z411-CIRCULATION-NOTE	O	X(150)	**DESC:** Free text note. This note is populated in the Z30-NOTE-CIRCULATION of the first temporary item that is created as a result of receiving a 'returnable' media. **CONV:** Relevant string or blank.
Z411-EXPECTED-RETURN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** For loans only. Date by which the item must be returned to the supplier. **CONV:** Relevant date or zeroes.
Z411-RETURN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the material was returned to the supplier. **CONV:** Relevant dates or zeroes.
Z411-PAGES	M	9(3)	**DESC:** Number of received pages. Used if **Copy** is chosen. **CONV:** Relevant value or zeroes.
Z411-PAGE-SIZE	O	X(2)	**DESC:** Page size. Used if **Copy** is chosen. Values are defined in PAGE-SIZE menu of the ILL library's tab/pc_tab_exp_field.<lng>. Sample of values: A1 A2 A3 A4 **CONV:** Relevant value or blank.

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Z411-E-CURRENCY	O	X(3)	**DESC:** The currency code in which it is expected that the supplier is paid for the service (Z83-CURRENCY-NAME). Currency code can be VOU for "voucher". **CONV:** Relevant currency code (Z83-CURRENCY-NAME) or blank.
Z411-E-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The estimated cost (in the supplier's currency) of the supplier providing the ILL service. Alternatively, this may be the number of vouchers required for the request. **CONV:** Relevant value or zeroes.
Z411-E-LOCAL-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The estimated cost (in the local currency) of the supplier providing the ILL service. Alternatively, this may be the number of vouchers required for the request. **CONV:** Relevant value or zeroes.
Z411-S-CURRENCY	O	X(3)	**DESC:** The currency code in which the supplier is to be paid for its service (Z83-CURRENCY-NAME). **CONV:** Relevant currency code (Z83-CURRENCY-NAME) or blank.
Z411-S-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The payment (in the supplier's currency) to be made to the supplier providing ILL service. Alternatively this may be the number of vouchers required for the request. **CONV:** Relevant value or zeroes.
Z411-S-LOCAL-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The cost (in the local currency) of the supplier providing ILL service. Alternatively this may be the number of vouchers required for the request. **CONV:** Relevant value or zeroes.
Z411-PATRON-CURRENCY	O	X(3)	**DESC:** The currency in which the borrower will be charged for the library processing the request. **CONV:** Relevant currency code (Z83-CURRENCY-NAME) or blank.
Z411-PATRON-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The cost to the patron (in the supplier's currency) for supplying the ILL request. **CONV:** Relevant value or zeroes.
Z411-PATRON-LOCAL-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The cost (in the local currency) for supplying the borrower's ILL request. The system will calculate this figure. **CONV:** Relevant value or zeroes.

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Z411-COPYRIGHT-COMPLIENT	O	X(3)	**DESC:** Relevant only for ILL US and Australian copyright modes. This field is used when ILL library's tab/ tab100 flag COPYRIGHT-MODE=1 or 2. For mode 1 (US) Possiable values: **CCG** **CC** For mode 2 (Australian): copyright compliant free text. **CONV:** Relevant value or blank.
Z411-COPYRIGHT-CURRENCY	O	X(3)	**DESC:** The currency code in which the copyright fee portion of the request should be charged. **CONV:** Relevant currency code (Z83-CURRENCY-NAME) or blank.
Z411- COPYRIGHT-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The charge (in the copyright currency) for the copyright fee portion of the borrower's request. **CONV:** Relevant value or zeroes.
Z411-COPYRIGHT-LOCAL-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The charge (in the local currency) for the copyright fee portion of the borrower's request. The system will calculate this figure. **CONV:** Relevant value or zeroes.
Z411-CIRC-DOC-NUMBER	M	9(9)	**DESC:** Upon receipt of material from the supplier, if the media type is 'Loan' an ADM record is created. Z411-CIRC-DOC-NUMBER is the same as the ADM doc number. **CONV**: Relevant value or zeroes.
Z411-CIRC-ITEM-SEQUENCE	M	9(6)	**DESC:** Upon receipt of material from the supplier, if the media type is 'Loan' item record(s) are created. Z411-CIRC-ITEM-SEQUENCE is the same as the first created item's Z30-ITEM-SEQUENCE. **CONV:** Relevant value or zeroes.
Z411-ITEM-BARCODE	M	X(30)	**DESC:** Upon receipt of material from the supplier, if the media type is 'Loan' item record(s) are created. Z411- ITEM-BARCODE is the same as the first created item's Z30-BARCODE. **CONV:** Relevant value or zeroes.

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Z411-CUSTOMER-ID	O/ M	X(20)	**DESC:** This field is mandatory for BL requests (Z411-REQUEST-PROTOCOL-TYPE=BL). It can also be used for each request to a supplier that demands Customer ID identification. This field is used to define in which account with the supplier the request should be registered or invoiced. Values must match Z413-CUSTOMER-ID. **CONV:**Z43-CUSTOMER-ID or blank.
Z411-REFERENCE-NUMBER	O	X(20)	**DESC:** This field can be used to record a reference number that was given by the supplier for this specific request. **CONV:** Relevant value or blank.
Z411-REQUIRE-USER-AGREEMENT	O	X(1)	**DESC:** This field determines if the borrower is required to sign a copyright declaration form in order to receive the item. Values are 'Y' or 'N'. Default value is determined by definition in the ILL library's tab/tab47.eng. **CONV:** Relevant value or blank.
Z411-CATALOGER	O	X(10)	**DESC:** User name of the ILL librarian processing the request. **CONV:** Blank or "CONV".
Z411-AGREEMENT-BLOCKING	O	X(1)	**DESC:** This field determines whether the request can or cannot be sent to a supplier that require 'copyright agreement' if the borrower has not signed a copyright declaration form. Values are 'Y' or 'N'. Default value is determined by definition in the ILL library's tab/tab47.eng. **CONV:** Relevant value or blank.
Z411-AGREEMENT-SIGNED	O	X(1)	**DESC:** This field defines whether the borrower has signed the copyright declaration form. Values are 'Y' and 'N'. If Z411-AGREEMENT-BLOCKING = Y and Z411-AGREEMENT-SIGNED = N the request cannot be sent to the supplier. **CONV:** Relevant value or blank.
Z411-REAPPLY-DATE	M	9(8) Format: YYYYMMDD	**DESC:** After a request has been submitted, the supplier may ask to reapply at a later date. This field contains the date at which the library wishes to reapply. **CONV:** Relevant date or zeroes.
Z411-S-BUDGET-NUMBER	O	X(50)	**DESC:** Not applicable.

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Z411-CR-BUDGET-NUMBER	O	X(50)	**DESC:** Not applicable
Z411-BL-KEYWORDS1	O	X(150)	**DESC:** British Library Keyword Codes (which appear on the TX line of the ART transmission). This field is only relevant for Z411-REQUEST-PROTOCOL-TYPE = BL. Values are defined in BL-KEYWORDS menu of the ILL library's tab/pc_tab_exp_field.<lng>. **CONV:** Relevant value or blank.
Z411-BL-KEYWORDS2	O	X(150)	**DESC:** As Z411-BL-KEYWORDS1. **CONV:** Relevant value or blank
Z411-MEDIA-SEND-METHOD	O	X(2)	**DESC:** This field contains the library's preferred sending method. The sending method is the way in which the requested material is sent from the vendor to the library. Values are defined in ILL-DELIVERY-METHOD menu of the ILL library's tab/ pc_tab_exp_field.<lng>. **CONV:** Blank or relevant value.
Z411-REQUEST-NUMBER-1	O	X(30)	**DESC: DESC:** This field contains the request number that is created when applying to suppliers. It enables searching borrowing requests by entering the supplier request number. This field is optional. **CONV:** Blank or relevant value.
Z411-AVG-SUPPLY-DAYS	M	9(3)	**DESC**: The average number of days it take for the supplier to supply the requested item. The default value is taken from Z701-AVG-SUPPLY-DAYS. If it is 000 than the Z700-DELIVERY-DELAY parameter is used. **CONV:** Z701-AVG-SUPPLY-DAYS. If it is 000 than Z700-DELIVERY-DELAY. If both blank than zeroes.
Z411-EXPIRY-DAYS	M	9(3)	**DESC:** The number of days after which the request to the supplier is considered as 'expired'. The default value is taken from Z701-EXPIRY-DAYS. **CONV:** Z701-EXPIRY-DAYS or zeroes.

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Z411-DELIVERY-DELAY	M	9(3)	**DESC**: The number of days it takes to return material to the supplier. This parameter is used when the system calculates the Z36-DUE-DATE of ILL loaned material. The default value is taken from Z701- DELIVERY-DELAY. If it is 000 than the Z700-RETURN-DELAY parameter is used. **CONV:** Z701- DELIVERY-DELAY. If it is 000 than Z700-RETURN-DELAY. If both blank than zeroes.
Z411-TRANSACTION-NUMBER			
Z411-REQUESTER-SYSTEM-ID	M\O	X(50)	**DESC:** The ISO Institution Symbol (Z700-PROTOCOL-CODE) of the sending ILL Unit. Mandatory when the protocol type is ISO or DANZG **CONV:** The ISO Institution Symbol (Z700-PROTOCOL-CODE) of the sending ILL Unit if the Z411-REQUEST-PROTOCOL-TYPE is ISO or DANZG. May be blanks if the Z411-REQUEST-PROTOCOL-TYPE is not ISO or DANZG
Z411-GROUP-QUALIFIER	M\O	X(25)	**DESC:** The Transaction Group Qualifier of the ILL transaction. Mandatory when the protocol type is ISO or DANZG **CONV:** The Transaction Group Qualifier of the ILL transaction if the Z411-REQUEST-PROTOCOL-TYPE is ISO or DANZG. May be blanks if the Z411-REQUEST-PROTOCOL-TYPE is not ISO or DANZG
Z411-QUALIFIER	M\O	X(25)	**DESC:** The Transaction Qualifier of the ILL transaction. Mandatory when the protocol type is ISO or DANZG **CONV:** The Transaction Qualifier of the ILL transaction if the Z411-REQUEST-PROTOCOL-TYPE is ISO or DANZG. May be blanks if the Z411-REQUEST-PROTOCOL-TYPE is not ISO or DANZG

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Z413 – ILL CUSTOMER ID

Z413 is an ILL Library (XXX40) table. It contains Customer ID records for ILL borrowing requests submitted for a supplier that demands usage of customer ID.
For instance, each ILL borrowing request that is sent to the BLDSC must be populated with the Customer ID of the ILL unit. The customer ID code which is assigned to ILL Request to Supplier record (Z411) is recorded in Z411-CUSTOMER-ID.

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.

```
01  Z413.
    02 Z413-REC-KEY.
      03 Z413-ILL-UNIT              PICTURE X(20).
      03 Z413-SUPP-CODE             PICTURE X(20).
      03 Z413-CUSTOMER-ID           PICTURE X(50).
    02 Z413-TYPE                   PICTURE X(1).
    02 Z413-NAME                   PICTURE X(100).
    02 Z413-EMAIL-ADDRESS          PICTURE X(60).
    02 Z413-TELEPHONE               PICTURE X(20).
    02 Z413-USER-NAME              PICTURE X(20).
    02 Z413-PASSWORD               PICTURE X(20).
```


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Z413-REC-KEY			
Z413-ILL-UNIT	M	X(20)	**DESC:** The ILL Unit code (Z700-INTERNAL-CODE) for which the customer ID record is assigned to. Each ILL Unit can have multiple Customer IDs records per supplier. **CONV:** Relevant code.
Z413-SUPP-CODE	M	X(20)	**DESC**: The Supplier (partner) code to which this Customer ID record is relevant. The customer ID record can be used only by ILL borrowing request (Z411-PARTNER-CODE) which are assigned to the supplier quoted in this field **CONV:** Relevant code.
Z413-CUSTOMER-ID	M	X(50)	**DESC:** The Customer ID is code of the library (this value is usually provided to the library by the supplier) **CONV:** Relevant value.
Z413-TYPE	O	X(1)	Not applicable
Z413-NAME	M	X(100)	**DESC:** Name of the customer. Free text. **CONV:** Relevant value.
Z413-EMAIL-ADDRESS	O	X(60)	**DESC:** The supplier E-mail address. For BLDSC, this is the E-mail to which ARTemail is transmitted. **CONV:** Relevant E-Mail address or blank.
Z413-TELEPHONE	O	X(20)	**DESC:** Telephone number of the supplier. **CONV:** Relevant telephone number or blank.
Z413-USER-NAME	O	X(20)	**DESC:** The user name of the library (this value is usually provided to the library by the supplier) **CONV:** Relevant value.
Z413-PASSWORD	O	X(20)	**DESC:** Password used by the supplier to identify the customer. This value is provided to the library by the supplier This field is used by the supplier along with the Z413-CUSTOMER-ID to log the request against the appropriate account. **CONV:** Relevant password or blank.

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Z415 – ILL Log

The Z415 is an ILL library (XXX40) Oracle table that acts as a "log" file and keeps track of various ILL-related activities that have occurred, such as a change in the ILL request status.
Z415 records the activities of ILL borrowing (outgoing) requests and ILL lending (incoming) requests.
The ILL library's tab/tab46.<lng> determines which transactions will be included in the ILL Log. The tab46 table sets whether the transaction creates an ILL Log record or not, defines the description of the action that is written in the ILL Log text field, and determines whether the log transaction can be entered manually.

In the following table (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces and 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.

```
01  Z415.
  02 Z415-REC-KEY.
    03 Z415-TRANS-NUMBER          PICTURE 9(9).
  02 Z415-REC-KEY-2.
    03 Z415-DOC-NUMBER        PICTURE 9(9).
    03 Z415-SEQUENCE          PICTURE 9(15).

  02 Z415-USER-NAME               PICTURE X(10).
  02 Z415-OPEN-DATE               PICTURE 9(8).
  02 Z415-OPEN-HOUR               PICTURE 9(4).
  02 Z415-OPEN-SECOND             PICTURE 9(4).
  02 Z415-ACTION-DATE             PICTURE 9(8).
  02 Z415-TRANS-TYPE              PICTURE X(10).
  02 Z415-TRANS                   PICTURE X(2).
  02 Z415-ALPHA                   PICTURE X(1).
  02 Z415-TEXT                    PICTURE X(200).
  02 Z415-DATA                    PICTURE X(2000).
  02 Z415-TRIGGERED               PICTURE X(1).
  02 Z415-PARTNER-CODE            PICTURE X(20).
  02 Z415-ILL-UNIT                PICTURE X(20).
```


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Z45-REC-KEY			
Z415-TRANS-NUMBER	M	9(9)	**DESC:** The transaction number as given by the system. **CONV:** Must be unique. ALEPH's convention is a running sequence For example: 000000001.
Z415-DOC-NUMBER	M	9(9)	**DESC:** Doc number of the borrowing or lending request of the log's related request (Z410-DOC-NUMBER or Z416-DOC-NUMBER). **CONV**: Relevant doc number.
Z415-SEQUENCE	M	9(15)	**DESC:** Unique sequence number assigned when the record is created. It is used to distinguish between multiple log records of the same request. **CONV:** Must be unique. ALEPH's convention is time stamp + a running sequence (YYYYMMDD+ running sequence). For example: 200501130000001.
Z415-USER-NAME	M	X(10)	**DESC:** Username of the librarian that registered the transaction or WWW-OPAC if registered by patron via Web OPAC. **CONV:** Relevant username (should match a relevant Z66-USER-NAME) or 'CONV' as default.
Z415-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the transaction took place. **CONV:** Relevant date or zeroes.
Z415-OPEN-HOUR	M	9(4) Format: HHMM	**DESC:** Hour the transaction took place. **CONV:** Relevant value or zeroes.
Z415-OPEN-SECOND	M	9(4)	**DESC:** Seconds the transaction took place. **CONV:** Relevant value or zeroes.
Z415-ACTION-DATE	M	9(8) Format: YYYYMMDD	**DESC:** For transactions created manually by the user. This is the date on which the action should be taken. **CONV:** Zeroes.

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Z415-TRANS-TYPE	M	X(10)	**DESC:** Indicates whether the log is for a borrowing or a lending request. It also indicates whether the log is for a received ISO message. Options: **OUT** – log created for a borrowing (outgoing) request. The log is not related to a received ISO message. **IN** - log created for a lending (incoming) borrowing request. The log is not related to a received ISO message. **OUT-FROM**- log created for a borrowing request related to an ISO message received from an ILL Partner (supplier). **IN-FROM**- log created for a lending request related to an ISO message received from an ILL Partner (from the requester). **CONV:** Relevant value.
Z415-TRANS	M	X(2)	**DESC:** ILL transaction type. Values are defined in column 1 of the ILL library's tab/tab46.lng. Partial list of transaction types: **00** = General **01** = Status change **02** = ILL request created **03** = Supplier request created **06** = Letter was sent to the patron **07** = Letter (non-ISO) was sent to the supplier **11**= ILL Request ISO Message from Requester **16**= Shipped ISO Message from Responder **39=**Request Cancelled by Patron **50** = Lending ILL request created **51** = Incoming ILL action **61** =ILL Request ISO Message to Responder **63**= Cancel ISO Message to Responder **CONV:** Relevant value.
Z415-ALPHA	M	X(1)	**DESC:** Alpha code of the request log record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.

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Z415-TEXT	M	X(200)	**DESC:** Description of the action defined in column 4 of the ILL library's tab/tab46.lng (e.g. "General", "Status change", etc.). **CONV:** Relevant string.
Z415-DATA	M	X(2000)	**DESC:** Action details depending on the Z415-TRANS. **CONV:** Relevant string.
Z415-TRIGGERED	M	X(1)	**DESC:** Values are "Y" and "N". This flag indicates whether the ISO message that is related to the log has been read and dismissed by the user. All initially created logs get Z415-TRIGGERED = Y. When 'Dismiss' action is performed over a message, its related log turns to Z415-TRIGGERED = N. When the borrowing or lending request is archived (using the batch services: ill-88 Generate Borrowing History and ill-89 Generate Lending History); the value of the request related Z415-TRIGGERED is set to "N". **CONV:** Relevant value
Z415-PARTNER-CODE	O	X(20)	**DESC:** The partner code which relates to the log action. This field is populated only if the log is related to an action that records a correspondence with a supplier or a requester. For example: If a lending request was received from a requester whose code is MPL. The related log will contain Z415-PARTNER-CODE = MPL. **CONV:** Relevant value ((should match a relevant Z700-INTERNAL-CODE).
Z415-ILL-UNIT	O	X(20)	**DESC:** The ILL Unit code of the request related to the log. **CONV:** Relevant value ((should match a relevant Z700-INTERNAL-CODE).

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Z416 – ILL LENDING REQUEST

The Z416 is an ILL library (XXX40) Oracle table that contains administrative information about interlibrary loan (ILL) lending requests.
A lending request is also known as an incoming request.

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

```
01  Z416.
  02 Z416-REC-KEY.
    03 Z416-DOC-NUMBER                  PICTURE 9(9).

  02 Z416-BIB-INFO.
    03 Z416-BIB-DOC-NUMBER              PICTURE 9(9).

  02 Z416-ITEM-INFO.
    03 Z416-ITEM-DOC-NUMBER      PICTURE 9(9).
    03 Z416-ITEM-SEQUENCE        PICTURE 9(6).

  02 Z416-PROTOCOL-TYPE          PICTURE X(5).

  02 Z416-REQUESTER-CODE         PICTURE X(20).

  02 Z416-REQUESTER-ID           PICTURE X(12).

  02 Z416-REFERENCE-NUMBER.
    03 Z416-REQUESTER-SYSTEM-ID  PICTURE X(50).
    03 Z416-GROUP-QUALIFIER      PICTURE X(25).
    03 Z416-QUALIFIER            PICTURE X(25).

  02 Z416-ILL-UNIT               PICTURE X(20).

  02 Z416-STATUS                 PICTURE X(3).
  02 Z416-RETRY-FLAG             PICTURE X(1).
  02 Z416-REQUEST-NUMBER-1       PICTURE X(30).

  02 Z416-REQUEST-INFO.
    03 Z416-REQUEST-MEDIA        PICTURE X(20).
    03 Z416-REQUEST-PAGES        PICTURE X(100).
    03 Z416-REQUEST-MEDIA-SEND-METHOD   PICTURE X(2).
    03 Z416-REQUEST-MEDIA-SEND-INFO     PICTURE X(200).
    03 Z416-REQUEST-LAST-INTEREST       PICTURE 9(8).
    03 Z416-REQUEST-EXPIRY-DATE         PICTURE 9(8).
    03 Z416-REQUEST-NOTE                PICTURE X(300).
    03 Z416-REQUEST-PATRON-ADDRESS      PICTURE X(200).
    03 Z416-REQUEST-PATRON-EMAIL        PICTURE X(200).
```


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```
  03 Z416-REQUEST-WILLING-TO-PAY      PICTURE X(1).
  03 Z416-LEVEL-OF-SERVICE            PICTURE X(1).

02 Z416-SUPPLY-INFO.
  03 Z416-SUPPLY-MEDIA                PICTURE X(20).
  03 Z416-SUPPLY-MEDIA-SEND-METHOD     PICTURE X(2).
  03 Z416-SUPPLY-PAGES                 PICTURE 9(3).
  03 Z416-SUPPLY-PAGE-SIZE             PICTURE X(2).
  03 Z416-SUPPLY-NOTE                  PICTURE X(300).
  03 Z416-SUPPLY-DATE                  PICTURE 9(8).
  03 Z416-EXPECTED-RETURN-DATE         PICTURE 9(8).
  03 Z416-RETURN-DATE                  PICTURE 9(8).

02 Z416-CURRENCY                       PICTURE X(3).
02 Z416-PRICE                          PICTURE 9(8)V99.
02 Z416-LOCAL-PRICE                    PICTURE 9(8)V99.

02 Z416-COPYRIGHT-COMPLIANT            PICTURE X(3).
02 Z416-COPYRIGHT-CURRENCY             PICTURE X(3).
02 Z416-COPYRIGHT-PRICE                PICTURE 9(8)V99.
02 Z416-COPYRIGHT-LOCAL-PRICE          PICTURE 9(8)V99.

02 Z416-OPEN-DATE                      PICTURE 9(8).
02 Z416-UPDATE-DATE                    PICTURE 9(8).
02 Z416-CATALOGER                      PICTURE X(10).
02 Z416-ARCHIVE                        PICTURE X(1).
```

Z416-DOC-NUMBER	M	9(9))	**DESC:** The ILL request doc number. It is the same as the XXX40 doc. number. **CONV:** ILL system number.
Z416-BIB-DOC-NUMBER	M	9(9)	**DESC:** The BIB doc number that has been located for the request. **CONV**: BIB doc number or zeroes.
Z416-ITEM-DOC-NUMBER	M	9(9)	**DESC:** When an item is supplied to the requester as 'Loan' (returnable) Z416-ITEM-DOC-NUMBER is the same as the supplied item Z30-DOC-NUMBER. **CONV**: Relevant value or zeroes.
Z416-ITEM-SEQUENCE	M	9(6)	**DESC:** When an item is supplied to the requester as 'Loan' (returnable) Z416-ITEM-SEQUENCE is the same as the supplied item Z30-ITEM-SEQUENCE. **CONV:** Relevant value or zeroes.

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Z416-PROTOCOL-TYPE	M	X(5)	**DESC:** The method in which your library received the request to the partner. Options: **ISO** – ISO TCP protocol **SLNP** – German protocol **DANZG –** Danish Protocol **LT** – Letter: the partner uses letter-based communication, for example: e-mail, fax, and telephone. **CONV**: Relevant code
Z416-REQUESTER-CODE	M	X(20)	**DESC:** The requester partner code (Z700-INTERNAL-CODE). **CONV:** Relevant code.
Z416-REQUESTER-ID	O	X(12)	**DESC:** The requester ID as it is assigned Z303_ID**.** **CONV:** Relevant code or empty.
Z416-REQUESTER-SYSTEM-ID	M/O	X(50)	**DESC:** The requester institution symbol, for example: EXL:MN_LAW. Mandatory for Z416-PROTOCOL-TYPE=ISO. Not relevant for all other protocol types. **CONV:** Relevant value or blank.
Z416-GROUP-QUALIFIER	M/O	X(25)	**DESC:** Mandatory for Z416-PROTOCOL-TYPE=ISO. Not relevant for all other protocol types. This is the requester reference number as obtained from the ISO IllRequest. **CONV:** Relevant value or blank.
Z416-QUALIFIER	M/O	X(25)	**DESC:** Mandatory for Z416-PROTOCOL-TYPE=ISO. Not relevant for all other protocol types. This is the requester reference qualifier number as obtained from the ISO IllRequest. **CONV:** Relevant value or blank.
Z416-ILL-UNIT	M	X(20)	**DESC:** The ILL Unit (Z700-INTERNAL-CODE) that handles the request. **CONV:** Relevant value.

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Z416-STATUS	M	X(3)	**DESC:** Lending request status. Values are defined in LEND-REQ-STATUS menu of the ILL library's tab/pc_tab_exp_field.<lng>. Samples of Z416-STATUS: **NEW** = Default value when a new supplier request is created. **LOC**= Located **AUF**= Answer Unfilled **ART**= Answer Retry **SL**= Sent as Loan **SC**= Sent as copy RCV=Received by Requester OVD=Overdue RCL=Recalled **RT**= Returned **CLS**= Closed **CONV:** Relevant status code.
Z416-RETRY-FLAG	O	X(1)	**DESC**: Requester indication that the ILL request is or is not a retry of a previous one. The value is obtained from the ISO IllRequest. Options: **Blank** – the request is sent for the first time **Y** –Yes. The request is a retry of a previous one. **CONV:** Y or blank.
Z416-REQUEST-NUMBER-1	O	X(30)	**DESC:** Not applicable.
Z416-REQUEST-MEDIA	M	X(20)	**DESC:** 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 or COPY or MICROFORM or VIDEO or AUDIO or 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 ILL-REQUEST-MEDIA menu of the ill_library/tab/ pc_tab_exp_field.<lng> table **CONV:** Relevant value.
Z416-REQUEST-PAGES	O	X(100)	**DESC:** The requested pages. For example, 5-12, 29-41,65. **CONV:** Relevant value or zeroes**.**

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Z416-REQUEST-MEDIA-SEND-METHOD	O	X(2)	**DESC:** This field contains the preferred sending method. The sending method is the way in which the requested material is sent to the requester. Values are defined in ILL-DELIVERY-METHOD menu of the ILL library's tab/pc_tab_exp_field.<lng>. **CONV:** Blank or relevant value.
Z416-REQUEST-MEDIA-SEND-INFO	O	X(200)	**DESC:** Not applicable.
Z416-REQUEST-LAST-INTEREST	M	9(8) Format: YYYYMMDD	**DESC:** Last date of interest for the ILL request. **CONV:** Relevant date.
Z416-REQUEST-EXPIRY-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Relevant for Z416-PROTOCOL-TYPE=ISO. The date after which the request is considered expired. The date is obtained from the ISO IllRequest. The service: Lending Library-ISO Expired Messages(ill-69) use Z416-REQUEST-EXPIRY-DATE to detrmine which request is expired. **CONV:** Relevant date or zeroes.
Z416-REQUEST-NOTE	O	X(300)	**DESC:** Free text note as specified by the requester. **CONV:** Relevant string or blank.
Z416-REQUEST-PATRON-ADDRESS	O	X(200)	**DESC:** Not applicable.
Z416-REQUEST-PATRON-EMAIL	O	X(200)	**DESC:** In case of direct supply to the request's end-user email (vs. to delivery to the patron ILL library), this field defines the end-user (patron)'s email address. The mail address is driven from the ISO IllRequest. **CONV:** Relevant string or blank.
Z416-REQUEST-WILLING-TO-PAY	M	X(1)	**DESC:** Indicates if the requester is willing to pay for possible interlibrary loan charges. Options: **Y** – Yes **N** - No **CONV:** Relevant value.

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Z416-LEVEL-OF-SERVICE	O	X(1)	**DESC:** 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.<lng>. **CONV:** Relevant value. The first value defined in the LEVEL-OF-SERVICE menu can be used as a default.
Z416-SUPPLY-MEDIA	O	X(20)	**DESC:** Defines the format and media of the supplied 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 ILL-REQUEST-MEDIA menu of the ill_library/tab/pc_tab_exp_field.<lng> table. **CONV:** Relevant value.
Z416-SUPPLY-MEDIA-SEND-METHOD	O	X(2)	**DESC:** This field contains the supplied method. The supplied method is the way in which the material is sent to the requester. Values are defined in ILL-DELIVERY-METHOD menu of the ILL library's tab/ pc_tab_exp_field.<lng>. **CONV:** Blank or relevant value.
Z416-SUPPLY-PAGES	M	9(3)	**DESC:** Number of supplied pages. Used if the 'Copy' is chosen. **CONV:** Relevant value or zeroes.
Z416-SUPPLY-PAGE-SIZE	O	X(2)	**DESC:** Page size. Used if the 'Copy' is supplied. Values are defined in PAGE-SIZE menu of the ILL library's tab/pc_tab_exp_field.<lng>. Sample of values: A1 A2 A3 A4 **CONV:** Relevant value or blank.

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Z416-SUPPLY-NOTE	O	X(300)	**DESC:** Free text note. The note entered when 'ship' action is performed. It is included in the 'supply slip' and 'ship' ISO message. **CONV:** Relevant string or blank.
Z416-SUPPLY-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the material was supplied to the requester. This field is automatically inserted by the system when the "ship" action is completed. **CONV:** Relevant date or zeroes.
Z416-EXPECTED-RETURN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** For material supplied as 'loan' (returnable), date by which the item must be returned from the requester to the library. **CONV:** Relevant date or zeroes.
Z416-RETURN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** For material supplied as 'loan' (returnable), date the material was returned from the requester to the library. **CONV:** Relevant dates or zeroes.
Z416-CURRENCY	O	X(3)	**DESC:** The currency code in which the requested is going to be charged for the request (Z83-CURRENCY-NAME). **CONV:** Relevant currency code (Z83-CURRENCY-NAME) or blank.
Z416-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The cost (in the requester's currency) of providing the ILL service. Alternatively this may be the number of vouchers required for the request. **CONV:** Relevant value or zeroes.
Z416-LOCAL-PRICE	M	9(8)V99 Leading zeroes	**DESC:** The cost (in the local currency) of providing the ILL service. Alternatively this may be the number of vouchers required for the request **.** **CONV:** Relevant value or zeroes.
Z416-COPYRIGHT-COMPLIANT	O	X(3)	**DESC:** Relevant only requests received from a library that works with US and Australian copyright modes. For mode 1 (US) Possiable values: **CCG** **CCL** For mode 2 (Australian): copyright compliant free text as sent by the requester. **CONV:** Relevant value or blank.
Z416-COPYRIGHT-CURRENCY	O	X(3)	**DESC:** Not applicable
Z416-COPYRIGHT-PRICE	M	9(8)V99 Leading zeroes	**DESC:** Not applicable

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Z416-COPYRIGHT-LOCAL-PRICE	M	9(8)V99 Leading zeroes	**DESC:** Not applicable
Z416-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the request was first created. **CONV:** Relevant date or conversion date.
Z416-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the request was last updated. **CONV:** Relevant date or conversion date.
Z416-CATALOGER	O	X(10)	**DESC:** User name of the ILL librarian processing the request. **CONV:** Blank or "CONV".
Z416-ARCHIVE	M	X(1)	**DESC:** This field indicated whether or not the ILL lending request has been transferred to the ILL History Database. Lending requests can be transferred to the Historical Database by activating the batch service: Generate Lending History (ill-89). Values can be: **N** – Request has not been transferred to ILL History Database. **Y** - Request has been transferred to ILL History Database. **CONV:** Y or N. Default: N

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Z418 – ILL COPYRIGHT (US MODE)

The Z418 is an ILL library (XXX40) Oracle table that contains the copyright information of the ILL borrowing request. This record contains data only for US clients that choose to activate the US ILL copyright mode (tab100's flag COPYRIGHT-MODE is set to "1") .

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.

```
01  Z418.
   02 Z418-REC-KEY.
     03 Z418-REQUEST-NUMBER      PICTURE 9(9).
   02 Z418-REC-KEY-1.
     03 Z418-ILL-UNIT-KEY-1      PICTURE X(20).
     03 Z418-FILING-ISSN-ISBN    PICTURE X(50).
   02 Z418-REC-KEY-2.
     03 Z418-ILL-UNIT-KEY-2      PICTURE X(20).
     03 Z418-FILING-TITLE        PICTURE X(500).
   02 Z418-ILL-UNIT              PICTURE X(20).
   02 Z418-ISSN-ISBN-CODE        PICTURE X(50).
   02 Z418-TITLE                 PICTURE X(2000).
   02 Z418-YEAR                  PICTURE 9(4).
   02 Z418-STATUS                PICTURE 9(2).
   02 Z418-STATUS-DATE           PICTURE 9(8).
   02 Z418-P-DATE                PICTURE 9(8).
   02 Z418-P-CHECK-NO            PICTURE X(15).
   02 Z418-P-AMOUNT              PICTURE 9(12)V99.
   02 Z418-P-STATUS              PICTURE X(1).
   02 Z418-APPROVAL-DEPARTMENT   PICTURE X(20).
   02 Z418-APPROVAL-NUMBER       PICTURE X(20).
```

Z418-REC-KEY			
Z418-REQUEST-NUMBER	M	9(9) Leading zeroes	**DESC:** The ILL request doc number to which this copyright transaction is assigned. It is the same as the XXX40 doc. number. **CONV:** ILL system number.
Z418-REC-KEY-1			
Z418-ILL-UNIT-KEY-1	M	X(20)	**DESC:** The ILL Unit (Z700-INTERNAL-CODE) that handles the request to which the Z418 copyrights record is assigned. **CONV:** Relevant value.

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Z418-FILING-ISSN-ISBN	O	X(50)	**DESC:** The ISBN or ISSN of the title after the filing procedures were activated (e.g. ISBN with hyphens removed). Filing procedures are defined in the `tab_filing` table of the ILL library's tab directory. **CONV:** Relevant text or blank.
Z418-REC-KEY-2			
Z418-ILL-UNIT-KEY-2	M	X(20)	**DESC:** The ILL Unit (Z700-INTERNAL-CODE) that handles the request to which the Z418 copyrights record is assigned. **CONV:** Relevant value.
Z418-FILING-TITLE	M	X(500)	**DESC:** The title after the filing procedures were activated (e.g. change upper case to lower case). Filing procedures are defined in the `tab_filing` table of the ILL library's tab directory. **CONV:** Relevant text.
Z418-ILL-UNIT	M	X(20)	**DESC:** The ILL Unit (Z700-INTERNAL-CODE) that handles the request to which the Z418 copyrights record is assigned. **CONV:** Relevant value.
Z418-ISSN-ISBN-CODE	O	X(50)	**DESC:** The ISSN (MARC21 tag 022) or ISBN (MARC21 tag 020) code of the requested title. **CONV:** Relevant value or blank.
Z418-TITLE	M	X(2000)	**DESC:** The title of the request. **CONV:** Relevant text.
Z418-YEAR	M	9(4)	**DESC:** The year of the requested title **CONV:** Relevant value.
Z418-STATUS	M	9(2)	**DESC:** The copyright status of the request. Options: **00**-Free of fee **11**-Might be under max of free copies **21**-Might be above max of free copies **10**-Under max of free copies **20**-Above max of free copies **50**-Canceled/Deleted/Expired Request **51**-Unfilled request **CONV:** Relevant value.
Z418-STATUS-DATE	M	9(8) Format: YYYYMMDD)	**DESC:** Date the record was modified.. **CONV:** Relevant date or conversion date.
Z418-P-DATE	M	9(8) Format: YYYYMMDD)	**DESC:** Date the payment status was changed to **Paid** (either manually via ILL-GUI or by the Copyright Payment Service - ill-61). **CONV:** Relevant date or zeros.

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Z418-P-CHECK-NO	O	X(15)	**DESC:** Not applicable. **CONV:** Blank
Z410-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the record was modified. **CONV:** Relevant date or conversion date.
Z418-P-AMOUNT	M	9(8)V99 Leading zeroes	**DESC:** Not applicable **CONV:** zeros
Z418-P-STATUS	O	X(1)	**DESC:** The payment status of the copyright transaction. It can be manually set via ILL-GUI or by the Copyright Payment Service (ill-61). Options: **N**- Not Handled **D**-Dismissed **A**- Payment Authorization Given **P**-Paid **CONV:** Relevant value or blank.
Z418-APPROVAL-DEPARTMENT	O	X(20)	**DESC:** Not applicable **CONV:** Blank
Z418-APPROVAL-NUMBER	O	X(20)	**DESC:** The payment approval number of the copyright transaction. It can be manually set via ILL-GUI or by Copyright Payment Service (ill-61). Last sequence is taken from the ILL library (XXX40) counter: last-z418-app-number (from Util g/2). **CONV:** Relevant value or blank.

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Z501 – ACQUISITION CLAIMS

The Z501 table contains acquisition claims for monographs and standing orders. The claims may be created on-line in the Acquisition/Serials module or by running the "Claim Report and Letters for Monograph Orders" (p_acq_12) batch routine. This service is available from the Orders and Claims option of the Services menu in the Acquisitions/Serials module.

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 Z501-REC-KEY.
  03 Z501-DOC-NUMBER            PICTURE 9(9).
  03 Z501-SEQUENCE              PICTURE 9(5).
  03 Z501-CLAIM-SEQUENCE        PICTURE 9(5).

02 Z501-CLAIM-DATA.
  03 Z501-ALPHA                 PICTURE X(1).
  03 Z501-CLAIM-STATUS          PICTURE X(2).
  03 Z501-CLAIM-DATE            PICTURE 9(8).
  03 Z501-CLAIM-TEXT            PICTURE X(200).
  03 Z501-VENDOR-REPLY          PICTURE X(200).
  03 Z501-VENDOR-REPLY-DATE     PICTURE 9(8).
  03 Z501-PRINT-DATE            PICTURE 9(8).
  03 Z501-PRINT-FORMAT          PICTURE X(2).
```


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Z501-REC-KEY			
Z501-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the administrative record associated to the order record. **CONV:** ADM system number.
Z501-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Sequence number of the order under the ADM record. Used to distinguish between multiple orders under the same ADM record. **CONV:** Sequence number should match the Z68-SEQUENCE field of the order record.
Z501-CLAIM-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Sequence number of a claim. Used to distinguish between multiple claims for the same order. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 00001. Every claim placed on the same Z501-DOC-NUMBER and Z501-SEQUENCE should increase by one.
Z501-CLAIM-DATA			
Z501-ALPHA	O	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z501-CLAIM-STATUS	-	X(2)	**DESC:** Not applicable. **CONV:** Blank.
Z501-CLAIM-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the claim was generated. **CONV:** Relevant date or conversion date.
Z501-CLAIM TEXT	O	X(200)	**DESC:** Free text note. This text is included in the letter to the vendor, in addition to the text that is part of the standard claim letters. **CONV:** Relevant string or blank.
Z501-VENDOR-REPLY	O	X(200)	**DESC:** Free text note. Vendor's reply to the claim. Fixed text for the pull-down menu in the GUI can be defined through the VENDOR-CLAIM-REPLY section of the library's pc_tab_exp_field.lng table. **CONV:** Relevant string or blank.
Z501-VENDOR-REPLY-DATE	O	9(8) Format: YYYYMMDD	**DESC:** Date of vendor's reply. **CONV:** Relevant date or conversion date or zeroes.
Z501-PRINT-DATE	O	9(8) Format:	**DESC:** Date in which the claim was last sent.

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		YYYYMMDD	**CONV:** Relevant date or conversion date or zeroes.
Z501-PRINT-FORMAT	O	X(2)	**DESC:** Format of the claim letter (acq-order-claim-nn). Values are 00 to 99. **CONV:** Relevant value or blank.

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Z502 – Message for External Gateway (Oracle Queue)

A library may employ a third party gateway system that controls patron access to library services. Aleph is capable of making information available to be used by the gateway system. This information is stored in the Oracle Advanced Queue, which resides in the Aleph database (Z502).

Aleph merely makes the information available; the gateway system is responsible for accessing the information from the Aleph queue, analyzing it according to its own criteria, and determining whether to allow or block access to a patron.

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.

```
01  Z502.
      02 Z502-EVENT-TIME       PICTURE X(15).
      02 Z502-EVENT-LIBRARY    PICTURE X(5).
      02 Z502-EVENT-TYPE       PICTURE X(2).
      02 Z502-USER-ID          PICTURE X(12).
      02 Z502-EVENT-ID         PICTURE X(50).
      02 Z502-EVENT-FIELD-1    PICTURE X(100).
      02 Z502-EVENT-FIELD-2    PICTURE X(100).
      02 Z502-EVENT-FIELD-3    PICTURE X(100).
      02 Z502-EVENT-FIELD-4    PICTURE X(100).
      02 Z502-EVENT-FIELD-5    PICTURE X(100).
      02 Z502-EVENT-FIELD-6    PICTURE X(100).
      02 Z502-EVENT-FIELD-7    PICTURE X(100).
      02 Z502-EVENT-FIELD-8    PICTURE X(100).
      02 Z502-EVENT-FIELD-9    PICTURE X(100).
      02 Z502-EVENT-FIELD-10   PICTURE X(100).
```

Z502-EVENT-TIME	M	X(15)	**DESC:** Time stamp, when the transaction took place. YYYYMMDDHHMMSSS
Z502-EVENT-LIBRARY	M	X(5)	**DESC:** The library where the event occurred
Z502-EVENT-TYPE	M	X(2)	**DESC:** the type of the event: PC – photocopy created PS – photocopy supplied PR – photocopy refused PD – photocopy deleted LC – loan created LD – loan deleted LR – loan returned

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			UC – user ID created UD – user ID deleted UB – user barcode updated MC – local patron record created ED – expiry date changed SC – patron status changed BC – block created BU – block updated BD – block deleted
Z502-USER-ID	M	X(12)	**DESC:** Patron's internal ID.
Z502-EVENT-ID	M	X(50)	**DESC:** relevant ID according to event type: photocopy related events: Z38-NUMBER Loan related events: Z30-BARCODE User id related events: Z308-KEY-DATA Local patron record related events: Z305-SUB-LIBRARY Block related events: Z303-DELINQ-N
Z502-EVENT-FIELD-1 thru EVENT-FIELD-10	O	X(100)	**DESC:** additional information of the event. The data of this field depends on the event type.

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Z503 – Message for External SSO (Oracle Queue)

Aleph is capable of storing information regarding specific events that affect a third-party Single Sign On system (SSO). This information is stored in the Oracle advanced queue, residing inside the Aleph database (Z503).

It is the third-party SSO system's responsibility to pull the information from Aleph's queue, analyze it according to its own logics, and update the SSO data (for example, update patron name and password).

For more information, refer to the **Aleph and SSO Integration** section of the *Aleph 21 System Librarian's Guide-Circulation*.

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.

```
01  Z503.
        02 Z503-EVENT-TIME       PICTURE X(15).
        02 Z503-EVENT-LIBRARY    PICTURE X(5).
        02 Z503-EVENT-TYPE       PICTURE X(2).
        02 Z503-USER-ID          PICTURE X(12).
        02 Z503-EVENT-Z303       PICTURE X(3000).
        02 Z503-EVENT-Z304       PICTURE X(1000).
        02 Z503-EVENT-Z305       PICTURE X(2000).
        02 Z503-EVENT-Z308       PICTURE X(200).
```

Z503-EVENT-TIME	M	X(15) Format: YYYYMMDDHHMMSSS	**DESC:** Time stamp, when the transaction took place.
Z503-EVENT-LIBRARY	M	X(5)	**DESC:** The ADM library where the event occurred
Z503-EVENT-TYPE	M	X(2)	**DESC:** the type of the event: NP – New Patron UA – Update Address UP – Update Password
Z503-USER-ID	M	X(12)	**DESC:** Patron's internal ID.
Z503-EVENT-Z303	O	X(3000)	**DESC:** Global patron information. Same structure of Z303 table
Z503-EVENT-Z304	O	X(1000)	**DESC:** Patron's address. Same structure of Z304 table
Z503-EVENT-Z305	O	X(2000)	**DESC:** Patron's Local Information. Same structure of Z305 table
Z503-EVENT-Z308	O	X(200)	**DESC:** Patron's ID. Same structure of Z308 table

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Z52 – SEQUENCE

The Z52 table includes counters required for various functions of ALEPH. Some of the counters are internal, and are never actually used by the user; others are used for setting a default *next number* for different functions. The Z52 table also includes the lock library status (0 = unlocked, 1 = locked).

The table may contain user-defined “keys”. The user may enter a key in a field (such as the location or inventory field of the item record) and the system will enter the next available number. Different sequences can be created, and prefixes can be assigned to a sequence number.

Conversion is not applicable. When a new library is opened, the Z52 records that are marked "S" (system) in the demo library on which the library is based are copied to the new library. These are required by the system. Locally defined Z52 records (such as counters for inventory numbers or order numbers) should be marked "U" (user).

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left justified with trailing spaces; all numeric fields are right justified 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 Z52-REC-KEY.
  03 Z52-NAME                    PICTURE X(20).
02 Z52-PREFIX                    PICTURE X(20).
02 Z52-SEQUENCE                  PICTURE 9(9).
02 Z52-SUPPRESS                  PICTURE X(1).
02 Z52-FORMAT                    PICTURE X(30).
02 Z52-TYPE                      PICTURE X(1).
```


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Z52-REC-KEY			
Z52-NAME	M	X(20)	**DESC:** Sequence name (e.g. last-doc-number).
Z52-PREFIX	O	X(20)	**DESC:** Prefix attached to the beginning of the last sequence number.
Z52-SEQUENCE	M	9(9)	**DESC:** Last number assigned to the sequence.
Z52-SUPPRESS	M	X(1)	**DESC:** This field indicates if leading zeroes are suppressed. Values are: **Y** = Leading zeroes are suppressed **N** = Leading zeroes are not suppressed.
Z52-FORMAT	-	X(30)	**DESC:** Virtual field for internal use. Is used for I/O purposes.
Z52-TYPE	M	X(1)	**DESC:** Type of sequence. Values are "S" and "U". "S" indicates lines that will be copied when new library is opened. "S" is used for lines required by the system and is set by Ex Libris. "U" is used for user-defined lines.

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Z601 - Budget Transactions

The Z601 record contains information regarding budget transactions. Each Z601 transaction record is related to a budget through the Z601-REC-KEY. Invoice transactions (Z601-TYPE = INV) are related to an invoice through the Z601-REC-KEY-2. Encumbrances (Z601-TYPE = ENC) are related to an order through the Z601-REC-KEY-3.

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. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z601-REC-KEY.
  03 Z601-BUDGET-NUMBER        PICTURE X(50).
  03 Z601-SEQUENCE             PICTURE 9(15).
02 Z601-REC-KEY-2.
  03 Z601-VENDOR-CODE          PICTURE X(20).
  03 Z601-INVOICE-NUMBER       PICTURE X(15).
  03 Z601-LINE-NUMBER          PICTURE 9(5).
02 Z601-REC-KEY-3.
  03 Z601-DOC-NUMBER           PICTURE 9(9).
  03 Z601-DOC-SEQUENCE         PICTURE 9(5).

02 Z601-OBJECT-CODE            PICTURE X(5).
02 Z601-USER-NAME              PICTURE X(10).
02 Z601-OPEN-DATE              PICTURE 9(8).
02 Z601-TYPE                   PICTURE X(3).
02 Z601-NOTE                   PICTURE X(200).

02 Z601-CREDIT-DEBIT           PICTURE X(1).
02 Z601-CURRENCY               PICTURE X(3).
02 Z601-CURRENCY-DATE          PICTURE 9(8).
02 Z601-CURRENCY-RATIO         PICTURE 9(12).
02 Z601-ORIGINAL-SUM           PICTURE 9(12)V99.
02 Z601-ACTIVE-SUM             PICTURE 9(12)V99.
02 Z601-LOCAL-SUM              PICTURE 9(12)V99.
02 Z601-VAT-SUM                PICTURE 9(12)V99.
02 Z601-PAID                   PICTURE X(1).
```


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Z601-REC-KEY			
Z601-BUDGET-NUMBER	M	X(50)	**DESC:** Budget code. Unique code by which the system identifies the budget. **CONV:** Should match a valid budget code (Z76-BUDGET-NUMBER). Must be in uppercase. Note that this field must not contain asterisks (*).
Z601-SEQUENCE	M	9(15)	**DESC:** Sequence number. Used as a unique identifier of the transaction record. **CONV:** Must be unique. ALEPH's convention is time stamp + a running sequence (YYYYMMDD+ running sequence). For example: 200501130000001. The sequence is based on the last_record_sequence Oracle sequence that must be present in the pw_library.
Z601-REC-KEY-2			
Z601-VENDOR-CODE	O	X(20)	**DESC:** Vendor code. This field is relevant only if Z601_TYPE = INV. **CONV:** If Z601-TYPE = 'INV', put the relevant vendor code (should be coordinated with Z75-VENDOR-CODE); else leave this field blank.
Z601-INVOICE-NUMBER	O	X(15)	**DESC:** Invoice number. This field is relevant only if Z601-TYPE = INV. **CONV:** If Z601-TYPE = 'INV', then use the relevant Z75-INVOICE-NUMBER; else leave this field blank.
Z601-LINE-NUMBER	M	9(5) Leading zeroes	**DESC:** Item line sequence number. This field is relevant only if Z601-TYPE = 'INV'. **CONV:** If Z601-TYPE = 'INV', use the relevant Z75-LINE-NUMBER (item line sequence number); otherwise set this field to zeroes.
Z601-REC-KEY-3			
Z601-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record to which the order is linked. This field is relevant only if Z601-TYPE = 'INV' or 'ENC'. **CONV:** Relevant ADM system number. If Z601-TYPE = 'INV', this is the same as the Z75-DOC-NUMBER. If Z601-TYPE = 'ENC', this is the same as Z68-DOC-NUMBER. If the Z601-

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			TYPE is not 'INV' or 'ENC', enter zeroes.
Z601-DOC-SEQUENCE	M	9(5)	**DESC:** Sequence number of the order record under the ADM record. **CONV:** If Z601-TYPE = 'ENC', this is the same as Z68-SEQUENCE. If Z601-TYPE = 'INV', this is the same as Z75-SEQUENCE. If the Z601-TYPE is not 'INV' or 'ENC', enter zeroes.
Z601-OBJECT-CODE	O	X(5)	**DESC:** Object code. This field is relevant only if Z601-TYPE = INV. Object codes can be used to classify expenditures. Each code defines a type of object. Object codes are defined in the pc_tab_exp_field.lng table under the OBJECT-CODE section. If the USE-OBJECT-CODE flag of the tab100 table of the library's tab directory is set to 'Y', then when a budget is assigned to the invoice the object code is checked against the allowed object codes assigned to the budget. The Z75-I-OBJECT-CODE field should match one of the object codes (Z76-OBJECT-CODE) assigned to the selected budget. **CONV:** Relevant object code (same as Z75-I-OBJECT-CODE) or blank.
Z601-USER-NAME	M	X(10)	**DESC:** This is the name of the librarian who performed the transaction. **CONV:** Relevant user name or 'CONVERSION'.
Z601-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the transaction record was created. **CONV:** Relevant date or conversion date.
Z601-TYPE	M	X(3)	**DESC:** Transaction type. Values are: **ILC** = Initial allocation **ALC** = Additional allocation **CRO** = Carryover **TRN** = Transfer **ENC** = Encumbrance **INV** = Invoice **CONV:** Relevant value.
Z601-NOTE	O	X(200)	**DESC:** Free text note. **CONV:** Blank or relevant text.
Z601-CREDIT-DEBIT	M	X(1)	**DESC:** Indicates whether the transaction is credit or debit.

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			Values are: **C** = Credit **D** = Debit **CONV:** Relevant value.
Z601-CURRENCY	M	X(3)	**DESC:** Transaction currency. **CONV:** Relevant currency code. If unknown, may be taken from: If Z601-TYPE = 'ENC' then put Z68-E-CURRENCY. if Z601-TYPE = 'INV' then put Z77-I-CURRENCY if Z601-TYPE = 'ILC' or 'ALC' then put local currency.
Z601-CURRENCY-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date of currency conversion record (Z82) that was used for calculating the Z601-LOCAL-SUM field. **CONV:** Default to conversion date.
Z601-CURRENCY-RATIO	M	9(12)	**DESC:** Currency ratio. This field is used to define a particular currency ratio for a specific invoice. Should match the Z77-I-CURRENCY-RATIO field. If the Z77-I-CURRENCY-RATIO is not zeroes, then the currency table (Z82) will not be consulted. **CONV:** Relevant value (Z77-I-CURRENCY-RATIO).
Z601-ORIGINAL-SUM	M	9(12)V99	**DESC:** Amount the library is being billed or credited for the transaction. This is the sum in the currency in which the transaction is actually performed. **CONV:** Relevant sum, for example: if Z601_TYPE = 'INV' then put Z75-I-TOTAL-AMOUNT if Z601_TYPE = 'ENC' then put Z68-E-PRICE.
Z601-ACTIVE-SUM	M	9(12)V99	**DESC:** Every encumbrance transaction has an "original" and "active" encumbrance. When the order is first encumbered the original and active encumbrances are the same. When an invoice is registered the system will change the active encumbrance of the transaction to zero, unless the invoice status of the order is "P" (partial), indicating that additional invoices are expected for the order. In this case the system will subtract the invoice amount

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			from the original sum and the remaining amount (if any) will be registered as the active sum for encumbrance. The budget will remain encumbered for this difference. **CONV:** Three possibilities: 1. Enter a relevant value if known. 2. Z601_ORIGINAL_SUM = Z601_ACTIVE_SUM. 3. Enter zeroes. In this case, after conversion data is loaded, it is necessary to run the "Deactivate Encumbrance" (b_acq_09) batch process in order to deactivate the encumbrance (calculate the real value of Z601-ACTIVE-SUM).
Z601-LOCAL-SUM	M	9(12)V99	**DESC:** Amount translated into the local currency. **CONV:** Enter sum or zeroes. Note: after the conversion is done and currency table (Z82) is defined, the "Update Local Price of Budget Transactions" (b_acq_08) batch process can be run in order to update the local price of a budget transaction.
Z601-VAT-SUM	O/ M	9(12)V99.	**DESC:** Vat amount. Functional only for 'INV' transactions. The amount is calculated from the Z601-ACTIVE-SUM field according to the VAT percent of the attached Z75 record, regardless of the value of Z77-VAT-PER-LINE; it cannot be edited by the user. The field is also used for budget balance calculations. **CONV:** Valid sum or zeroes.
Z601-PAID	O/ M	X(1)	**DESC:** Invoice payment status. Functional only for 'INV' transactions. Values are: **Y** = Paid **N** = Not paid **CONV:** Should be coordinated with the Z77-P-STATUS field of the general invoice record.

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Z602 – SUBLIBRARY / ORDERING UNIT (for BUDGETS, VENDORS, and USERS)

The Z602 contains the sublibraries or the ordering units assigned to records. It is relevant to the vendor record (Z70), the budget record (Z76), and the user's password record (Z66). If the vendor, the budget, or the user is not linked to a specific sublibrary or ordering unit, the Z602 is not generated.

If the ordering unit mechanism is not used (the USE-ORDER-UNIT flag in the data_tab/tab100 table is set to 'N'), the Z602 record contains sublibrary codes. If the ordering unit mechanism is used, then this record contains ordering units.

Note that for sites that work with a two-level vendor setup (the TWO-LEVEL-VENDOR flag in the data_tab/tab100 table is set to 'Y'), regarding vendor usage permissions, there is no need for matching Z602 records for the sublibrary or ordering unit of the vendor specific records. The vendor's generic record will automatically be granted usage permissions for the sublibrary or ordering unit defined in the vendor specific records.

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 Z602-REC-KEY.
  03 Z602-KEY-TYPE              PICTURE X(5).
  03 Z602-KEY-TEXT              PICTURE X(50).

02 Z602-SUB-LIBRARY-X.
   03 Z602-SUB-LIBRARY  OCCURS 500 PICTURE X(5).
```


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Z602-REC-KEY			
Z602-KEY-TYPE	M	X(5)	**DESC:** Name of the table to which the sublibrary or ordering unit is linked. The Z602-KEY-TYPE for vendors is **Z70**, for budgets is **Z76**, and for users is **Z66**. **CONV:** Relevant table name.
Z602-KEY-TEXT	M	X(50)	**DESC**: Unique code by which the system identifies the vendor, the budget or the user. You may enter up to 50 alphanumeric characters. **CONV:** Relevant code according to Z70-VENDOR-CODE, Z76-BUDGET-NUMBER or Z66-USER-NAME.
Z602-SUB-LIBRARY-X			
Z602-SUB-LIBRARY OCCURS 100	M	X(5) OCCURS 500	**DESC:** Sublibrary code or ordering unit assigned to the vendor, the budget or the user. You may enter up to 500 codes. If the ordering unit mechanism is not used (the USE-ORDER-UNIT flag in the data_tab/tab100 table is set to 'N'), this field contains the relevant sublibrary code(s). If the ordering unit mechanism is used, then this field contains the relevant ordering unit(s). **CONV:** If the USE-ORDER-UNIT flag in the data_tab/tab100 table is set to 'N', enter valid sublibrary code(s) as define in the tab_sub_library table. If the flag is set to 'Y', enter valid ordering unit(s) as defined in the tab_sub_library table (sublibrary type 5).

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Z61 – USER PROFILE

The Z61 table contains user profiles. The profile record comprises the user's preferences for the display and retrieval of information in the Web OPAC. The Z61 record is also used to define the list of logical bases to which the user will be denied access. This table also determines authorizations such as whether or not the user has access to external links (field 856) from the Web OPAC. The Z61 record includes, for example, the denied bases, the display format of the records, the number of records displayed per page and the order in which records are sorted for display.

The User Profile can be created by the user through the Web OPAC in the User information section (Personal Profile) or by the librarian through the Patron Profile option of the Patrons menu of the Circulation module. The only fields that can be changed by the user through the Web OPAC are those related to the display format. Other fields, like the denied library fields, can be changed and updated only through the Circulation module.

When a user logs into the OPAC system, the system looks for his profile (Z61-ID that matches the user's Z303-ID). If he does not have a personal profile, then the system looks for a profile that matches the Profile field of the User's Global Information record (looks for a Z61-ID that matches the Z303-PROFILE-ID field of the user). If the user is not linked to a profile, then the system will check if an IP station's profile was defined for this station. If there is no IP profile for the station, then the default (ALEPH) profile will be used.

Note that for the match between the station's IP and the potential IP station's profile, the IP is normalized. For example:

If the station's IP is 10.1.235.78 it is normalized to 010001235078. The potential Z61 records are:

010001235078
01000123507
0100012350
010001235
01000123
0100012
010001

The minimum for matching is six characters.

The Z61 table must be included in the file_list of the library defined for the usr_library variable of the aleph_start file.

Usually the Z61 is not converted and it is built in the system on-line.

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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 Z61-REC-KEY.
  03 Z61-ID                      PICTURE X(12).

02 Z61-DENIED-LIBRARY-1          PICTURE X(5).
02 Z61-DENIED-LIBRARY-2          PICTURE X(5).
02 Z61-DENIED-LIBRARY-3          PICTURE X(5).
02 Z61-DENIED-LIBRARY-4          PICTURE X(5).
02 Z61-DENIED-LIBRARY-5          PICTURE X(5).
02 Z61-DENIED-LIBRARY-6          PICTURE X(5).
02 Z61-DENIED-LIBRARY-7          PICTURE X(5).
02 Z61-DENIED-LIBRARY-8          PICTURE X(5).

02 Z61-DENIED-COMMAND-1          PICTURE X(500).
02 Z61-DENIED-COMMAND-2          PICTURE X(500).
02 Z61-DENIED-COMMAND-3          PICTURE X(500).
02 Z61-DENIED-COMMAND-4          PICTURE X(500).
02 Z61-DENIED-COMMAND-5          PICTURE X(500).
02 Z61-DENIED-COMMAND-6          PICTURE X(500).
02 Z61-DENIED-COMMAND-7          PICTURE X(500).
02 Z61-DENIED-COMMAND-8          PICTURE X(500).

02 Z61-SHORT-NO-LINES            PICTURE 9(2).
02 Z61-AUTO-FULL                 PICTURE 9(2).
02 Z61-SHORT-FORMAT-X.
  03 Z61-SHORT-FORMAT            PICTURE 9(3).
  03 Z61-SHORT-TAGS              PICTURE X(60).

02 Z61-BASE                      PICTURE X(20).
02 Z61-CON-LNG                   PICTURE X(3).
02 Z61-USER-LIBRARY              PICTURE X(5).
02 Z61-BOR-SEARCH-SUB-LIBRARY PICTURE X(5).
02 Z61-856-PERMISSION            PICTURE X(1).
02 Z61-SAVE-PERMISSION           PICTURE X(1).
02 Z61-COURSE-SAVE-PERMISSION PICTURE X(1).
02 Z61-SDI-PERMISSION            PICTURE X(1).
02 Z61-NEW-BOOK-PERMISSION     PICTURE X(1).
02 Z61-UPDATE-ADDR-PERMISSION PICTURE X(1).
02 Z61-MAX-SAVE-MAIL-FILES     PICTURE 9(6).
02 Z61-SCAN-INCLUDE-AUT        PICTURE X(1).
```


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Z61-REC-KEY			
Z61-ID	M	X(12)	**DESC:** User's identification key. Should match the Z303-ID.
Z61-DENIED-LIBRARY-1	O	X(5)	**DESC:** Logical base to which the user has denied access. The logical base is created according to Z61-DENIED-COMMAND-1.
Z61-DENIED-LIBRARY-2	O	X(5)	**DESC:** As Z61-DENIED-LIBRARY-1.
Z61-DENIED-LIBRARY-3	O	X(5)	**DESC:** As Z61-DENIED-LIBRARY-1.
Z61-DENIED-LIBRARY-4	O	X(5)	**DESC:** As Z61-DENIED-LIBRARY-1.
Z61-DENIED-LIBRARY-5	O	X(5)	**DESC:** As Z61-DENIED-LIBRARY-1.
Z61-DENIED-LIBRARY-6	O	X(5)	**DESC:** As Z61-DENIED-LIBRARY-1.
Z61-DENIED-LIBRARY-7	O	X(5)	**DESC:** As Z61-DENIED-LIBRARY-1.
Z61-DENIED-LIBRARY-8	O	X(5)	**DESC:** As Z61-DENIED-LIBRARY-1.
Z61-DENIED-COMMAND-1	O	X(500)	**DESC:** Find command that the system uses to create a logical base of records to which the user has denied access.
Z61- DENIED-COMMAND-2	O	X(500)	**DESC:** As Z61-DENIED-COMMAND-1
Z61- DENIED-COMMAND-3	O	X(500)	**DESC:** As Z61-DENIED-COMMAND-1
Z61- DENIED-COMMAND-4	O	X(500)	**DESC:** As Z61-DENIED-COMMAND-1
Z61- DENIED-COMMAND-5	O	X(500)	**DESC:** As Z61-DENIED-COMMAND-1
Z61- DENIED-COMMAND-6	O	X(500)	**DESC:** As Z61-DENIED-COMMAND-1
Z61- DENIED-COMMAND-7	O	X(500)	**DESC:** As Z61-DENIED-COMMAND-1
Z61- DENIED-COMMAND-8	O	X(500)	**DESC:** As Z61-DENIED-COMMAND-1
Z61-SHORT-NO-LINES	M	9(2)	**DESC:** Number of records to be displayed per page in the result list
Z61-AUTO-FULL	M	9(2)	**DESC:** If the Search or Browse query retrieved less than the number of records defined in this field, then the system will display the Full View immediately, without the intermediate step of the Brief View.
Z61-SHORT-FORMAT-X			
Z61-SHORT-FORMAT	M	9(3)	**DESC:** Result list format. For example: card, full view, and custom view.
Z61-SHORT-TAGS	-	X(60)	**DESC:** Not applicable.
Z61-BASE	O	X(20)	**DESC:** Default base to be accessed when the user accesses the Web OPAC. The default base is relevant only to the IP

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			address and ALEPH profiles; it is not relevant to personal profiles, since the user has already accessed the Web OPAC, and the base only changes if there is a direct request by the user. Bases are defined in the tab_base table of the alephe_root tab directory.
Z61-CON-LNG	M	X(3)	**DESC:** Borrower's selected interface language. This field is currently filled automatically by the system with the default value set in the root directory under www_server.conf (www_con_lng variable).
Z61-USER-LIBRARY	-	X(5)	**DESC:** The library to which the profile belongs. If the field is populated with and ADM library's code then staff users that are defined in `Z66-USER-LIBRARY` as belonging to that library or staff users that are defined as ADMIN will be the only staff that can update the profile. If the field is blank then all staff users may update the profile. **CONV:** Blank or relevant ADM library.
Z61-BOR-SEARCH-SUB-LIBRARY	M	X(5)	**DESC:** Sublibrary code for the user's selected 'search' sublibrary. If full record display has been set up with ITM5/ITMH for link to list of items (display of items of a single sublibrary at a time), when the user requests the item list, the system will automatically display the items that exist in the selected library.
Z61-856-PERMISSION	M	X(1)	**DESC:** This field defines whether or not the user will have access to external links (field 856) in the Web OPAC. Values are 'Y' and 'N'. If the Z61-856-PERMISSION is set to 'N', then external links will not be displayed.
Z61-SAVE-PERMISSION	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to use the Save option in the Web OPAC. The Save option allows the user to save data on the server for further use. Values are 'Y' and 'N'. If the Z61- SAVE-PERMISSION is set to 'N', then the Save option will not be enabled.
Z61-COURSE-SAVE-PERMISSION	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to save on server a list of records for the Course

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			Reading administration. Values are 'Y' and 'N'. If the Z61- COURSE-SAVE-PERMISSION is set to 'N', then the Save staff option will not be enabled.
Z61-SDI-PERMISSION	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to use the SDI (Selective Dissemination of Information) service. If the Z61-SDI-PERMISSION is set to 'N', then the SDI profile option from the User information section will not be enabled.
Z61-NEW-BOOK-PERMISSION	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to place a Special Request. This option allows the user to place a special request for items that are not found in the OPAC catalog, but are listed in the card catalog. If the Z61-NEW-BOOK-PERMISSION is set to 'N', then the Special Request option will not be enabled.
Z61-UPDATE-ADDR-PERMISSION	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to update his address (Z304 record) from the Web OPAC. Values are 'Y' and 'N'.
Z61-MAX-SAVE-MAIL-FILES	M	9(6) Leading zeroes	**DESC:** Sets the maximum number of records for Saving or Mailing from the Web OPAC from the Brief View or Basket. The file limit is 999999.
Z61-SCAN-INCLUDE-AUT	M	X(1)	**DESC:** This field defines whether or not the user will view additional authority information from the Browse list of the Web OPAC (additional authority information is stored in MARC 21 fields 260, 664, 666 and 680 of the related authority records). Values are 'Y' and 'N'. Note that this field can be updated by the user through the Preferences or the Personal Profile options of the Web OPAC.

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Z62 - USER'S BUDGET AUTHORIZATIONS

The Z62 table contains information on user's budget authorization rights. The table is arranged by user and by budget, and defines whether the librarian is authorized to perform allocations, transfers, encumbrances, and/or expenditures. This table is complemented by Z66 (user – password information).

Usually this information is not converted and it is provided to the system on-line.

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 zeros. 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 Z62-REC-KEY.
  03 Z62-USER-NAME              PICTURE X(10).
  03 Z62-SEQUENCE               PICTURE 9(4).
02 Z62-BUDGET-NUMBER            PICTURE X(50).
02 Z62-ALLOCATION               PICTURE X(1).
02 Z62-TRANSFER                 PICTURE X(1).
02 Z62-ENCUMBRANCE              PICTURE X(1).
02 Z62-EXPENDITURE              PICTURE X(1).
```


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Z62-REC-KEY			
Z62-USER-NAME	M	X(10)	**DESC:** The user name is the unique string by which the system identifies the user. The user name may be up to 10 alphanumeric characters (Z66-USER-NAME). **CONV:** Relevant string, should match a valid Z66-USER-NAME field.
Z62-SEQUENCE	M	9(4) Leading zeroes	**DESC:** Sequence number of the budget permissions record. Used to distinguish multiple budgets defined for the same user. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 0001. Every budget permissions record for the same Z62-USER-NAME should be increased by one.
Z62-BUDGET-NUMBER	M	X(50)	**DESC:** Budget code. The budget code is the unique code by which the system identifies the budget. Note that the ***** character (asterisk) can be use as a placeholder for any number of characters. For example, if the Z62-BUDGET-NUMBER = *, then the authorization definitions contained in the table are relevant for all budgets. If the Z62-BUDGET-NUMBER = *-2002, then the authorization definitions contained in the table are relevant for all 2002 budgets (i.e., includes all budgets in which the Z76-BUDGET-NUMBER ends with "-2002"). **CONV:** Relevant string or budget code (Z76-BUDGET-NUMBER).
Z62-ALLOCATION	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to allocate funds to the selected budget. Values are 'Y' and 'N'. **CONV:** Relevant value.
Z62-TRANSFER	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to perform transfer transactions. Values are 'Y' and 'N'. **CONV:** Relevant value.
Z62-ENCUMBRANCE	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to encumber funds for the selected budget.

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			Values are ‘Y’ and ‘N’. **CONV:** Relevant value.
Z62-EXPENDITURE	M	X(1)	**DESC:** This field defines whether or not the user will have authorization to pay invoices for the selected budget. Values are ‘Y’ and ‘N’. **CONV:** Relevant value.

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Z66 – PASSWORD INFORMATION

The Z66 table provides information on passwords, and it is complemented by Z67 (User Permission). A password is required in order to use every ALEPH module.

When the ALEPH system is first installed, the default password for the ALEPH user is also "ALEPH".

The Z66 table must be included in the file_list of the library defined for the pw_library variable of the aleph_start file.

Usually passwords are created online. If conversion is needed, consult Ex Libris**.**

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 zeros. 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 Z66-REC-KEY.
  03 Z66-USER-NAME                  PICTURE X(10).
02 Z66-USER-LIBRARY                 PICTURE X(5).
02 Z66-USER-PASSWORD                PICTURE X(10).
02 Z66-USER-PASSWORD-ENC            PICTURE X(20).
02 Z66-OLD-USER-PASSWORD OCCURS 5    PICTURE X(20).
02 Z66-NAME                         PICTURE X(100).
02 Z66-DEPARTMENT                   PICTURE X(100).
02 Z66-EMAIL                        PICTURE X(100).
02 Z66-ADDRESS                      PICTURE X(200).
02 Z66-TELEPHONE                    PICTURE X(20).
02 Z66-NOTE-1                       PICTURE X(200).
02 Z66-NOTE-2                       PICTURE X(200).
02 Z66-USER-CAT-LEVEL               PICTURE 9(2).
02 Z66-FUNCTION-PROXY               PICTURE X(10).
02 Z66-CATALOG-PROXY                PICTURE X(10).
02 Z66-BUDGET-PROXY                 PICTURE X(10).
02 Z66-ORDER-UNIT-PROXY             PICTURE X(10).
02 Z66-USER-OWN-CREATE              PICTURE X(10).
02 Z66-USER-OWN-CHECK               PICTURE X(10).
02 Z66-USER-CIRC-LEVEL              PICTURE 9(2).
02 Z66-ILL-UNIT                     PICTURE X(20).
02 Z66-OPEN-DATE                    PICTURE 9(8).
02 Z66-UPDATE-DATE                  PICTURE 9(8).
02 Z66-EXPIRY-DATE                  PICTURE 9(8).
02 Z66-LAST-ALERT-DATE              PICTURE 9(8).
02 Z66-LAST-LOGIN-DATE              PICTURE 9(8).
02 Z66-BLOCK                        PICTURE X(1).
```


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```
02 Z66-BLOCK-REASON                PICTURE X(200).
02 Z66-NO-FAIL                     PICTURE 9(1).
02 Z66-ERM-USER                    PICTURE X(30).
02 Z66-ERM-PASSWORD                PICTURE X(60).
```


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Z66-REC-KEY			
Z66-USER-NAME	M	X(10)	**DESC:** The user name is the unique string by which the system identifies the user. The user name may be up to 10 alphanumeric characters.
Z66-USER-LIBRARY	M	X(5)	**DESC:** Library code of the administrative library to which the user belongs. If the user is a superuser, then this field is set to ADMIN.
Z66-USER-PASSWORD	M	X(10)	**DESC:** Password. The user password may be up to 10 alphanumeric characters and will not be displayed. * Note that in Kerberos enabled sites, the Z66-USER-NAME should be also assigned to the Z66-USER-PASSWORD field.
Z66-USER-PASSWORD-ENC	-	X(20)	**DESC:** Encrypted password generated by the system.
Z66-OLD-USER-PASSWORD OCCURS 5	O	X(20)	**DESC:** The last five passwords that were used by the user are stored in this field, in encrypted format. Any new password must be different from these five passwords. **CONV:** Relevant value or spaces.
Z66-NAME	O	X(100)	**DESC:** The name of the staff user. **CONV:** Relevant value or spaces.
Z66-DEPARTMENT	O	X(100)	**DESC:** A department that is associated with the staff user. This field is for information only. **CONV:** Relevant value or spaces.
Z66-EMAIL	O	X(100)	**DESC:** The email address of the staff user. This field is for information only. **CONV:** Relevant value or spaces.
Z66-ADDRESS	O	X(200)	**DESC:** The address of the staff user. This field is for information only. **CONV:** Relevant value or spaces.
Z66-TELEPHONE	O	X(20)	**DESC:** The telephone of the staff user. This field is for information only. **CONV:** Relevant value or spaces.
Z66-NOTE-1	O	X(200)	**DESC:** A note that is attached to the user. This field is for information only. **CONV:** Relevant value or spaces.
Z66-NOTE-2	O	X(200)	**DESC:** A note that is attached to the user. This field is for information only. **CONV:** Relevant value or spaces.
Z66-USER-CAT-LEVEL	M	9(2)	**DESC:** This information is used only in the Cataloging module. When a catalog

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			record is edited and saved on the server, the level of the cataloger is assigned to the record. In order for someone else to update the record, he must have a level equal to or higher than the level assigned to the record. The higher the level, the greater the access.
Z66-FUNCTION-PROXY		X(10)	**DESC:** User name of the function proxy. A user may have exactly the same access rights as another user. This other user is referred to as the "function proxy" for the selected user. If a function proxy is assigned, there is no need to create complementary Z67 records. The proxy's Z67 records are used.
Z66-CATALOG-PROXY		X(10)	**DESC:** User name of the catalog proxy. A user may have exactly the same allowed/denied tag permissions and the same "OWN" definitions as another user. This other user is referred to as the "catalog proxy" for the selected user. If a catalog proxy is assigned, there is no need to create entries for the user in the permission.dat table (this table is used to define allowed and denied tags for users). There is also no need to fill the "OWN" definition fields. The proxy's definitions are used.
Z66-BUDGET-PROXY		X(10)	**DESC:** User name of the budget proxy. A user may have exactly the same budget permissions as another user. This other user is referred to as the "budget proxy" for the selected user. If a budget proxy is assigned, there is no need to create complementary Z62 records. The proxy's Z62 records are used.
Z66-ORDER-UNIT-PROXY		X(10)	**DESC:** User name of the order unit proxy. A user may have exactly the same order unit permissions as another user. This other user is referred to as the "order unit proxy" for the selected user. If an order unit proxy is assigned, there is no need to create complementary Z602 records. The proxy's Z602 records are used.
Z66-USER-OWN-CREATE	O	X(10)	**DESC:** This field contains the default value of the OWN field for new records created by the user. The OWN field with

			the value will be inserted into the record by performing the `fix_doc_own_1` program. Note that valid values for this field are defined in the `tab_exp_own.lng` table of the library's tab directory (Z66-USER-LIBRARY).
Z66-USER-OWN-CHECK	O	X(10)	**DESC:** This field contains the value of the OWN field of the user that will be checked against the OWN field of the record for update records authorization. If the value is equal to the OWN field of the record; or the content of the OWN field of the record is 'PUBLIC'; or if the Z66-USER-OWN-CHECK = 'GLOBAL', then the user will be allowed to update the record. The system librarian can assign a group of allowed OWN values for a cataloger. This can be done by setting up the `tab_own` table of the library's tab directory. Note that valid values for this field are defined in the `tab_exp_own.lng` table of the library's tab directory (Z66-USER-LIBRARY).
Z66-USER-CIRC-LEVEL	O	9(2)	**DESC:** This information is used only in the Circulation module. The user's circulation level is used together with the definitions of the `check_circ` table of the `alephe/error_eng` directory for defining override permissions on the message level. In this table, each message can be assigned a two-digit number that defines the minimum user level (Z66-USER-CIRC-LEVEL) for override permission. The librarian may override loan and renewal restrictions in accordance with the following definitions: The borrower's privileges (Z305-OVER-PERMISSION). The user's access rights (CIRCULATION/ LOAN-OVERIDE). The user's circulation level (Z66-USER-CIRC-LEVEL). The level should be equal to or higher than the minimum user level for override assigned to the message that the user wants to override.

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Z66-ILL-UNIT	O	X(20)	**DESC:** The ILL Unit which the staff user is authorized to manage. A value of ADMIN authorizes the staff user to manage the ILL partners but not the partners' requests. **CONV:** Relevant unit or spaces.
Z66-OPEN-DATE	O	9(8)	**DESC:** Currently not in use
Z66-UPDATE-DATE	O	9(8)	**DESC:** The last date on which the user's password has been updated from the 'Change Current Password' menu option. This date is used to force password renewal policies **CONV:** A valid date. Leaving the field with zeroes will cause the user password to be considered old and require changing according to library policies (tab100 PASSWORD-CHANGE-PERIOD variable). It is therefore recommended that if no date exists the conversion date will be used.
Z66-EXPIRY-DATE	O	9(8)	**DESC:** The date on which the user login expires. Leaving the field with zeroes means that no expiry is enforced. **CONV:** A valid date or zeroes.
Z66-LAST-ALERT-DATE	O	9(8)	**DESC:** Not is use.
Z66-LAST-LOGIN-DATE	O	9(8)	**DESC:** This field stores the last date in which the staff user logged into the system. This date is used to enforce login policy (tab 100 PASSWORD-NO-USE-PERIOD and FIRST-LOGIN-PASS-CHANGE variables). **CONV:** Relevant date. If the field is left as zeroes then the password will be considered new and be subject to library login policies (tab 100 FIRST-LOGIN-PASS-CHANGE variable). It is therefore recommended that if no date exists the conversion date will be used.
Z66-BLOCK	M	X(1)	**DESC:** This Yes/No field marks the user's login as either blocked or open for use. **CONV :** Relevant value.
Z66-BLOCK-REASON	O	X(200)	**DESC:** This free text field describes the reason that the staff is blocked. It should be populated only if Z66-BLOCK is Y. **CONV:** Relevant value or spaces.
Z66-NO-FAIL	M	9(1)	**DESC:** The number of times a login attempt has failed. This counter is used

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			only if the library policy enforces password block after repeated failed login attempts (tab 100 PASSWORD-FAIL-BLOCK variable). **CONV:** relevant value or zero.
Z66-ERM-USER	O	X(30)	**DESC:** The login that will be used for the user when using the External Services option to login into Verde **CONV:** relevant value or spaces
Z66-ERM-PASSWORD	O	X(60)	**DESC:** The password that will be used for the user when using the External Services option to login into Verde **CONV:** relevant value or spaces

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Z67 – USER PERMISSION

Z67 contains information on user's access rights to the system. It is complemented by Z66 (user – password information). Usually this information is not converted and it is provided to the system on-line.

The Z67 table must be included in the file_list of the library defined for the pw_library variable of the aleph_start file.

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 zeros. 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 Z67-REC-KEY.
  03 Z67-USER-NAME              PICTURE X(10).
  03 Z67-SEQUENCE               PICTURE 9(4).
02 Z67-LIBRARY                  PICTURE X(5).
02 Z67-SUB-LIBRARY              PICTURE X(5).
02 Z67-FUNC                     PICTURE X(20).
02 Z67-SUB-FUNC                 PICTURE X(20).
02 Z67-PERMISSION-FLAG          PICTURE X(1).
02 FILLER                       PICTURE X(5).
```


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Z67-REC-KEY			
Z67-USER-NAME	M	X(10)	**DESC:** The user name is the unique string by which the system identifies the user. The user name can be up to 10 alphanumeric characters (Z66-USER-NAME).
Z67-SEQUENCE	M	9(4)	**DESC:** Sequence number of the permission. Used to distinguish multiple functions assigned to the same user.
Z67-LIBRARY	M	X(5)	**DESC:** Library to which the access rights are assigned.
Z67-SUB-LIBRARY	M	X(5)	**DESC:** Sublibrary for which the user has access to the selected function and sub-functions.
Z67-FUNC	M	X(20)	**DESC:** Function to which the user has been given or denied access rights. The list of functions is located in the user_function file (UTIL/Y/5).
Z67-SUB-FUNC	M	X(20)	**DESC:** Subfunction to which the user has been given or denied access rights. The list of sub-functions is located in the user_function (UTIL/Y/5).
Z67-PERMISSION-FLAG	M	X(1)	**DESC:** This is a toggle file that determines if the user has been allowed or denied access rights to the specific function/sub-function. Values are ‘Y’ and ‘N’. Use the "Denied" privilege to filter out particular privileges from "Allowed". For example, a user could be assigned "All sub-functions" under Acquisitions, but denied "Update ‘Paid’ general invoice."

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Z68 - ORDER

This table contains acquisition order records. Each order creates a separate record.

The system differentiates between three types of orders:

Monographs (Z68-ORDER-TYPE=M) are single item, multi-copy and/or multi-volume orders of any material type - books, tapes, videocassettes, maps, etc. Once the material has arrived and the invoice has been paid, the order can be closed. If the material arrival status is registered as complete and the invoice payment status as paid, the system will do this automatically.

Serial orders (Z68-ORDER-TYPE=S) are orders for serials. This is a continuing order, which is open until canceled.

Standing Orders (Z68-ORDER-TYPE=O) are orders for monographs in series and other material where it is not clear when the material will arrive, and each item that arrives is individually invoiced.

These order types are handled differently by the system and have different mandatory fields.

For example, claiming of monograph and standing orders is based on the data of the Z68 table, while serials are claimed through the Serials function in the Acquisitions/Serials module (based on the data of Z16 - subscription information).

For standing orders it is possible to register “Max arrival days” (Z68-MAX-NO-ARRIVAL-DAYS. This is the maximum number of days that may elapse since the last volume was received. "Claims" for standing orders are generated after this time elapse.

The following fields are used for serial and standing orders:

Subscription start date and Subscription end date (Z68-SUBSCRIPTION-DATE-FROM / Z68-SUBSCRIPTION-DATE-TO) - the period for which the library subscribes to the publication.

Renewal date (Z68-SUBSCRIPTION-RENEW-DATE) - the date on which the subscription should be renewed (actually, the date up until which a subscription should be canceled).

Budget Cycle (Z68-SUBSCRIPTION-BUDGET-PERIOD) – defines the cycle of annual budgets that will be encumbered for the subscription.
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

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V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z68-REC-KEY.
  03 Z68-DOC-NUMBER            PICTURE 9(9).
  03 Z68-SEQUENCE              PICTURE 9(5).
02 Z68-ORDER-TYPE              PICTURE X(1).
02 Z68-ORDER-NUMBER            PICTURE X(30).
02 Z68-ORDER-NUMBER-1          PICTURE X(30).
02 Z68-ORDER-NUMBER-2          PICTURE X(30).
02 Z68-ORDER-GROUP             PICTURE X(10).
02 Z68-OPEN-DATE               PICTURE 9(8).
02 Z68-ORDER-STATUS            PICTURE X(3).
02 Z68-ORDER-STATUS-DATE-X.
  03 Z68-ORDER-STATUS-DATE     PICTURE 9(8).
02 Z68-ARRIVAL-STATUS          PICTURE X(1).
02 Z68-INVOICE-STATUS          PICTURE X(1).
02 Z68-LAST-TOUCH-DATE         PICTURE 9(8).

02 Z68-SUB-LIBRARY             PICTURE X(5).
02 Z68-ALPHA                   PICTURE X(1).
02 Z68-ORDER-DATA.
  03 Z68-METHOD-OF-AQUISITION PICTURE X(2).
  03 Z68-ORDER-DATE            PICTURE 9(8).
  03 Z68-MATERIAL-TYPE         PICTURE X(2).
  03 Z68-LETTER-TYPE           PICTURE 9(2).
  03 Z68-ORDER-DELIVERY-TYPE   PICTURE X(2).
  03 Z68-SEND-METHOD           PICTURE X(5).
  03 Z68-DELIVERY-TYPE         PICTURE X(2).
  03 Z68-RUSH                  PICTURE X(1).
  03 Z68-EDA                   PICTURE 9(8).
  03 Z68-ORIGINAL-EDA          PICTURE 9(8).
  03 Z68-LIBRARY-NOTE          PICTURE X(200).
02 Z68-VENDOR.
  03 Z68-VENDOR-CODE           PICTURE X(20).
  03 Z68-VENDOR-REFERENCE-NO   PICTURE X(30).
  03 Z68-VENDOR-NOTE           PICTURE X(200).
02 Z68-QUANTITY.
  03 Z68-QUANTITY-TEXT         PICTURE X(200).
  03 Z68-UNIT-TYPE             PICTURE X(3).
  03 Z68-NO-UNITS              PICTURE 9(5).
  03 Z68-UNIT-PRICE            PICTURE X(10).
  03 Z68-TOTAL-PRICE           PICTURE X(13).
02 Z68-E-PRICE-X.
  03 Z68-E-CURRENCY            PICTURE X(3).
  03 Z68-E-LISTED-PRICE        PICTURE 9(12)V99.
  03 Z68-E-TERM.
    04 Z68-E-TERM-SIGN         PICTURE X(1).
    04 Z68-E-TERM-PERCENT      PICTURE 9(3)V99.
  03 Z68-E-PRICE               PICTURE 9(12)V99.
  03 Z68-E-LOCAL-PRICE         PICTURE 9(12)V99.
  03 Z68-E-NOTE                PICTURE X(200).
02 Z68-TARGET.
  03 Z68-APPROVER-ID           PICTURE X(12)
  03 Z68-TARGET-ID             PICTURE X(12).
  03 Z68-TARGET-TEXT           PICTURE X(200).
  03 Z68-TARGET-FLAG           PICTURE X(1).
```


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```
02 Z68-SUBSCRIPTION.
  03 Z68-SUBSCRIPTION-DATE-FROM     PICTURE 9(8).
  03 Z68-SUBSCRIPTION-DATE-TO       PICTURE 9(8).
  03 Z68-SUBSCRIPTION-RENEW-DATE    PICTURE 9(8).
  03 Z68-SUBSCRIPTION-BUDGET-PERIOD PICTURE 9(1).
02 Z68-STANDING.
  03 Z68-MAX-NO-ARRIVAL-DAYS  PICTURE 9(4).
02 Z68-AUTO-CLAIM             PICTURE X(1).
02 Z68-ISBN                   PICTURE X(20).
02 Z68-VENDOR-CONTACT         PICTURE X(200).
02 Z68-ORDERING-UNIT          PICTURE X(5).
02 Z68-ERM-TYPE               PICTURE X(3).
02 Z68-ERM-ID                 PICTURE X(30).
```


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Z68-REC-KEY			
Z68-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record to which the order is linked. **CONV:** ADM system number.
Z68-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Sequence number of the order under the ADM record. Used to distinguish between multiple orders placed for the same ADM record. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 00001. Every order placed for the same Z68-DOC-NUMBER should be increased by one.
Z68-ORDER-TYPE	M	X(1)	**DESC:** There are three order types: monograph, serial and standing order. Values are: **M** = monograph **S** = serial **O** = standing order **CONV:** Relevant value.
Z68-ORDER-NUMBER	M	X(30)	**DESC:** Order number. In the Acquisitions/Serials module the number is added automatically from the "last-order-number" counter (UTIL G/2). The user is free to change the number, as long as the number is not already in use. **CONV:** Must be unique. Does not require leading zeroes.
Z68-ORDER-NUMBER-1	O	X(30)	**DESC:** Optional. May be used to provide a supplementary order number. **CONV:** Blank or relevant alternative order number.
Z68-ORDER-NUMBER-2	O	X(30)	**DESC:** Optional. May be used to provide an additional supplementary order number. **CONV:** Blank or relevant alternative order number.
Z68-ORDER-GROUP	O	X(10)	**DESC:** Optional. Used to provide a way to group orders, each group representing the desired filter. Orders may be grouped by librarian, subject, etc. Codes are defined in data_tab/ pc_tab_exp_field.lng. **CONV:** Blank or relevant group.

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Z68-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the order was opened. **CONV:** Relevant date or conversion date.
Z68-ORDER-STATUS	M	X(3)	**DESC:** Processing status of the order. Values are: **NEW** = New **WP** = Waiting for processing **PS** = Processing started **WB** = Waiting for budget confirmation **QSV** = Query before sending **CNB** = Cancelled - No budget **DNB** = Delayed **RSV** = Ready to send to vendor **SV** = Sent to vendor **VC** = Vendor cancelled **CLS** = Order closed Values are defined in the tab/pc_tab_exp_field.lng table under the ACQ_ORDER_STATUS section. Note: If the user adds new order statuses, they will not be system generated and will have to be manually operated by the user. **CONV:** Relevant status.
Z68-ORDER-STATUS-DATE-X			
Z68-ORDER-STATUS-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the status of the order was last updated. **CONV:** Relevant date or conversion date.
Z68-ARRIVAL-STATUS	M	X(1)	**DESC:** Status of the arrived material. Values are: **P** = Partial **C** = Complete **CONV:** Relevant value, should match with the following: If Z78-NO-UNITS-ARRIVED is => than Z68-NO-UNITS then Z68-ARRIVAL-STATUS = 'C' else Z68-ARRIVAL-STATUS = 'P'. Additional check : if Z68-ORDER-STATUS = 'CLS' then Z68-ARRIVAL-STATUS='C'. **Note**: The actual display in the GUI also depends on the matching Z78 record.

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Z68-INVOICE-STATUS	M	X(1)	**DESC:** Status of the invoice. Values are: **P**= Partial **C**= Complete **CONV:** Relevant status. Note: The actual display in the GUI also depends on the matching Z75 record.
Z68-LAST-TOUCH-DATE	M	9(8)	**DESC:** Not in use. **CONV:** Zeroes.
Z68-SUB-LIBRARY	M	X(5) Upper case	**DESC:** Sublibrary to which the order belongs. **CONV:** Sublibrary code as defined in the $alephe_tab/tab_sub_library.lng table.
Z68-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z68-ORDER-DATA			
Z68-METHOD-OF-AQUISITION	M	X(2)	**DESC:** Method by which the item is acquired. Values are: **P** = Purchase **PF** = Purchase free **G** = Gift **E** = Exchange **D** = Deposit **O** = Other Values are defined in the tab/pc_tab_exp_field.lng table under the ACQ_ORDER_METHOD section. **CONV:** Relevant value.
Z68-ORDER-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the order was sent to the vendor. **CONV:** If Z68-ORDER-STATUS = 'NEW', put zeroes; else put the relevant date or conversion date.

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Z68-MATERIAL-TYPE	O	X(2)	**DESC:** Material type of the ordered item. Example : **M** - Monographs **S** - Series **F** - Fiction **N**= Non-fiction **A**= Audio **V**= Visual Values are defined in the pc_tab_exp_field.lng table of the library's tab directory under the ACQ_ORDER_MATERIAL section. **CONV:** Relevant value or blank.
Z68-LETTER-TYPE	M	9(2)	**DESC:** Order slip format that should be used when printing the order. **CONV:** Relevant format number, or 00 as default.
Z68-ORDER-DELIVERY-TYPE	M	X(2)	**DESC:** Method of delivering the order to the vendor. Values: **LI** = list - for orders that should be printed/e-mailed in by batch (p_acq_14). **LE** = letter - for orders that should be printed/e-mailed on-line (using the SEND option). **CONV:** Relevant value.
Z68-SEND-METHOD	O	X(5)	**DESC:** Method by which the order is sent. Relevant only for LE. Values: **PRINT** **EMAIL** **EDI** **CONV:** Relevant value. If Z68-ORDER-DELIVERY-TYPE = LE then put 'PRINT' or 'EMAIL'.
Z68-DELIVERY-TYPE	M	X(2)	**DESC:** The way in which the material is sent from the vendor to the library. Example: **A**= Airmail **S**= Surface mail **C**= Courier Values are defined in the pc_tab_exp_field.lng table of the library's tab directory under the ACQ_ORDER_MAT_DEL section. **CONV:** Relevant value.

Z68-RUSH	M	X(1)	**DESC:** Urgency of the material. Values are: **Y**= Yes **N**= No **CONV:** Relevant value.
Z68-EDA	M	9(8) Format: YYYYMMDD	**DESC:** Claim date. Can be manually reported in online system. If not reported, it will be calculated by the system, when the order is sent in the following way: For Monograph orders: Current date + Z70-DELIVERY-DELAY according to the material delivery type. For Standing orders: Current date + Z68-MAX-NO-ARRIVAL-DAYS For Serial orders: Current date + Z70-DELIVERY-DELAY After this, the field is updated according to "Number of days until next claim" that is set in the "Claim Report and Letters for Monograph Orders" (b-acq-12) batch job. This batch job will not print a claim letter or update the Z68-EDA if Z68-AUTO-CLAIM is not set to "Y". **CONV:** Relevant date for all order types.
Z68-ORIGINAL-EDA	M	9(8) Format: YYYYMMDD	**DESC:** Original expected arrival date of the material. If it is not manually reported, it will be calculated by the system when the order is sent in the following way: For Monograph orders: Order date + Z70- DELIVERY-DELAY according to the material delivery type. For Standing orders: Z68-ORDER-DATE + Z68-MMAX-NO-ARRIVAL-DAYS For Serial orders: Z68-ORDER-DATE + Z70-DELIVERY-DELAY. Z68-ORIGINAL-EDA can be viewed only in the "View Order" window and is used for statistics. **CONV:** Relevant date for all order types.
Z68-LIBRARY-NOTE	O	X(200)	**DESC:** Free text. **CONV:** Blank or relevant note.
Z68-VENDOR			

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Z68-VENDOR-CODE	M	X(20) Upper case	**DESC:** Code of the vendor who supplies the material to the library. **CONV:** Relevant vendor code (Z70-VENDOR-CODE).
Z68-VENDOR-REFERENCE-NO	O	X(30)	**DESC:** Reference number used by vendor. **CONV:** Blank or text.
Z68-VENDOR-NOTE	O	X(200)	**DESC:** Note to the vendor; prints on order form. Free text. **CONV:** Blank or relevant note.
Z68-QUANTITY			
Z68-QUANTITY-TEXT	O	X(200)	**DESC:** Material requested, expressed in text (e.g. 3 copies paperback; v.1-2, one copy…) **CONV:** Blank or quantity text.
Z68-UNIT-TYPE	-	X(3)	**DESC:** Not used. **CONV:** Leave blank.
Z68-NO-UNITS	M	9(5)	**DESC:** Number of units ordered. **CONV:** Relevant number.
Z68-UNIT-PRICE	O	X(10)	**DESC:** Price per unit. **CONV:** Relevant price, default price or blank.
Z68-TOTAL-PRICE	O	X(13)	**DESC:** Total amount. **CONV:** Relevant amount or blank. Can be computed using Z68-NO-UNITS and Z68-UNIT-PRICE.
Z68-E-PRICE-X			
Z68-E-CURRENCY	M	X(3)	**DESC:** Currency code of estimated price. **CONV:** Code should be a valid from the currency table (Z83-CURRENCY-NAME).
Z68-E-LISTED-PRICE	M	9(12)V99 Leading zeroes	**DESC:** Estimated cost amount, in above currency (Z68-E-CURRENCY). **CONV:** Relevant amount. If Z68-METHOD-OF-ACQUISITION = 'P', then this field must not be zero. Can be computed using Z68-NO-UNITS x Z68-UNIT-PRICE.
Z68-E-TERM			
Z68-E-TERM-SIGN	M	X(1)	**DESC:** Indicates whether Z68-E-TERM-PERCENT is added or subtracted from the estimated cost when calculating Z68-E-PRICE. **CONV:** "-" or "+"; use "+" as default.

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Z68-E-TERM-PERCENT	M	9(3)V99	**DESC:** Percentage of the added charge or discount. **CONV:** Enter zeroes if irrelevant or unknown.
Z68-E-PRICE	M	9(12)V99	**DESC:** Estimated order price, in the currency of Z68-E-CURRENCY, taking the “terms” into account. **CONV:** Relevant price or calculate using Z68-E-LISTED-PRICE, Z68-E-TERM-SIGN and Z68-E-TERM-PERCENT.
Z68-E-LOCAL-PRICE	M	9(12)V99	**DESC:** Estimated price of the material in local currency. **CONV:** Relevant local price; must not be zero if method of acquisition is "P" (purchase). Can be calculated using Z68-E-PRICE x currency table's Z82-RATIO.
Z68-E-NOTE	O	X(200)	**DESC:** Free text. **CONV:** Blank or relevant text.
Z68-TARGET			
Z68-APPROVER-ID	O	X(12)	**DESC:** This field is only relevant when the Z68-TARGET-ID is used. This field contains the Z303-ID of the user that approves the order for the Z68-TARGET-ID. **CONV:** Blank or relevant Z303-ID.
Z68-TARGET-ID	O	X(12)	**DESC:** ID of the user for whom the material is intended (see also Z68-TARGET-FLAG). **CONV:** Blank or relevant Z303-ID.
Z68-TARGET-TEXT	O	X(200)	**DESC:** Name of the user for whom the order is intended **CONV:** Blank or Z303-NAME.

Z68-TARGET-FLAG	M	X(1)	**DESC:** Indicates the action that should be performed when the Z68-TARGET-ID is used. Values are: **N** = No action **D** = Send directly to the user for whom the material is intended (Z68-TARGET-ID). The material will be sent directly from the vendor to the user. **H**= Create hold request for the user for whom the material is intended (Z68-TARGET-ID). **M**= Send a letter/e-mail to the user for whom the material is intended (Z68-TARGET-ID). Values are defined in the pc_tab_exp_field.lng table of the library's tab directory under the ACQ_TARGET_FLAG section. **CONV:** Relevant value. Must be "N" if Z68-TARGET-ID is blank.
Z68-SUBSCRIPTION			
Z68-SUBSCRIPTION-DATE-FROM	M	9(8) Format: YYYYMMDD	**DESC:** Used only for "S" and "O" order types. Starting date of the subscription order. **CONV:** Put relevant date if the order type is "S" or "O". Put zeroes for order type "M".
Z68-SUBSCRIPTION-DATE-TO	M	9(8) Format: YYYYMMDD	**DESC:** Used only for "S" and "O" order types. End date of the subscription order. **CONV:** Put relevant date if order type is "S" or "O". Put zeroes for order type "M" and for open orders of type "S" and "O".
Z68-SUBSCRIPTION-RENEW-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Used only for "S" and "O" order types. This is the date on which the subscription should be renewed. **CONV:** Relevant date or zeroes.
Z68-SUBSCRIPTION-BUDGET-PERIOD	M	9(1)	**DESC:** Used for "S" and "O" order types. Determines the encumbrance period and therefore it also designates when the encumbrance should be renewed. Each digit designates the number of years (from 1 to 9). **CONV:** Relevant value (from 1 to 9).

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Z68-STANDING			
Z68-MAX-NO-ARRIVAL-DAYS	M	9(4)	**DESC:** Used for order type "O". This is the maximum number of days that may elapse since you received the last volume. If you have not yet received any volumes, then this is the maximum number of days that may elapse since the order was sent to the vendor. Used for claiming standing orders. **CONV:** If Z68-ORDER-TYPE is “O”, enter a default value here; else enter zeroes.
Z68-AUTO-CLAIM	O	X(1)	**DESC:** Claiming will be automatically generated by the “Claim Report and Letters for Monograph Orders” (p_acq_12) batch procedure if set to ‘Y’. Values are ‘Y’ and ‘N’ **CONV:** Relevant value.
Z68-ISBN	O	X(20)	**DESC:** ISBN or ISSN. In MARC 21 libraries, it is automatically copied from the 020 field (ISBN) or the 022 field (ISSN) of the bibliographic record. Validity check of ISBN/ISSN is performed if the CHECK-ORDER-ISBN-ISSN flag in data_tab/tab100 is set to ‘Y’. **CONV:** Blank or relevant ISBN/ISSN.
Z68-VENDOR-CONTACT	O	X(200)	**DESC:** Name of the person to contact at the vendor. In the Acquisitions/Serials module it is automatically updated with the contents of the first contact associated with the selected vendor (Z70-CONTACT-1). The user is free to change the contents of the field. **CONV:** Relevant value or blank.

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Z68-ORDERING-UNIT	O/M	X(5)	**DESC:** Acquisitions ordering unit. The order unit mechanism can be used to indicate the authorization group to which a user belongs. Users who belong to the same order unit may update each other's orders. The ordering units to which the acquisition librarians belong are assigned through the Privileges function. Note that if the USE-ORDER-UNIT flag in the tab100 table of the administrative library is set to 'N', then the Z68-SUB-LIBRARY is used as the main order unit. Note that ordering units are defined in the tab_sub_library.lng table (sublibrary type 5). **CONV:** Relevant order unit or blank. If the USE-ORDER-UNIT flag in the tab100 table of the administrative library is set to 'N', then this field should be left blank. If the USE-ORDER-UNIT flag in the tab100 table of the administrative library is set to 'Y', enter relevant order unit. For global authorizations, use the global library code (e.g. USM50).
Z68-ERM-TYPE	O	X(3)	**DESC:** Z68-ERM-TYPE (or Material Format) is needed to distinguish between acquisitions for the print or electronic manifestation of the resource. The values are: PRN - Print ELC – Electronic In future these values will mean whether the record originates from ALEPH or from Verde. **CONV:** Relevant value.
Z68-ERM-ID	O	X(30)	**DESC:** The field is in use in Verde, but will interact with ALEPH acquisitions. The field defines the Acquisition's ID in the Verde system. This ID will then be used by ALEPH for generating an order. **CONV:** Relevant value.

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Z69 – OPAC EVENTS

The Z69 table registers events that have occurred during use of the Web OPAC. The information registered in this table is taken from the www_server.log and from the Z39_server.log. The table is used to create statistical reports of Web OPAC activities and search/scan requests made via z39.50.

The `tab_events.lng` table of the bibliographic table defines the possible events. The events that can be registered in the Z69 table are:

- Search Command - Multi field (find-a)
- Search Command - Basic search (find-b)
- Search Command - CCL (find-c)
- Search Command - Advanced (find-d)
- Search Command - Multi base (find-m)
- Refine Search
- Cross sets
- My Library Card
- Help
- Scan
- SDI Profile
- Save
- Z39 Server Search request
- Z39 Server scan request

One particular Z69 record can contain information on searches, browses, or SDI requests. This means that if the SEARCH-INFO block is filled in with some information, the SCAN-INFO and SDI-INFO blocks within this record are empty. When the events are related to Help or My Library Card, none of the free blocks will be filled in, and the event can be identified by the event type value as defined in `tab_events.lng`

The table is not mandatory. Libraries can decide not to register Web OPAC events or Z39 requests in an Oracle table. In this case no other tables or work processes will be affected.

Conversion is not applicable.

Util X/13 can be used to clean Z69 records from the database.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with leading spaces; all numeric fields are right-aligned (with leading zeros, where relevant). 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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```
01   Z69-WWW-EVENT
       02  Z69-TIME STAMP
           03   Z69-DATE                    PICTURE 9(8).
           03   Z69-TIME                    PICTURE 9(8).
           03   Z69-SEQUENCE                PICTURE 9(6).
       02   Z69-SESSION-ID                  PICTURE X(50).
       02   Z69-BOR-ID                      PICTURE X(12).
       02   Z69-CLIENT-ADDRESS              PICTURE X(20).
       02   Z69-EVENT-TYPE                  PICTURE X(2).
       02   Z69-BOR-STATUS                  PICTURE X(2).
       02   Z69-SEARCH-INFO.
            03    Z69-SEARCH-BASE           PICTURE X(20).
            03    Z69-SEARCH-QUERY          PICTURE X(2000).
            03    Z69-NO-HITS               PICTURE 9(9).
       02  Z69-SCAN-INFO.
            03    Z69-SCAN-BASE             PICTURE X(20).
            03    Z69-SCAN-CODE             PICTURE X(5).
            03    Z69-SCAN-TEXT             PICTURE X(80).
      02   Z69-SDI-INFO.
            03    Z69-SDI-REQUEST           PICTURE X(500).
            03    Z69-SDI-INTERVAL          PICTURE 9(3).
            03    Z69-SDI-INTERVAL-TYPE     PICTURE X(1).
      02  Z69-SAVE-INFO.
            03    Z69-SAVE-TO               PICTURE X(20).
            03    Z69-SAVE-FORMAT           PICTURE X(30).
            03    Z69-DOC-NUMBER            PICTURE 9(9).
      02 Z69-UPD-TIME-STAMP        PICTURE 9(15).
      02 Z69-CLIENT-ADDRESS-V6     PICTURE X(50).
```


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Z69-WWW-EVENT			
Z69-TIME STAMP			
Z69-DATE	M	9(8) Format: YYYYMMDD	**DESC:** The date when the event occurred.
Z69-TIME	M	9(8) Format: hhmmssms	**DESC:** The time when the event occurred.
Z69-SEQUENCE	M	9(6)	**DESC:** Sequence number of the event.
Z69-SESSION-ID	M	X(50)	**DESC:** The ID of the session in the Web OPAC.
Z69-BOR-ID	O	X(12)	**DESC:** Contains the patron's Web OPAC user name.
Z69-CLIENT-ADDRESS	M	X(20)	**DESC:** The IP address of the client that produced the event.
Z69-EVENT-TYPE	M	X(2)	**DESC:** The type of the event. This is a numeric value, which is defined in tab_events.eng. The relevant values are: 20 Search Command - Multi field (find-a) 21 Search Command - Basic search (find-b) 22 Search Command - CCL (find-c) 23 Search Command - Advanced (find-d) 24 Search Command - Multi base (find-m) 25 Refine Search 26 Cross sets 27 My Library Card 28 Help 29 Scan 30 SDI Profile 31 Z39 Server Search Query 32 Z39 Server Scan Query 35 Save
Z69-BOR-STATUS	M	X(2)	**DESC:** The borrower status taken from patron's local information (Z305). For a patron who works with Web OPAC as a guest, the BOR-STATUS value is 00.
Z69-SEARCH-INFO			
Z69-SEARCH-BASE	M	X(20)	**DESC:** Database where the search is performed from the Web OPAC or via the Z39_server. The values are defined in the $alephe/tab/tab_base.lng

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Z69-SEARCH-QUERY	M	X(2000)	**DESC:** The exact query as defined by the patron.
Z69-NO-HITS	M	9(9)	**DESC:** The number of retrieved results. Must be either blank or 9 digits long.
Z69-SCAN-INFO			
Z69-SCAN-BASE	M	X(20)	**DESC:** Database where the scanning is performed from the Web OPAC or via the Z39_server. The values are defined in the $alephe/tab/tab_base.lng
Z69-SCAN-CODE	M	X(5)	**DESC:** The index that is being browsed.
Z69-SCAN-TEXT	M	X(80)	**DESC:** The browsing text as defined by the patron.
Z69-SDI-INFO			
Z69-SDI-REQUEST	M	X(500)	**DESC:** The exact SDI request as defined by the patron.
Z69-SDI-INTERVAL	M	9(3)	**DESC:** Number of days, or weeks or months (according to the selected value in Z69-SDI-INTERVAL-TYPE). This field defines how often the SDI check is performed.
Z69-SDI-INTERVAL-TYPE	M	X(1)	**DESC:** Interval type. Values are: **D** = Days **W** = Weeks **M** = Months
Z69-SAVE-INFO			
Z69-SAVE-TO	O	X(20)	**DESC:** The type of save action that has been preformed. Relevant values are: "Email" "local_save" **CONV:** Relevant value or blanks.

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Z69-SAVE-FORMAT	O	X(30)	**DESC:** The format in which the save action has been performed. Relevant values are: ALEPH_SEQ – When the selected Record format for saving or E-mail is "ALEPH Sequential". MARC – When the selected Record format is "MARC format". Format_[nnn] – when the selected Record format is neither ALEPH Sequential nor MARC. For example, when saving in Card Format, whose value is "037", the field will be populated with "Format_037". OWN – When patrons choose to save in their own format rather than selecting one of the standard formats. **CONV :** Relevant value or blanks.
Z69-DOC-NUMBER	O	9(9)	**DESC:** Includes a bibliographic record number. A z69 record will be made for each saved record (even if saved as part of a set). Therefore, every Z69 record of type 'Save' will have a different Z69-DOC-NUMBER.
Z69-UPD-TIME-STAMP	M	9(15)	**DESC**: Time the record was created or updated. **CONV**: Relevant date.
Z69-CLIENT-ADDRESS-V6	O	X(50)	**DESC**: For future use.

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Z70 – VENDOR

The Z70 table contains administrative information about acquisition vendors. The Z72 (Vendor Address record) table complements it. Optionally it can also be complemented by Z602 (sublibraries/ordering units).

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 zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z70-REC-KEY.
 03 Z70-VENDOR-CODE            PICTURE X(20).
 03 Z70-SUB-LIBRARY            PICTURE X(5).
02 Z70-REC-KEY-2.
 03 Z70-EDI-VENDOR-CODE        PICTURE X(35).
02 Z70-EDI-VENDOR-CODE-TYPE    PICTURE X(3).
02 Z70-EDI-FOR-ORDER-ONLY      PICTURE X(1).
02 Z70-NAME-KEY                PICTURE X(40).
02 Z70-SUB-LIB-KEY             PICTURE X(5).
02 Z70-ALPHA                   PICTURE X(1).
02 Z70-VENDOR-NAME             PICTURE X(150).
02 Z70-VENDOR-CONTACT.
  03 Z70-CONTACT-1             PICTURE X(200).
  03 Z70-CONTACT-2             PICTURE X(200).
  03 Z70-CONTACT-3             PICTURE X(200).
  03 Z70-CONTACT-4             PICTURE X(200).
  03 Z70-CONTACT-5             PICTURE X(200).
02 Z70-COUNTRY                 PICTURE X(10).
02 Z70-MATERIAL-TYPE           PICTURE X(20).
02 Z70-NOTE                    PICTURE X(200).
02 Z70-TERMS.
  03 Z70-TERMS-SIGN            PICTURE X(1).
  03 Z70-TERMS-PERCENT         PICTURE 9(3)V99.
  03 Z70-DELIVERY-TYPE-1       PICTURE X(2).
  03 Z70-DELIVERY-TYPE-2       PICTURE X(2).
  03 Z70-DELIVERY-TYPE-3       PICTURE X(2).
  03 Z70-DELIVERY-TYPE-4       PICTURE X(2).
  03 Z70-DELIVERY-TYPE-5       PICTURE X(2).
  03 Z70-DELIVERY-DELAY-1      PICTURE 9(3).
  03 Z70-DELIVERY-DELAY-2      PICTURE 9(3).
  03 Z70-DELIVERY-DELAY-3      PICTURE 9(3).
  03 Z70-DELIVERY-DELAY-4      PICTURE 9(3).
  03 Z70-DELIVERY-DELAY-5      PICTURE 9(3).
02 Z70-ACCOUNT-M               PICTURE X(15).
```


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```
02 Z70-ACCOUNT-S                PICTURE X(15).
02 Z70-VENDOR-ACCOUNT           PICTURE X(50).
02 Z70-OPEN-DATE                PICTURE 9(8).
02 Z70-UPDATE-DATE              PICTURE 9(8).
02 Z70-STATUS                   PICTURE X(2).
02 Z70-CON-LNG                  PICTURE X(3).
02 Z70-CURRENCY-1               PICTURE X(3).
02 Z70-CURRENCY-2               PICTURE X(3).
02 Z70-CURRENCY-3               PICTURE X(3).
02 Z70-CURRENCY-4               PICTURE X(3).
02 Z70-DEFAULT-ORDER-DELIVERY PICTURE X(2).
02 Z70-LE-LETTER-TYPE           PICTURE 9(2).
02 Z70-ED-LETTER-TYPE           PICTURE 9(2).
02 Z70-LI-LETTER-TYPE           PICTURE 9(2).
02 Z70-LE-SEND-METHOD           PICTURE X(5).
02 Z70-ED-SEND-METHOD           PICTURE X(5).
02 Z70-LI-SEND-METHOD           PICTURE X(5).
02 Z70-ADDITIONAL-VENDOR-CODE PICTURE X(20).
02 Z70-PROVIDER-TYPE            PICTURE X(3).
02 Z70-PLAIN-HTML               PICTURE X(1)
02 Z70-CATALOGER                PICTURE X(10).
02 Z70-LOCATE-BASE              PICTURE X(20).
```


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Z70-REC-KEY			
Z70-VENDOR-CODE	M	X(20) Upper case	**DESC:** Unique key by which the system identifies the vendor. **CONV:** Relevant code.
Z70-SUB-LIBRARY	O/ M	X(5)	**DESC:** Sublibrary code or ordering unit to which the vendor is related. If the ordering unit mechanism is not used (the USE-ORDER-UNIT flag in the data_tab/tab100 table is set to 'N'), this field contains a sublibrary code. If the ordering unit mechanism is used, then this field contains the relevant ordering unit. The field is only relevant for sites that work with a two-level vendor setup (the TWO-LEVEL-VENDOR flag in the data_tab/tab100 table is set to 'Y'). In this case, each vendor has a Z70 generic record with an empty Z70-SUB-LIBRARY field and one or more Z70 records (with the same Z70-VENDOR-CODE) for specific sub-libraries or ordering units. When the vendor records is used in the system, the sublibrary/ordering unit specific record overlays the generic one. The data_tab/tab_vendor_sub_lib table defines which group of fields of the Z70 is taken from the vendor sublibrary/ordering unit record and which group of fields is taken from the generic record. Note that regarding vendor usage permissions, there is no need for matching Z602 records for the sublibrary or ordering unit of the vendor specific records. The vendor's generic record will automatically be granted usage permissions for the sublibrary or ordering unit defined in the vendor specific records. **CONV:** Blank or relevant value. If the TWO-LEVEL-VENDOR flag in the data_tab/tab100 table is set to 'N', this field must be left blank. If flag is set to 'Y', then there should be one generic record for each vendor where the field is blank and related sublibrary/ordering unit records marked with the relevant code.

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Z70-REC-KEY-2			
Z70-EDI-VENDOR-CODE	O	X(35)	**DESC:** EDI vendor code. Used for vendors that support EDI. **CONV:** Relevant code or blank.
Z70-EDI-VENDOR-CODE-TYPE	O	X(3)	**DESC:** Type of EDI vendor. Three-character code supported by EDitEUR. Values are: **31B** used for US SAN **014** used for EAN-13 **091** for id assigned by supplier **092** for id assigned by customer **CONV:** Relevant type or blank.
Z70-EDI-FOR-ORDER-ONLY	O	X(1)	**DESC:** Denotes whether claims or order cancellation will be sent in a format other than EDI. Values are: **Y-** claims or order cancellation will be sent in a format other than EDI. **N-** claims or order cancellation will be sent in EDI format. **CONV:**
Z70-NAME-KEY	M	X(40) Lower case	**DESC:** Sort form of vendor name. **CONV:** Leave blank. Created by the system when table is loaded to ALEPH. Character conversion procedures for the creation of the field are defined in the tab_character_conversion_line table of the alephe/unicode directory (VENDOR_NAME_KEY instance).
Z70-SUB-LIB-KEY	O/ M	X(5)	**DESC:** Sublibrary code or ordering unit to which the vendor is related. See description for the Z70-SUB-LIBRARY field. **CONV:** Blank or relevant value (should match the Z70-SUB-LIBRARY).
Z70-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z70-VENDOR-NAME	M	X(150)	**DESC:** Name of the vendor, it displays in list of vendors, and is used for sorting the vendor list. **CONV:** Relevant text.
Z70-VENDOR-CONTACT			
Z70-CONTACT-1	O	X(200)	**DESC:** Vendor contact. Name of person to contact at the vendor. **CONV:** Blank or the name of the contact

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			person. Note that the contents of the Z70-CONTACT-1 are used by the system to automatically fill the Z68-VENDOR-CONTACT field when the vendor for the order is selected.
Z70-CONTACT-2	O	X(200)	As Z70-CONTACT-1.
Z70-CONTACT-3	O	X(200)	As Z70-CONTACT-1.
Z70-CONTACT-4	O	X(200)	As Z70-CONTACT-1.
Z70-CONTACT-5	O	X(200)	As Z70-CONTACT-1.
Z70-COUNTRY	O	X(10)	**DESC:** Vendor's country. **CONV:** Blank or relevant text.
Z70-MATERIAL-TYPE	O	X(20)	**DESC:** Type of material supplied by the vendor. **CONV:** Blank o relevant text.
Z70-NOTE	O	X(200)	**DESC:** Free text note. **CONV:** Blank or relevant text.
Z70-TERMS			
Z70-TERMS-SIGN	M	X(1)	**DESC:** This field indicates whether there is an added charge or a discount for or orders from this vendor. Values are: + and - This field is used for the default value in the Z68 order record, together with Z70-TERMS-PERCENT. **CONV:** Use "-" as default.
Z70-TERMS-PERCENT	M	9(3)V99	**DESC:** Default for percentage discount or added charge. **CONV:** Zeroes or relevant percentage.
Z70-DELIVERY-TYPE-1	M/ O	**X(2)**	**DESC:** Used as default for method of receiving material ordered (Z68-DELIVERY-TYPE). The system uses Z70-DELIVERY-TYPE-1 as default for Z68 monograph and standing order orders and Z70-DELIVERY-TYPE-4 as default for serial orders (also used as default in Z16 subscription record). Values are one or two alphanumeric characters defined in the $data_tab/pc_tab_exp_field.lng For example: **A** = Airmail **S** = Surface mail **F** = Fax For Z70-PROVIDER-TYPE = ILL, this field is irrelevant. **CONV:** Relevant value, 'S' as default or blank. Note that it is mandatory to select

			either Delivery 1 (Monograph) or Delivery 4 (Serials) in the Delivery type field when adding or updating a Vendor Record. If no delivery type is selected, the order record cannot be filled.
Z70-DELIVERY-TYPE-2	O	X(2)	As Z70-DELIVERY-TYPE-1
Z70-DELIVERY-TYPE-3	O	X(2)	As Z70-DELIVERY-TYPE-1
Z70-DELIVERY-TYPE-4	O/ M	X(2)	As Z70-DELIVERY-TYPE-1
Z70-DELIVERY-TYPE-5	O	X(2)	As Z70-DELIVERY-TYPE-1
Z70-DELIVERY-DELAY-1	M	9(3) Leading zeroes	**DESC:** This field is used to compute expected date of arrival of the material. For monographs, the number is added to the date of order. For serials, the number is added to the expected publication date of the issue. For standing orders, the number is irrelevant. The resulting expected date of arrival is the trigger for the first claim. For Z70-PROVIDER-TYPE = ILL, the figure entered into this field is added on to the date the request was created to determine the date by which the material should arrive at the library. **CONV:** Relevant number of days for delivery delay for the delivery type in Z70-DELIVERY-TYPE-1 or 000 if irrelevant.
Z70-DELIVERY-DELAY-2	M	9(3) Leading zeroes	**DESC:** See description of Z70-DELIVERY-DELAY-1. Matches the Z70-DELIVERY-TYPE-2. For Z70-PROVIDER-TYPE = ILL, when an item is received from the supplier, he will generally specify a date by which it must be returned. This date is manually entered in the 'Arrival form', but you may wish to make sure the borrower returns the item to the library a few days before this date, to allow time for dispatch to the supplier. The number of days you wish to allow for processing may be entered here. If you leave this value set at zero, ALEPH will use a system-wide default value instead. This is set through the ill_return_for_user variable in the pc_server_defaults table. **CONV:** Relevant number of days or 000 if irrelevant.

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Z70-DELIVERY-DELAY-3	M	9(3) Leading zeroes	**DESC:** See description of Z70-DELIVERY-DELAY-1. Matches the Z70-DELIVERY-TYPE-3. For Z70-PROVIDER-TYPE = ILL, this field is irrelevant. **CONV:** Relevant number of days or 000 if irrelevant.
Z70-DELIVERY-DELAY-4	M	9(3) Leading zeroes	**DESC:** See description of Z70-DELIVERY-DELAY-1. Matches the Z70-DELIVERY-TYPE-4. For Z70-PROVIDER-TYPE = ILL, this field is irrelevant. **CONV:** Relevant number of days or 000 if irrelevant.
Z70-DELIVERY-DELAY-5	M	9(3) Leading zeroes	**DESC:** See description of Z70-DELIVERY-DELAY-1. Matches Z70-DELIVERY-TYPE-5. For Z70-PROVIDER-TYPE = ILL, this field is irrelevant. **CONV:** Relevant number of days or 000 if irrelevant.
Z70-ACCOUNT-M	O	X(15) Free text	**DESC:** Vendor's account number for monograph orders. **CONV:** Blank or relevant note.
Z70-ACCOUNT-S	O	X(15) Free text	**DESC:** Vendor's account number for serial orders. **CONV:** Blank or relevant note.
Z70-VENDOR-ACCOUNT	O	X(50)	**DESC:** Vendor bank account number **CONV:** Blank or relevant number.
Z70-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the vendor record was opened. **CONV:** Relevant date or conversion date.
Z70-UPDATE-DATE		9(8) Format: YYYYMMDD	**DESC:** Date the vendor record was modified. This field is also updated when the Z72 (vendor address) record is modified. **CONV:** Relevant date or conversion date.
Z70-STATUS	O	X(2)	**DESC:** Status code of the vendor. Optional alphanumeric code. Default values for the pull-down menu of the Vendor's Information form in Acquisition module are defined in the data_tab/pc_tab_exp_field.lng table of the library's tab directory under the VENDOR-STATUS section. **CONV:** Blank or relevant status.

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Z70-CON-LNG	M	X(3)	**DESC:** Language of correspondence. This is the language of the forms (order slips, claims) that will be sent to the vendor. **CONV:** Valid language code (as set in the library's data_tab/pc_tab_exp_field.lng under the LANG section).
Z70-CURRENCY-1	O	X(3)	**DESC:** Currency for vendor invoices. Invoice cannot be registered in a currency other than those listed in the currency fields. **CONV:** Blank or Z82-CURRENCY-NAME. At least one Z70-CURRENCY-N must be present if the CHECK-INVOICE-CURRENCY flag of the tab100 table in the library's tab directory is set to 'Y'.
Z70-CURRENCY-2	O	X(3)	**DESC:** See Z70-CURRENCY-1.
Z70-CURRENCY-3	O	X(3)	**DESC:** See Z70-CURRENCY-1.
Z70-CURRENCY-4	O	X(3)	**DESC:** See Z70-CURRENCY-1.
Z70-DEFAULT-ORDER-DELIVERY	M	X(2)	**DESC:** This is the manner in which your library sends the order to the vendor. Used as default for the Z68-ORDER-DELIVERY-TYPE field. Values are: **LI** = List **LE** = Letter **CONV:** Use LI if you normally send several orders to the vendor in a list. Use LE if you want to send single order slips, printed/e-mailed online.
Z70-LE-LETTER-TYPE	O/ M	9(2)	**DESC:** Default letter type for LE. This field is copied to Z68-LETTER-TYPE. Mandatory if Z70-DEFAULT-ORDER-DELIVERY= LE. Values: 01-99 **CONV:** Enter 01 as default.
Z70-ED-LETTER-TYPE	-	9(2)	**DESC:** Not applicable. **CONV**: Enter 00 as default.
Z70-LI-LETTER-TYPE	O/ M	9(2)	**DESC:** Letter type for LI. Mandatory if Z70-DEFAULT-ORDER-DELIVERY= LI. Values: 01-99 **CONV**: Enter 01 as default.
Z70-LE-SEND-METHOD	O/ M	X(5)	**DESC:** Method by which the letter is sent. Mandatory if Z70-DEFAULT-ORDER-DELIVERY= LE.

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			Values are: **PRINT** **EDI** **EMAIL** (requires e-mail form format) **CONV:** Blank or relevant method.
Z70-ED-SEND-METHOD	-	X(5)	**DESC:** Not applicable. **CONV:** Blank.
Z70-LI-SEND-METHOD	O/ M	X(5)	**DESC:** Method by which list is sent. Mandatory if Z70-DEFAULT-ORDER-DELIVERY= LI. Values are: **PRINT** **EDI** **EMAIL** (requires email form format) **CONV:** Blank or relevant method.
Z70-ADDITIONAL-VENDOR-CODE	O	X(20)	**DESC:** Additional vendor code. Can be used as link to administration's codes. This field is usually free text. If the contents of the field should match the ABN (Australian Business Number): NN NNN NNN NNN, then the tab_checksum table of the tab directory of the administrative library (e.g., USM50) should contain the following: The CSV-VENDOR-ADD-CODE routine should be attached to the chksm_valid_vendor_abn program (for validation). The CSCO-VENDOR-ADD-CODE routine should be attached to the chksm_correct_vendor_abn program (for correction). **CONV:** Blank or a relevant code.
Z70-PROVIDER-TYPE	M	X(3)	**DESC:** This field is automatically filled by the system. It indicates whether the vendor record belongs to vendors of the acquisition department or to the ILL suppliers. Values are: **ACQ =** Acquisition vendor. **ILL** = ILL supplier. **CONV:** Relevant value.
02 Z70-PLAIN-HTML	-	X(1)	**DESC:** For future use! Values are: **P**= Plain

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			H= HTML **B**= Both Default value: H **CONV:** Blanks
Z70-CATALOGER	M	X(10)	**DESC:** User name of the librarian who last updated the vendor record. **CONV:** Relevant user name or "CONV".
Z70-LOCATE-BASE	-	X(20)	**DESC:** Currently not applicable. **CONV:** Leave blank.

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Z700 – ILL Partner

The Z700 is a pw_library Oracle table that contains administrative information about ILL Partners.

An ILL partner is an administrative unit that sends ILL requests to you and/or that responds to your ILL requests for material. Each library or institution that is used as a player (requester or supplier) in the ILL flow, including your own administrative unit, has a partner record in the system.

There are three types of partners: internal partner, shared external partner, and non-shared external partner.

- **Internal Partner – also known as ILL Unit** – local administrative unit that handles ILL borrowing and lending activities. An ILL unit can be set up to represent a single sublibrary or a group of sublibraries.
- **Shared External Partner –** a supplier or a requester library which is not a part of any ADM library of your library system; it is external to your library system (for example, another library or a supplier like BLDSC). An external shared partner can be used as a supplier by all ADM libraries.
- **Non-shared External Partner –** a non-shared external partner is the same as a shared external partner, but it can be used as a supplier only by the library which created the partner record.

  Each ILL partner (both external and internal) to whom you supply ILL material must have a parallel Patron record.

In the following Z700 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 zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
01  Z700.
          02 Z700-REC-KEY.
            03 Z700-INTERNAL-CODE          PICTURE X(20).
          02 Z700-ILL-LIBRARY              PICTURE X(5).
          02 Z700-UNIT                     PICTURE X(1).
          02 Z700-PROTOCOL-TYPE            PICTURE X(5).
          02 Z700-REC-KEY-2.
            03 Z700-PROTOCOL-CODE          PICTURE X(50).
          02 Z700-E-INTERFACE.
            03 Z700-SERVER-ADDRESS         PICTURE X(100).
          02 Z700-PRINT.
            03 Z700-PLAIN-HTML             PICTURE X(1).
            03 Z700-LETTER-TYPE            PICTURE 9(2).
            03 Z700-SEND-METHOD            PICTURE X(5).
          02 Z700-NAME-KEY                 PICTURE X(40).
          02 Z700-ISO-SUPPLIER-TYPE        PICTURE X(10).
```


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```
        02 Z700-USER-ID                  PICTURE X(50).
        02 Z700-USER-PASSWORD            PICTURE X(50).
        02 Z700-NAME                     PICTURE X(150).
 02 Z700-GENERAL-ADDRESS.
          03 Z700-GEN-ADDRESS-1           PICTURE X(100).
          03 Z700-GEN-ADDRESS-2           PICTURE X(100).
          03 Z700-GEN-ADDRESS-3           PICTURE X(100).
          03 Z700-GEN-ADDRESS-4           PICTURE X(100).
          03 Z700-GEN-ADDRESS-5           PICTURE X(100).
          03 Z700-GEN-TELEPHONE           PICTURE X(20).
          03 Z700-GEN-FAX                 PICTURE X(20).
          03 Z700-GEN-EMAIL-ADDRESS       PICTURE X(60).
          03 Z700-GEN-STRUCTURED-ADDRESS.
            04 Z700-GEN-CITY              PICTURE X(50).
            04 Z700-GEN-STATE             PICTURE X(50).
            04 Z700-GEN-ZIP               PICTURE X(20).
            04 Z700-GEN-COUNTRY           PICTURE X(50).
          03 Z700-GEN-CONTACT.
            04 Z700-GEN-CONTACT-1         PICTURE X(200).
            04 Z700-GEN-CONTACT-2         PICTURE X(200).
            04 Z700-GEN-CONTACT-3         PICTURE X(200).

    02 Z700-SHIPPING-ADDRESS.
          03 Z700-SHIP-ADDRESS-1          PICTURE X(100).
          03 Z700-SHIP-ADDRESS-2          PICTURE X(100).
          03 Z700-SHIP-ADDRESS-3          PICTURE X(100).
          03 Z700-SHIP-ADDRESS-4          PICTURE X(100).
          03 Z700-SHIP-ADDRESS-5          PICTURE X(100).
          03 Z700-SHIP-TELEPHONE          PICTURE X(20).
          03 Z700-SHIP-FAX                PICTURE X(20).
          03 Z700-SHIP-EMAIL-ADDRESS      PICTURE X(60).
          03 Z700-SHIP-STRUCTURED-ADDRESS.
            04 Z700-SHIP-CITY             PICTURE X(50).
            04 Z700-SHIP-STATE            PICTURE X(50).
            04 Z700-SHIP-ZIP              PICTURE X(20).
            04 Z700-SHIP-COUNTRY          PICTURE X(50).
          03 Z700-SHIP-CONTACT.
            04 Z700-SHIP-CONTACT-1        PICTURE X(200).
            04 Z700-SHIP-CONTACT-2        PICTURE X(200).
            04 Z700-SHIP-CONTACT-3        PICTURE X(200).

  02 Z700-BILLING-ADDRESS.
          03 Z700-BILL-ADDRESS-1          PICTURE X(100).
          03 Z700-BILL-ADDRESS-2          PICTURE X(100).
          03 Z700-BILL-ADDRESS-3          PICTURE X(100).
          03 Z700-BILL-ADDRESS-4          PICTURE X(100).
          03 Z700-BILL-ADDRESS-5          PICTURE X(100).
          03 Z700-BILL-TELEPHONE          PICTURE X(20).
          03 Z700-BILL-FAX                PICTURE X(20).
          03 Z700-BILL-EMAIL-ADDRESS      PICTURE X(60).
          03 Z700-BILL-STRUCTURED-ADDRESS.
            04 Z700-BILL-CITY             PICTURE X(50).
            04 Z700-BILL-STATE            PICTURE X(50).
            04 Z700-BILL-ZIP              PICTURE X(20).
            04 Z700-BILL-COUNTRY          PICTURE X(50).
          03 Z700-BILL-CONTACT.
            04 Z700-BILL-CONTACT-1        PICTURE X(200).
            04 Z700-BILL-CONTACT-2        PICTURE X(200).
            04 Z700-BILL-CONTACT-3        PICTURE X(200).
```


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```
02 Z700-NOTE                      PICTURE X(300).
  02 Z700-COPYRIGHT-STATEMENT      PICTURE X(300).
  02 Z700-OPEN-DATE                PICTURE 9(8).
  02 Z700-UPDATE-DATE              PICTURE 9(8).
  02 Z700-STATUS                   PICTURE X(2).
  02 Z700-CON-LNG                  PICTURE X(3).
  02 Z700-CATALOGER                PICTURE X(10).
  02 Z700-CURRENCY                 PICTURE X(3).
  02 Z700-AVG-SUPPLY-DAYS          PICTURE 9(3).
  02Z700-DELIVERY-DELAY            PICTURE 9(3).
  02 Z700-LOCATE-TYPE              PICTURE X(10).
  02 Z700-CATALOG-TYPE             PICTURE X(5).
  02 Z700-LOCATE-BASE              PICTURE X(20).
  02 Z700-LOCATE-SERVER            PICTURE X(100).
  02 Z700-LOCATE-CIRC-LIBRARY      PICTURE X(5).
  02 Z700-ADDITIONAL-VENDOR-CODE   PICTURE X(30).

02 Z700-BORROWING-ATTR.
    03 Z700-BORROWING-ALLOWED      PICTURE X(1).
    03 Z700-AUTO-BORROWING-LOCATE  PICTURE X(1).
    03 Z700-CHECK-LOCAL-OWN        PICTURE X(1).
    03 Z700-SELF-OWN-L-STATUS      PICTURE X(3).
    03 Z700-SELF-OWN-C-STATUS      PICTURE X(3).
    03 Z700-REQUEST-PICKUP-LOCS.
      04 Z700-REQUEST-PICKUP-LOC OCCURS 100 PICTURE X(5).

  02 Z700-LENDING-ATTR.
    03 Z700-LENDING-ALLOWED        PICTURE X(1).
    03 Z700-AUTO-LENDING-LOCATE    PICTURE X(1).
    03 Z700-CIRC-SUB-LIBRARIES.
      04 Z700-CIRC-SUB-LIBRARY OCCURS 100 PICTURE X(5).
    03 Z700-ITEM-LOC-L-STATUS      PICTURE X(3).
    03 Z700-ITEM-LOC-C-STATUS      PICTURE X(3).
    03 Z700-ITEM-AVAIL-L-STATUS    PICTURE X(3).
    03 Z700-ITEM-AVAIL-C-STATUS    PICTURE X(3).

  02 Z700-E-INTERFACE-V6.
    03 Z700-SERVER-ADDRESS-V6      PICTURE X(100).
```

Z700-REC-KEY			
Z700-INTERNAL-CODE	M	X(20) Upper case	**DESC:** Unique key by which the system identifies the ILL partner. NOTE: For partners that are used as ILL requesters, set up to 12 alphanumeric characters. **CONV:** Relevant code.

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Z700-ILL-LIBRARY	O/ M	X(5)	**DESC:** The ILL library code (XXX40) to which the ILL partner belongs. Mandatory for ILL partner of type ILL Unit (Z700-Unit=Y). Z700-ILL-LIBRARY field different between Shared External Partner and Non-Shared External Partner. Shared External Partner will have Z700-UNIT=N and null in Z700-ILL-LIBRARY. Non-Shared External Partner will have Z700-UNIT=N and ILL Library code Z700-ILL-LIBRARY. **CONV:** Blank or relevant value.
Z700-UNIT	O	X(1)	**DESC:** Y or N value. This value indicates the type of ILL partner, whether Internal (ILL Unit) or External (shared and non-shared). **Y** – The partner is an ILL Unit. **N** – The Partner is not an ILL Unit. It is an external partner (shared or non-shared). Blank – The same as "N". The Partner is not an ILL Unit. It is an external partner (shared or non-shared). **CONV:** Relevant value or blank.
Z700-PROTOCOL-TYPE	M	X(5)	**DESC:** The method in which your library sends communication to the partner. Options: **ISO** – ISO TCP protocol **SLNP** – German protocol **DANZG –** Danish Protocol **LT** – Letter: the partner uses letter-based communication, e.g.: email, fax, telephone **BL** – ARTel/ARTemail: the partner accepts the British Library protocol TX format **CONV**: Relevant code.
Z700-PROTOCOL-CODE	M/ O	X(50)	**DESC:** The partner institution symbol. E.g.: EXL:MN_LAW. Mandatory for Z700-PROTOCOL-TYPE =ISO. Not relevant for all other protocol types. **CONV:** Relevant value or blank.
Z700-E-INTERFACE			**DESC:** Details for dispatching ILL related communication in a non-letter format. Relevant only for Z700-PROTOCOL-TYPE =ISO.

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Z700-SERVER-ADDRESS	M/ O	X(100)	**DESC**: The server IP and port number to which ILL ISO APDU messages are sent to the partner. E.g: goldcoast:9002. Mandatory for Z700-PROTOCOL-TYPE =ISO. Not relevant for all other protocol types. **CONV:** Relevant value or blank.
Z700-PRINT			**DESC:** Details for dispatching ILL related communication in a letter format. Relevant only for Z700-PROTOCOL-TYPE =LT.
Z700-PLAIN-HTML	M/ O	X(1)	**DESC:** The mode in which Email is sent to the partner. Mandatory for Z700- SEND-METHOD= EMAIL. Not relevant for all other send methods types. Options: **H** – send e-mail as an attachment only **P** – send e-mail in the Email body only **B** – send e-mail in both modes: e-mail body and as an attachment **CONV:** Relevant value or blank.
Z700-LETTER-TYPE	M/ O	9(2)	**DESC:** Default letter type for letters that are sent to the partner. Mandatory if Z700-PROTOCOL-TYPE = LT. Recommended to also set for other protocol types. Values: 00-99. **CONV:** Relevant value. You may use "00" as a default.
Z700-SEND-METHOD	O/ M	X(5)	**DESC**: The method in which letters are sent to the partner. Mandatory if Z700-PROTOCOL-TYPE = LT. Recommended to also set for other protocol types. Options: **PRINT** **EMAIL** **CONV:** Relevant value or blank.
Z700-NAME-KEY	M	X(40) Lower case	**DESC:** Sort form of partner name. **CONV:** Leave blank. Created by the system when a table is loaded into ALEPH. Character conversion procedures for the creation of the field are defined in the tab_character_conversion_line table of the alephe/unicode directory (ILL_PARTNER_NAME_KEY instance).

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Z700-ISO-SUPPLIER-TYPE	O	X(10)	**DESC:** Not currently in use. For future use: define the partner ISO mode for Z700-PROTOCOL-TYPE = ISO. Options are hard-coded and defined in ILL-ISO-TYPE menu of ./ill_library/tab/ pc_tab_exp_field.<lng>: **OCLC** – OCLC **RLG** – RLIN **CONV:** Blank.
Z700-USER-ID	O	X(50)	**DESC:** Not currently in use. For futural usage: The library's user ID at the partner. **CONV:** Blank.
Z700-USER-PASSWORD	O	X(50)	**DESC:** Not in current use. For futural usage: The library's user PW at the partner vendor list. **CONV:** Blank.
Z700-NAME	M	X(150)	**DESC:** Name of the partner. It displays in the list of partners and is used for sorting the vendor list. **CONV:** Relevant text.
Z700-GENERAL-ADDRESS			**DESC**: General address details of the partner. If Z700-SHIPPING-ADDRESS and Z700-SHIP-STRUCTURED-ADDRESS or Z700-BILLING-ADDRESS and Z700-BILL-STRUCTURED-ADDRESS sections are left empty, the system will use Z700-GENERAL-ADDRESS and Z700-GEN-STRUCTURED-ADDRESS.
Z700-GEN-ADDRESS-1	O	X(100)	**DESC:** First line of the partner general address. Should be the same as Z700-NAME. **CONV:** Relevant text.
Z700-GEN-ADDRESS-2	O	X(100)	**DESC:** Second line of the partner general address. **CONV:** Relevant text.
Z700-GEN-ADDRESS-3	O	X(100)	**DESC:** Third line of the partner general address. **CONV:** Blank or relevant text.
Z700-GEN-ADDRESS-4	O	X(100)	**DESC:** Fourth line of the partner general address. **CONV:** Blank or relevant text.
Z700-GEN-ADDRESS-5	O	X(100)	**DESC:** Fifth line of the partner general address. **CONV:** Blank or relevant text.
Z700-GEN-TELEPHONE	O	X(20)	**DESC:** The partner general Tel. No. **CONV:** Blank or relevant text.
Z700-GEN-FAX	O	X(20)	**DESC:** The partner general Fax. No. **CONV:** Blank or relevant text.

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Z700-GEN-EMAIL-ADDRESS	O	X(60)	**DESC:** The partner general Email address. **CONV:** Blank or relevant text.
Z700-GEN-STRUCTURED-ADDRESS.			**DESC:** Partner's general structured address.
Z700-GEN-CITY	O	X(50)	**DESC:** The partner general structured address: city. **CONV:** Blank or relevant text.
Z700-GEN-STATE	O	X(50)	**DESC:** The partner general structured address: state. **CONV:** Blank or relevant text.
Z700-GEN-ZIP	O	X(20)	**DESC:** The partner general structured address: zip code. **CONV:** Blank or relevant text.
Z700-GEN-COUNTRY	O	X(50)	**DESC:** The partner general structured address: country. **CONV:** Blank or relevant text.
Z700-GEN-CONTACT-1	O	X(200)	**DESC:** Name of the person to contact at the partner for general issues. **CONV:** Blank or relevant text.
Z700-GEN-CONTACT-2	O	X(200)	As Z700-GEN-CONTACT-1
Z700-GEN-CONTACT-3	O	X(200)	As Z700-GEN-CONTACT-1
Z700-SHIPPING-ADDRESS			**DESC**: Partner's address for shipping material. If Z700-SHIPPING-ADDRESS and Z700-SHIP-STRUCTURED-ADDRESS sections are empty, the system will use Z700-GENERAL-ADDRESS and Z700-GEN-STRUCTURED-ADDRESS.
Z700-SHIP-ADDRESS-1	O	X(100)	**DESC:** First line of the partner shipping address. **CONV:** Relevant text.
Z700- SHIP-ADDRESS-2	O	X(100)	**DESC:** Second line of the partner shipping address. **CONV:** Relevant text.
Z700- SHIP-ADDRESS-3	O	X(100)	**DESC:** Third line of the partner shipping address. **CONV:** Blank or relevant text.
Z700- SHIP-ADDRESS-4	O	X(100)	**DESC:** Fourth line of the partner shipping address. **CONV:** Blank or relevant text.
Z700- SHIP-ADDRESS-5	O	X(100)	**DESC:** Fifth line of the partner shipping address. **CONV:** Blank or relevant text.
Z700-SHIP-TELEPHONE	O	X(20)	**DESC:** The partner shipping Tel. No. **CONV:** Blank or relevant text.
Z700-SHIP-FAX	O	X(20)	**DESC:** The partner shipping Fax. No. **CONV:** Blank or relevant text.
Z700-SHIP-EMAIL-ADDRESS	O	X(60)	**DESC:** The partner shipping e-mail address. **CONV:** Blank or relevant text.

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Z700-SHIP-STRUCTURED-ADDRESS.			DESC: Partner's shipping structured address.
Z700-SHIP-CITY	O	X(50)	**DESC:** The partner shipping structured address: city. **CONV:** Blank or relevant text.
Z700-SHIP-STATE	O	X(50)	**DESC:** The partner shipping structured address: state. **CONV:** Blank or relevant text.
Z700-SHIP-ZIP	O	X(20)	**DESC:** The partner shipping structured address: zip code. **CONV:** Blank or relevant text.
Z700-SHIP-COUNTRY	O	X(50)	**DESC:** The partner shipping structured address: country. **CONV:** Blank or relevant text.
Z700-SHIP-CONTACT-1	O	X(200)	**DESC:** Name of person to contact at the partner for shipping issues. **CONV:** Blank or relevant text.
Z700-SHIP-CONTACT-2	O	X(200)	As Z700-SHIP-CONTACT-1
Z700-SHIP-CONTACT-3	O	X(200)	As Z700-SHIP-CONTACT-1
Z700-BILLING-ADDRESS			**DESC**: Partner's address details for sending bills. If Z700-BILLING-ADDRESS and Z700-BILL-STRUCTURED-ADDRESS sections are empty, the system will use Z700-GENERAL-ADDRESS and Z700-GEN-STRUCTURED-ADDRESS.
Z700-BILL-ADDRESS-1	O	X(100)	**DESC:** First line of the partner billing address. **CONV:** Relevant text.
Z700-BILL-ADDRESS-2	O	X(100)	**DESC:** Second line of the partner billing address. **CONV:** Relevant text.
Z700- BILL-ADDRESS-3	O	X(100)	**DESC:** Third line of the partner billing address. **CONV:** Blank or relevant text.
Z700- BILL-ADDRESS-4	O	X(100)	**DESC:** Fourth line of the partner billing address. **CONV:** Blank or relevant text.
Z700-BILL-ADDRESS-5	O	X(100)	**DESC:** Fifth line of the partner billing address. **CONV:** Blank or relevant text.
Z700-BILL-TELEPHONE	O	X(20)	**DESC:** The partner billing Tel. No. **CONV:** Blank or relevant text.
Z700-BILL-FAX	O	X(20)	**DESC:** The partner billing Fax. No. **CONV:** Blank or relevant text.
Z700-BILL-EMAIL-ADDRESS	O	X(60)	**DESC:** The partner billing Email address. **CONV:** Blank or relevant text.
Z700-BILL-STRUCTURED-ADDRESS.			DESC: Partner's billing structured address.

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Z700-BILL-CITY	O	X(50)	**DESC:** The partner billing structured address: city. **CONV:** Blank or relevant text.
Z700-BILL-STATE	O	X(50)	**DESC:** The partner billing structured address: state. **CONV:** Blank or relevant text.
Z700-BILL-ZIP	O	X(20)	**DESC:** The partner billing structured address: zip code. **CONV:** Blank or relevant text.
Z700-BILL-COUNTRY	O	X(50)	**DESC:** The partner billing structured address: country. **CONV:** Blank or relevant text.
Z700-BILL-CONTACT-1	O	X(200)	**DESC:** Name of person to contact at the partner for billing issues. **CONV:** Blank or relevant text.
Z700-BILL-CONTACT-2	O	X(200)	As Z700-BILL-CONTACT-1
Z700-BILL-CONTACT-3	O	X(200)	As Z700-BILL-CONTACT-1
Z700-NOTE	O	X(300)	**DESC:** Free text note. **CONV:** Blank or relevant text.
Z700-COPYRIGHT-STATEMENT	O	X(300)	**DESC:** Relevant for Australian libraries. The copyright statement text that is sent from the partner with each ISO ILL request that is dispatched to suppliers. Should be set for ILL Unit (Z700-UNIT=Y) of Australian libraries. Works in conjunction with ./alephe/tab100 flag: ILL-MODE=2 (Australian ILL Copyright mode).
Z700-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the partner record was opened. **CONV:** Relevant date or conversion date.
Z700-UPDATE-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the partner record was modified. **CONV:** Relevant date or conversion date.
Z700-STATUS	O	X(2)	**DESC:** Status code of the partner. Optional alphanumeric code. Default values for the pull-down menu of the partner's information form in the ILL module are defined in the data_tab/pc_tab_exp_field.lng table of the library's tab directory under the ILL-PARTNER-STATUS section. **CONV:** Blank or relevant status.

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Z700-CON-LNG	M	X(3)	**DESC:** Language of correspondences. This is the language of the forms that are sent to the partner. Possible values are defined in LANG menu of ./ill_library/tab/ pc_tab_exp_field.<lng>. **CONV:** Valid language code.
Z700-CATALOGER	M	X(10)	**DESC:** User name of the librarian who last updated the partner record. **CONV:** Relevant user name or "CONV".
Z700-CURRENCY	O	X(3)	**DESC:** The partner local currency. **CONV:** Blank or Z83-CURRENCY-NAME.
Z700-AVG-SUPPLY-DAYS	M	9(3) Leading zeroes	**DESC:** Average Supply Days field. Number of days it takes for the partner to supply ILL material (average supply days). Z700- Z700-AVG-SUPPLY-DAYS is used as a default value for Z701-AVG-SUPPLY-DAYS. Z701-AVG-SUPPLY-DAYS is used to compute expected date of arrival of the material (Z411-EXPECTED-ARRIVAL-DATE). **CONV:** Relevant number of days or 000 if irrelevant.
Z700-DELIVERY-DELAY	M	9(3) Leading zeroes	**DESC:** Return Delay field. Number of days it takes for your library to return ILL material to the partner. Z700-DELIVERY-DELAY is used as a default value for Z701-DELIVERY-DELAY. This field is used to compute the due date given to the patron for an ILL item in the following way: When an ILL item is received from a supplier for a loan, the expected return date is specified by the supplier (Z411-EXPECTED-RETURN-DATE). The system calculates the due date given to the patron as follows: Z411-EXPECTED-RETURN-DATE minus Z701-DELIVERY-DELAY. If you leaveZ700-DELIVERY-DELAY and Z701-DELIVERY-DELAY set as zeros, ALEPH will use a system-wide default value instead. This is set through the ill_return_for_user variable in the pc_server_defaults **CONV:** Relevant number of days or 000 if irrelevant.

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Z700-LOCATE-TYPE	M	X(10)	**DESC:** The mode in which ALEPH will attempt to locate material at the partner database. Options: **UNIT-** ILL Unit: Indicates that the partner is an internal partner. Set this value if Z700-UNIT=Y and the ILL unit has all data (BIB+Z30 Items) held in an ALEPH format. **UNITLESS**- ILL Unit with no item data in ALEPH format: Indicate that the partner is an internal partner. Set this value if Z700-UNIT=Y and the ILL unit has only BIB data in ALEPH format (without Z30-item data of ALEPH format. **ALEPH –** ALEPH ILS: Indicates that this is an external partner (not part of your ALEPH installation) with full ALEPH ILS (BIB+Z30 Items). This value can be set only if Z700-ILL-UNIT=N. **ITEMLESS** - ALEPH ILS with no item data in ALEPH format. Indicates that this is an external partner (not part of your ALEPH installation) with ALEPH ILS with no Item-Z30 data in ALEPH format. This value can be set only if Z700-ILL-UNIT=N. **EXTERNAL –** Z39.50 partner: Indicate that this is an external partner that you have set Z39.50 gate configuration to access its database. Set this value if Z700-UNIT=N and the partner's base is defined in your Z39.50 gate configuration. **NONE** – None of the above options are relevant for the partner OR there is no information about the partner database OR ALEPH is not expected to perform the 'locate' action at the partner's database. This value can be set only for Z700-UNIT=N. **CONV:** Relevant value.

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Z700-CATALOG-TYPE	M/O	X(5)	**DESC:** The ALEPH catalog type of the partner. Mandatory for Z700-LOCATE-TYPE : UNIT, UNITLESS, ALEPH and ITEMLESS. Not relevant for Z700-LOCATE-TYPE NONE and EXTERNAL. The options are: **UV** - ALEPH Union View **SBIB** - ALEPH Single Bib database **CONV:** Blank for Z700-LOCATE-TYPE =NONE and EXTERNAL. Relevant value for all other locate types.
Z700-LOCATE-BASE	M/O	X(20)	**DESC:** The partner base in which the 'BIB locate' is performed. Mandatory for Z700-LOCATE-TYPE: UNIT, UNITLESS, ALEPH, ITEMLESS and EXTERNAL. Not relevant for Z700-LOCATE-TYPE NONE. The base must be one of the bases defined in ./alephe_tab/tab_base.eng **CONV:** Blank for Z700-LOCATE-TYPE =NONE. Relevant value for all other locate types.
Z700-LOCATE-SERVER	M/O	X(100)	**DESC**: The server name and port number of the partner's Web OPAC; for example: goldcoast:8991. Mandatory for Z700-LOCATE-TYPE: UNIT, UNITLESS, ALEPH, ITEMLESS. Not relevant for Z700-LOCATE-TYPE: EXTERNAL and NONE. **CONV:** Relevant value or blank.
Z700-LOCATE-CIRC-LIBRARY	M/O	X(5)	**DESC:** The ADM library code of the partner. Mandatory for Z700-LOCATE-TYPE: UNIT and ALEPH. E.g.: USM50. Not relevant for Z700-LOCATE-TYPE: UNITLESS, ITEMLESS, EXTERNAL and NONE. **CONV:** Relevant value or blank.
Z700-ADDITIONAL-VENDOR-CODE	O	X(30)	**DESC:** The partner additional code or name **CONV:** Relevant text.
Z700-BORROWING-ATTR.			**DESC:** Internal partner's (ILL Unit) borrowing policy definitions.

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Z700-BORROWING-ALLOWED	M	X(1)	**DESC:** Indicate whether the internal ILL partner is used as an ILL borrowing center and can serve patron's outgoing requests. Options: **Y** – ILL Borrowing activity is allowed. **N** – ILL Borrowing activity is blocked. Internal partners (Z700-UNIT=Y) can have Y or N. External partners (Z700-UNIT=N) must have the value "N". **CONV:** Relevant value.
Z700-AUTO-BORROWING-LOCATE	M	X(1)	**DESC:** Indicates whether all the internal partner's new borrowing requests are automatically handled by the ILL library automatic processing daemon (ue_19). Options: **Y** – Borrowing request will be handled by ue_19. **N** – Borrowing request will not be handled by ue_19. Internal partners (Z700-UNIT=Y) can have Y or N. External partners (Z700-UNIT=N) must have the value "N". **CONV:** Relevant value.
Z700-CHECK-LOCAL-OWN	M	X(1)	**DESC:** Indicates whether the internal partner will first check for self ownership when a new borrowing request is created. Options: **0** – No check **1** – Check for items existence. **2** – Allow ILL if patron is locally blocked. **3** – Block ILL if patron blocked/items available locally. Internal partners (Z700-UNIT=Y) can have one of the above values. External partners (Z700-UNIT=N) must have the value "0". **CONV:** Relevant value.
Z700-SELF-OWN-L-STATUS	M	X(3)	**DESC:** Defines the status a "returnable" borrowing request. It is given as a result of local ownership. The only option is LOW (Locally Owned). **CONV:** Always put: LOW.

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Z700-SELF-OWN-C-STATUS	M	X(3)	**DESC:** Defines the status a "non-returnable" borrowing request It is given as a result of local ownership. The only option is LOW (Locally Owned). **CONV:** Always put: LOW.
Z700-REQUEST-PICKUP-LOC	M/O	X(5) 100 occurrences	**DESC:** Defines up to 100 sublibraries from which the in ILL Unit's patrons are allowed to pick up. Mandatory only for Z700-UNIT=Y that its Z700-BORROWING-ALLOWED is set to 'Y'. The value entered in this field must be defined as a valid sublibrary in Col. 1 of ./alephe/tab/tab_sub_library.<lng>. Only sublibrary of type 1, 2, or 3 can be set in Z700-REQUEST-PICKUP-LOCs **CONV:** Blank or relevant value**.**
Z700-LENDING-ATTR.			**DESC:** Internal partner's (ILL Unit) lending policy definitions.
Z700-LENDING-ALLOWED	M	X(1)	**DESC:** Indicate whether the internal ILL partner is allowed ILL lending. Options: **Y** – ILL Lending activity is allowed. **N** – ILL Lending activity is blocked. Internal partners (Z700-UNIT=Y) can have Y or N. External partners (Z700-UNIT=N) must have the value "N". **CONV:** Relevant value.
Z700-AUTO-LENDING-LOCATE	M	X(1)	**DESC:** Indicate whether all the internal partner's new lending requests are automatically handled by the ILL library automatic processing daemon (ue_19). Options: **Y** – Lending request will be handled by ue_19. **N** – Lending request will not be handled by ue_19. Internal partners (Z700-UNIT=Y) can have Y or N. External partners (Z700-UNIT=N) must have the value "N". **CONV:** Relevant value.

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Z700-CIRC-SUB-LIBRARY	M/ O	X(5) 100 occurrences	**DESC:** Defines up to 100 sublibraries to which an item loaned by the ILL Unit must belong. An item can not be loaned by the ILL Unit if it does not belong to one of these sublibraries. Mandatory only for Z700-UNIT=Y that its Z700-LENDING-ALLOWED is set to 'Y'. The value entered in this field must be defined as a valid sublibrary in Col. 1 of ./alephe/tab/tab_sub_library.<lng>. Only sublibrary of type 1 can be set Z700-CIRC-SUB-LIBRARY. In case there are more than 100 sublibraries you may define a group code as defined in ./ill_library/tab/tab_sublib_group.<lng> **CONV:** Blank or relevant value.
Z700-ITEM-LOC-L-STATUS	M	X(3)	**DESC:** Defines the status to assign to a lending request which fails to find a matching BIB record when the request is for a loan. Options: **MED** – Mediated. The request will go into the list of new incoming requests for ILL staff to review. **AUF** – Automatic Answer – Unfilled: the request goes into the list of unfilled incoming requests and a message is sent to the requesting library that the request is unfilled. This field is relevant only for internal partners. Internal partners (Z700-UNIT=Y) can have one of the above values. External partners (Z700-UNIT=N) must have the value "MED". **CONV:** Default MED or relevant value.

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Z700-ITEM-LOC-C-STATUS	M	X(3)	**DESC:** Defines the status to assign to a lending request which fails to find a matching BIB record when the request is for a copy (physical copy or electronic copy). Options: **MED** – Mediated. The request will go into the list of new incoming requests for ILL staff to review. **AUF** – Automatic Answer – Unfilled: the request goes into the list of unfilled incoming requests and a message is sent to the requesting library to say that the request is unfilled. This field is relevant only for internal partners. Internal partners (Z700-UNIT=Y) can have one of the above values. External partners (Z700-UNIT=N) must have the value "MED". **CONV:** Default MED or relevant value.
Z700-ITEM-AVAIL-L-STATUS	M	X(3)	**DESC:** Defines the status to assign to a lending request which fails to find a matching item for supply when the request is for a loan. Options: **MED** – Mediated. The request will go into the list of new incoming requests for ILL staff to review. **AUF** – Automatic Answer – Unfilled: the request goes into the list of unfilled incoming requests and a message is sent to the requesting library to say that the request is unfilled. This field is relevant only for internal partners. Internal partners (Z700-UNIT=Y) can have one of the above values. External partners (Z700-UNIT=N) must have the value "MED". **CONV:** Default MED or relevant value.

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Z700-ITEM-AVAIL-C-STATUS	M	X(3)	**DESC:** Defines the status to assign to a lending request which fails to find a matching item for supply when the request is for a copy (physical copy or electronic copy). Options: **MED** – Mediated. The request will go into the list of new incoming requests for ILL staff to review. **AUF** – Automatic Answer – Unfilled: the request goes into the list of unfilled incoming requests and a message issent to the requesting library to say that the request is unfilled. This field is relevant only for internal partners. Internal partners (Z700-UNIT=Y) can have one of the above values. External partners (Z700-UNIT=N) must have the value "MED". **CONV:** Default MED or relevant value.
Z700-SERVER-ADDRESS-V6	O	X(100)	**DESC**: For future use.

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Z701- ILL-Roster of Potential Suppliers

The Z701 is an ILL library (XXX40) Oracle table that contains the algorithm that is used by the system when attempting to locate suppliers to a borrowing (outgoing) ILL request.

A roster of possible suppliers is used to assign the suppliers to whom a borrowing (outgoing) request is sent. A roster is required for:

- Unmediated handling of requests – when the **Locate** button is activated in the **Borrowing Requests List**.
- Mediated handling – using the ILL library daemon: ue_19 (util E/19).

Each ILL Unit configures its own roster of potential suppliers (Z701 records) for each type of material (for example, serials, audio-visual) and for the format in which the material should be supplied (returnable, non-returnable, hard copy, electronic copy, and so on).

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.

```
01  Z701.
  02 Z701-REC-KEY.
    03 Z701-REQUESTER-CODE       PICTURE X(20).
    03 Z701-REQUEST-MEDIA        PICTURE X(20).
    03 Z701-LEVEL                PICTURE 9(2).
    03 Z701-SEQUENCE             PICTURE 9(2).
  02 Z701-RANDOMIZE              PICTURE X(1).
  02 Z701-RESPONDER-POSITION     PICTURE 9(2).
  02 Z701-RESPONDER-BASE         PICTURE X(20).
  02 Z701-RESPONDER-CODE         PICTURE X(20).
  02 Z701-AVG-SUPPLY-DAYS        PICTURE 9(3).
  02 Z701-EXPIRY-DAYS            PICTURE 9(3).
  02 Z701-DELIVERY-DELAY         PICTURE 9(3).
```

Z701-REC-KEY			
Z701-REQUESTER-CODE	M	X(20)	**DESC:** The ILL unit code (Z700-INTERNAL-CODE) for which the Z701 record is defined. **CONV:** Relevant value.
Z701-REQUEST-MEDIA	M	X(20)	**DESC:** 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

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			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.<lng>` table. **CONV:** Relevant value.
Z701-LEVEL	M	9(2)	**DESC:** The roster per media (Z701-REQUEST-MEDIA) may contain levels (groups). Each level can have up to 99 Z701 entries. The suppliers within a level can be sequenced, or can be randomized (depending on Z701-RANDOMIZE). Level 99 indicates: last resort supplier. A request that cannot be fulfilled by any of the other suppliers is assigned to this supplier without checking for availability. Each media level 99 can only have one sequence. **CONV:** Relevant value. Default value: 01 as default.
Z701-SEQUENCE	M	9(2)	**DESC:** The position of the Z701 record within the level. If the level is defined as none-randomized (Z701-RANDOMOZE=N), the order of the entries is according to the Z701-SEQUENCE within the level. **CONV:** Running sequence within the level.
Z701-RANDOMIZE	M	X(1)	**DESC:** Indicate whether the search within the level (Z701-LEVEL) is randomized or not. Options: **Y**-Randomize **N**-Not randomized. **CONV:** Relevant value. Default: N
Z701-RESPONDER-POSITION	M	9(2)	**DESC:** Not applicable. **CONV:** Always put: 00.
Z701-RESPONDER-BASE	O	X(20)	**DESC:** The supplier's base which is searched. When adding a new line to the potential supplier list, the system automatically fills in the supplier's default Locate Base (as defined in the supplier's partner record). In the event that you want the system to use another base (not the one that is defined in the supplier's partner record), another base can be set. There are

			two cases in which Z701-RESPONDER-BASE should be left empty: • For level 99 (Z701-LEVEL=99). • If the Locate Type of the supplier (Z701-RESPONDER-CODE) is NONE (Z700-LOCATE-TYPE=NONE). **CONV:** Relevant value or blank.
Z701-RESPONDER-CODE	M	X(20)	**DESC:** The supplier (the ILL partner code - Z700-INTERNAL-CODE) to which the request can be potentially assigned. **CONV:** Relevant value.
Z701-AVG-SUPPLY-DAYS	M	9(3)	**DESC: Average Supply Days** field. Number of days it takes for the partner to supply ILL material. Z701-AVG-SUPPLY-DAYS is used to compute the expected date of arrival of the material (Z411-EXPECTED-ARRIVAL-DATE). The supplier field: Z700-DELIVERY-DELAY, is used as a default value for Z701-AVG-SUPPLY-DAYS. **CONV:** Relevant number of days or 000 if irrelevant.
Z701-EXPIRY-DAYS	M	9(3)	**DESC: Expiry Days** field. Relevant only for ISO ILL. Number of days after which the request expires. **CONV:** Relevant number of days or 000 if irrelevant.
Z701-DELIVERY-DELAY	M	9(3)	**DESC: Return Delay** field. Number of days it takes for the library to return ILL material to the partner. The supplier field, Z700-RETURN-DELAY, is used as a default value for Z701-DELIVERY-DELAY. This field is used to compute the due date given to the patron for an ILL item in the following way: When an ILL item is received from a supplier for a loan, the expected return date is specified by the supplier (Z411-EXPECTED-RETURN-DATE). The system calculates the due date given to the patron as follows: Z411-EXPECTED-RETURN-DATE minus Z701-DELIVERY-DELAY. If you leave Z700-RETURN-DELAY and Z701-DELIVERY-DELAY set to zeros, ALEPH uses a system-wide default value instead. This is set through the `ill_return_for_user` variable in the `pc_server_defaults`

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			CONV: Relevant number of days or 000 if irrelevant.

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Z705 – ILL UNIT'S ALIAS

Z705 is an ILL library (XXX40) Oracle table that contains alias identification information of the ILL Unit for the ILL partner (supplier) record.

The alias record, Z705, is linked to the ILL partner (supplier) record (Z700) and is sensitive per ILL unit.
The alias is defined in the GUI-ILL-Partner record-tab1: 'alias' field.
For each ILL partner record there can be several Z705 alias records attached (one per ILL Unit that works with the supplier).

For ISO ILL requests, the alias code of the ILL unit is populated in the IllRequest that is sent to the supplier.

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.

```
01  Z705.
       02 Z705-REC-KEY.
         03 Z705-ILL-UNIT                PICTURE X(20).
         03 Z705-SUPPLIER                PICTURE X(20).
       02 Z705-SUPPLIER-ALIAS            PICTURE X(50).
```

Z705-REC-KEY			
Z705-ILL-UNIT	M	X(20)	**DESC:** The ILL Unit (Z700-INTERNAL-CODE) for which the alias identification is defined. **CONV:** Relevant value.
Z705-SUPPLIER	M	X(20)	**DESC:** The supplier (partner Z700-INTERNAL-CODE) for which the alias is defined. **CONV:** Relevant value.
Z705-SUPPLIER-ALIAS	M	X(50)	**DESC:** The alias that is used by the ILL unit (Z705-ILL-UNIT) when applying to the supplier (Z705-SUPPLIER). **CONV:** Relevant value.

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Z71 – Order, Subscription and Invoice Log

The Z71 table acts as a "log" file and keeps track of various order, subscription and invoice payment related activities that have occurred, such as a change in the Order Status or in the Next Claim Date. The library's tab/tab45 determines which transactions will be included in the log. The tab45 table sets whether the transaction creates a log record or not, and defines the description for the action which is written in the log text field.

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

```
01  Z71.
        02 Z71-REC-KEY.                                  K
          03 Z71-SEQUENCE-TYPE       PICTURE X(1).
          03 Z71-DOC-NUMBER          PICTURE 9(9).
          03 Z71-COPY-ORDER-SEQUENCE  PICTURE 9(5).
          03 Z71-REC-SEQUENCE        PICTURE 9(15).
        02 Z71-REC-KEY-2.                                 S
          03 Z71-VENDOR-CODE         PICTURE X(20).
          03 Z71-INVOICE-NUMBER      PICTURE X(15).
          03 Z71-REC-SEQUENCE-2      PICTURE 9(15).

        02 Z71-USER-NAME             PICTURE X(10).
        02 Z71-OPEN-DATE             PICTURE 9(8).
        02 Z71-OPEN-HOUR             PICTURE 9(4).
        02 Z71-OPEN-SECOND           PICTURE 9(4).
        02 Z71-ACTION-DATE           PICTURE 9(8).
        02 Z71-TYPE                  PICTURE X(2).
        02 Z71-ALPHA                 PICTURE X(1).
        02 Z71-TEXT                  PICTURE X(200).
        02 Z71-DATA                  PICTURE X(2000).
        02 Z71-TRIGGERED             PICTURE X(1).
```

Z71-REC-KEY			
Z71-SEQUENCE-TYPE	M	X(1)	**DESC:** Defines the type of the log. Values are: **C** = For subscription or issue related activities not associated to an order record (Z68). Z71-DOC-NUMBER = Z16-DOC-NUMBER and Z71-COPY-ORDER-SEQUENCE = Z16-COPY-SEQUENCE. **O** = For order-related activities.

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			Z71-DOC-NUMBER = Z68-DOC-NUMBER and Z71-COPY-ORDER-SEQUENCE = Z68-SEQUENCE. **I**=For Invoice payment related activities. For type "I", the following fields are not relevant: Z71-DOC-NUMBER, Z71-COPY-ORDER-SEQUENCE and Z71-REC-SEQUENCE. For Z71-SEQUENCE-TYPE='I'; Z71-REC-KEY-2 become relevant and are populated with general invoice information. **CONV:** Relevant value.
Z71-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** For Z71-SEQUENCE-TYPE = 'O', this field contains the Z68-DOC-NUMBER of the related order record. For Z71-SEQUENCE-TYPE = 'C', this field contains the Z16-DOC-NUMBER of the related subscription record. **CONV:** ADM system number (Z68-DOC-NUMBER or Z16-DOC-NUMBER).
Z71-COPY-ORDER-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Sequence number of the record. For Z71-SEQUENCE-TYPE = 'O', this field contains the Z68-SEQUENCE of the related order record. For Z71-SEQUENCE-TYPE = 'C', this field contains the Z16-COPY-SEQUENCE of the subscription record. **CONV:** Consecutive numbers (should match the Z68-SEQUENCE or the Z16-COPY-SEQUENCE).
Z71-REC-SEQUENCE	M	9(15)	**DESC:** Unique sequence number assigned when the record is created. It is used to distinguish between multiple log records for the same order. **CONV:** Must be unique. ALEPH's convention is time stamp + a running sequence (YYYYMMDD+ running sequence). For example: 200501130000001. The sequence is based on the last_record_sequence Oracle sequence that must be present in the pw_library.
Z71-REC-KEY-2			
Z71-VENDOR-CODE	M/O	X(20)	**DESC:** Mandatory for Z71-SEQUENCE-TYPE = 'I' (Invoice). This field contains the vendor code of the

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			related general invoice (Z77-VENDOR-CODE). **CONV:** Relevant value
Z71-INVOICE-NUMBER	M/O	X(15)	**DESC:** Mandatory for Z71-SEQUENCE-TYPE = 'I' (Invoice). This field contains the invoice number of the related general invoice (Z77-INVOICE-NUMBER). **CONV:** Relevant value
Z71-REC-SEQUENCE-2	M/O	9(15)	**DESC:** Mandatory for Z71-REC-KEY-2. Unique sequence number assigned when the record is created. It is used to distinguish between multiple log records for the same invoice. **CONV:** Must be unique. ALEPH's convention is time stamp + a running sequence (YYYYMMDD+ running sequence). For example: 200801130000001. The sequence is based on the last_record_sequence Oracle sequence that must be present in the pw_library.
Z71-USER-NAME	M	X(10)	**DESC:** User name of the librarian that registered the transaction. Note that if the transaction is of type EDI, then this field is set to EDI. **CONV:** Relevant user name or 'CONV'.
Z71-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the transaction took place. **CONV:** Relevant date or zeroes.
Z71-OPEN-HOUR	M	9(4) Format: HHMM	**DESC:** Hour the transaction took place. **CONV:** Relevant value or zeroes.
Z71-OPEN-SECOND	M	9(4)	**DESC:** Seconds the transaction took place. **CONV:** Relevant value or zeroes.
Z71-ACTION-DATE	M	9(8) Format: YYYYMMDD	**DESC:** For transactions created manually by the user. If the action date is later than the current date, then the transaction can be used as a "trigger" and will be displayed from the selected date in the Action Log Messages pane accessed through the Administrative tab of the Navigation Tree in the Acquisitions/Serials module. In addition, this field can be used as a retrieval filter by the Order-Log Report (acq-22) service.

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			CONV: Relevant date or zeroes.
Z71-TYPE	M	X(2)	**DESC:** Transaction type. Values are defined in the library's tab/tab45.lng. For example: **00** = General entry **01** = Order status **02** = Next claim date changed **03** = Order created **04** = Item created **05** = Item process status changed **06** = Order's estimated price **08** = Arrival **09** = Budget transactions (Encumbrance/Invoice) **10** = Invoice **11** = No budget **12** = Vendor changed – Order 13= General Invoice Note 14= General Invoice Payment Status 15= Order moved from another ADM record **31** = Serial's claim sent **32** = Subscription created **33** = Subscription changed **34** = Change to issue arrival date **35** = Issue modified **36** = Vendor changed - Subscription **93 =** Claim altered **94** = EDI response from vendor **95** = Subscription history note **96** = Vendor's reply to serial claim **98** = Correspondence from vendor **99** = Note to vendor **CONV:** Relevant value.
Z71-ALPHA	M	X(1)	**DESC:** Alpha code of the log record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z71-TEXT	M	X(200)	**DESC:** Description of the action defined in the library's tab/tab45 (e.g. "General", "Status change", etc.). **CONV:** Relevant string.
Z71-DATA	M	X(2000)	**DESC:** Action details. This field can be divided into two different sections: **System Note:** This information is automatically added by the system. The values are defined in the acq_logger file

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			of the alephe/error_eng directory. In this file the first two digits reflect the transaction type. For example: - Z71-TYPE = 01 - tab45.lng contains: 01 Y N LOrder status - The system note originates from the following message in acq_logger: 0101 0000 L Order status set as $1. **User Note:** Free text added by the user. Both notes are stored in this field in the following structure: System Note <<User Note>> For example: Order status set as RSV.<<Should be sent after vendor's confirmation>> **CONV:** Relevant string.
Z71-TRIGGERED	M	X(1)	**DESC:** Values are "Y" and "N". If the user manually triggered the transaction and the Z71-ACTION-DATE is later than the Z71-OPEN-DATE this field is set to "N". In addition, transactions of Z71-TYPE = 94 (EDI response from vendor) are automatically set to "N". Other transaction types are set to "Y". **CONV:** Relevant value.

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Z72 – VENDOR ADDRESS

This table contains vendor address records. It complements the Z70 (vendor) record.

Each vendor may have up to five addresses. A separate Z72 record should be created for each address type.

The types of addresses are:

1 = Order address
2 = Claim address
3 = Payment address
4 = Returns address
5 = EDI address

If one of the address types is missing, the system will direct the correspondence to the order address (type 1).

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 Z72-REC-KEY.
  03 Z72-VENDOR-CODE                    PICTURE X(20).
  03 Z72-ADDRESS-TYPE                   PICTURE X(1).
 02 Z72-ALPHA                           PICTURE X(1).
 02 Z72-VENDOR-ADDRESS OCCURS 5         PICTURE X(100).
 02 Z72-VENDOR-TEL                      PICTURE X(20).
 02 Z72-VENDOR-FAX                      PICTURE X(20).
 02 Z72-VENDOR-EM                       PICTURE X(60).
 02 Z72-VENDOR-IP                       PICTURE X(60).
 02 Z72-VENDOR-STRUCTURED-ADDRESS.
   03 Z72-VENDOR-CITY                   PICTURE X(50).
   03 Z72-VENDOR-STATE                  PICTURE X(50).
   03 Z72-VENDOR-POSTAL-CODE            PICTURE X(20).
   03 Z72-VENDOR-COUNTRY                PICTURE X(50).
 02 Z72-NOTE                            PICTURE X(200).
 02 Z72-VENDOR-IP-V6                    PICTURE X(60).
```


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Z72-REC-KEY			
Z72-VENDOR-CODE	M	X(20)	**DESC:** The vendor code is the unique code by which the system identifies the vendor (Z70-VENDOR-CODE). **CONV:** Must be a valid Z70 vendor code (Z70-VENDOR-CODE).
Z72-ADDRESS-TYPE	M	X(1)	**DESC:** Type of address - address for sending orders, claims, etc. Values are: **1** = Order address **2** = Claim address **3** = Payment address **4** = Returns address **5** = EDI address **CONV:** Create at least type 1.
Z72-ALPHA	M	X(1)	**DESC:** Alpha code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z72-VENDOR-ADDRESS OCCURS 5	M	X(100) OCCURS 5	**DESC:** Vendor address. The first line should be the vendor name. **CONV:** The address should be created as 5 fields of 100 characters.
Z72-VENDOR-TEL	O	X(20)	**DESC:** Vendor's telephone number. **CONV:** Blank or relevant text.
Z72-VENDOR-FAX	O	X(20)	**DESC:** Vendor's fax number. **CONV:** Blank or relevant text.
Z72-VENDOR-EM	O	X(60)	**DESC:** Vendor's e-mail address. **CONV:** Blank or relevant text.
Z72-VENDOR-IP	O	X(60)	**DESC:** Vendor's IP address. This field is used for information only. **CONV:** Blank or relevant text.
Z72-VENDOR-STRUCTURED-ADDRESS			
Z72-VENDOR-CITY	O	X(50)	**DESC:** Vendor's city. **CONV:** Blank or relevant text.
Z72-VENDOR-STATE	O	X(50)	**DESC:** Vendor's state. **CONV:** Blank or relevant text.
Z72-VENDOR-POSTAL-CODE	O	X(20)	**DESC:** Vendor's postal code. **CONV:** Blank or relevant text.
Z72-VENDOR-COUNTRY	O	X(50)	**DESC:** Vendor's country. **CONV:** Blank or relevant text.
Z72-NOTE	O	X(200)	**DESC:** Free text note. **CONV:** Blank or relevant note.
Z72-VENDOR-IP-V6	O	X(60)	**DESC**: For future use.

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Z73 – Loader Logger

The Z73 Oracle table holds the information for the following services:

- Advanced Generic Vendor Records Loader (file-90)
- Load OCLC Records (file-93)
- Load MARCIVE Records (file-99)
- OCLC server

Its running number uses the "last-loader-log-no" sequence, which also serves as the key of the Z73 table. The sequence has to be defined under Z52 of the Bibliographic library.

If you activate the log in BIB library or ADM library (XXX01/XXX50), make sure the following Z73 entries appear in the library's file_list:

```
TAB z73 100K,128K,128K,128K,128K,4M 0K ts0,TS1D,TS1D,TS1D,TS1D,TS2D
IND z73_id 100K,128K,128K,128K,128K,4M 0K ts1,TS1X,TS1X,TS1X,TS1X,TS2X
IND z73_id1 100K,128K,128K,128K,128K,4M 0K ts1,TS1X,TS1X,TS1X,TS1X,TS2X
IND z73_id2 100K,128K,128K,128K,128K,4M 0K ts1,TS1X,TS1X,TS1X,TS1X,TS2X
IND z73_id3 100K,128K,128K,128K,128K,4M 0K ts1,TS1X,TS1X,TS1X,TS1X,TS2X
```

Each message that is created by a loader is saved in a different Z73 record.

Each message contains a type (I=Information/ S=success /F=Fail) and a text. The text is defined under $aleph_error_eng/generic_loader.

```
02 Z73-REC-KEY.
  03 Z73-LOG-NUMBER            PICTURE 9(9)
  03 Z73-LOG-RECORD-SEQUENCE   PICTURE 9(9).
  03 Z73-LOG-SEQUENCE          PICTURE 9(6)
02 Z73-TYPE                    PICTURE X(1)
02 Z73-RECORD-001              PICTURE X(100)
02 Z73-HOLDING-CODE            PICTURE X(100)
02 Z73-ADM-LIBRARY             PICTURE X(5)
02 Z73-OWN-FIELD               PICTURE X(10)
02 Z73-OPEN-DATE-X
  03 Z73-OPEN-DATE             PICTURE 9(8)
02 Z73-LOG-TEXT                PICTURE X(2000)
02 Z73-MATCH-STATUS            PICTURE X(1).
02 Z73-DOC-NUMBER              PICTURE 9(9).
```

Z73-REC-KEY			
Z73-LOG-NUMBER	M	9(9)	**DESC:** Loader's identification key. Each running of MARCIVE or OCLC loader allocates a running number, using sequence named "last-loader-log-no". **CONV:** last-loader-log-no
Z73-LOG-RECORD-SEQUENCE	M	9(9)	**DESC:** Sequence number.

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		Leading zeroes	Used to distinguish between BIB records. **CONV:** Relevant value or zeros.
Z73-LOG-SEQUENCE	M	9(6) Leading zeroes	**DESC:** Sequence number. Used to distinguish between multiple messages of the same BIB record.. **CONV:** Create consecutive numbers, starting with 00001, adding 1 for each new document.
Z73-TYPE	M	X(1)	**DESC:** Message type. The available message types are: I=Information (like: Start handling input record) S=Success (like: Create new bib) F=Fail (like: Record processing failed) **CONV:** Relevant values I, S or F.
Z73-RECORD-001	O	X(100)	**DESC:** Content of 001 field of the loaded BIB record. **CONV:** Content of 001 field.
Z73-HOLDING-CODE	O	X(100)	**DESC:** Shelf list code. Contains the shelf list code (049 field). **CONV:** Values of Col.1 in tab_z30 of the Administrative libraries.
Z73-ADM-LIBRARY	O	X(5)	**DESC:** Administrative library. Administrative library in which items were created for the loaded record. **CONV:** Relevant Administrative library.
Z73-OWN-FIELD	O	X(10)	**DESC:** OWN field. Contains the OWN field from Col.2 of tab_z30 (Administrative library). **CONV:** Text from Col.2 of tab_z30.
Z73-OPEN-DATE-X			
Z73-OPEN-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date the loader run. **CONV:** Relevant date, 00000000 or 99999999.
Z73-LOG-TEXT	M	X(2000)	**DESC:** Message text. Messages are defined under $aleph_error_eng/generic_loader. **CONV:** Relevant error message.
Z73-MATCH-STATUS	O	X(1)	**DESC:** When loaded document is checked for matched records, this field indicates the match status. Values can be: 0 – No Match 1 – Single Match 2 - Multi Match **CONV:** Relevant value or blank.

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Z73-DOC-NUMBER	O	9(9)	**DESC:** The BIB doc number that is created as result of the loaders activity. **CONV:** Relevant value or null**.**

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Z74 – EDI LOAD LOG

The EDI Load Log table records for each EDI file that is loaded all errors that occurred during the load.

The loading service, Load EDI Incoming Messages (edi-10), creates at least two Z74 records: start date and end date. Additional log records (Z74) can be created in various cases such as when the order number is missing, general invoice number is duplicate, and so on.

In the event that the vendor code of the loaded EDI file is not found within ALEPH, the loading process is not performed and no Z74 records are generated.

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 Z74-REC-KEY.
  03 Z74-LOG-NUMBER           PICTURE 9(9).
  03 Z74-LOG-SEQUENCE         PICTURE 9(6).
02 Z74-TYPE                   PICTURE X(1).
02 Z74-REC-KEY-2.
  03 Z74-DOC-NUMBER           PICTURE 9(9).
  03 Z74-SEQUENCE             PICTURE 9(5).
02 Z74-REC-KEY-3.
  03 Z74-VENDOR-CODE          PICTURE X(20).
  03 Z74-INVOICE-NUMBER       PICTURE X(15).
  03 Z74-LINE-NUMBER          PICTURE 9(5).
02 Z74-MESSAGE-NUMBER         PICTURE 9(9).
02 Z74-ITEM-SEQUENCE          PICTURE 9(6).
02 Z74-COPY-SEQUENCE          PICTURE 9(5).
02 Z74-LOG-TEXT               PICTURE X(2000).
```


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Z74-REC-KEY			
Z74-LOG-NUMBER	M	9(6)	**DESC:** Every run of the loading service, Load EDI Incoming Messages (edi-10), is assigned a number that comes from the last-edi-log-no sequence of the ADM library counter (UTIL G/2). **CONV:** Create consecutive numbers, with leading zeroes. Begin with 000001. Every log message for the same load contains the same number. Log messages for the following load should be increased by one.
Z74-LOG-SEQUENCE	M	9(6)	**DESC:** Sequence number of the log. Used to distinguish multiple logs associated to the same load. **CONV:** Create consecutive numbers, with leading zeroes. Begin with 000001. Every log message associated to the same load (to the same Z74-LOG-NUMBER) should be increased by one.
Z74-TYPE	M	X(1)	**DESC:** This field determines the type of the log. Available values are: **I** – The transaction was carried out successfully. **E** – The transaction was not carried out. For example, the invoice number in the loaded file already exists in the system. **W** – The transaction was carried out successfully but the system found a mismatch. For example, the ISBN is missing from the order record. **CONV:** Relevant value.
Z74-REC-KEY-2			
Z74-DOC-NUMBER	M	9(9)	**DESC:** Administrative number of the record linked to the order to which the EDI refers. If the log is not related to an order, this field contains zeroes. **CONV:** ADM system number. If the log is not associated to an order, enter zeroes.
Z74-SEQUENCE	M	9(5)	**DESC:** Sequence number of the order record under the ADM record. If the log is not related to an order, this field contains zeroes. **CONV:** It is taken from Z68-SEQUENCE field of the order record. If the log is not related to an order, enter

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			zeroes.
Z74-REC-KEY-3			
Z74-VENDOR-CODE	M	X(20)	**DESC:** Vendor code. **CONV:** Relevant vendor code (Z70-VENDOR-CODE).
Z74-INVOICE-NUMBER	O	X(15)	**DESC:** Invoice number. **CONV:** The content of this field should match the Z75-INVOICE-NUMBER.
Z74-LINE-NUMBER	M	9(5)	**DESC:** Sequential number, which identifies the item line on the invoice. **CONV:** Enter a sequential number, from 00001. Each new Z75 linked to the same Z77 should increment by one.
Z74-MESSAGE-NUMBER	M	9(9)	**DESC:** EDI segment provided by the incoming EDI file. **CONV:** Relevant EDI segment.
Z74-ITEM-SEQUENCE	M	9(6)	**DESC:** Item sequence number of the item if the log is related to a particular item. **CONV:** The content of this field should match the Z30-ITEM-SEQUENCE field of the item record. The field contains zeroes if the log is not related to a particular item.
Z74-COPY-SEQUENCE	M	9(5)	**DESC:** Sequence number of the subscription if the log is related to a particular subscription. **CONV:** The content of this field should match the Z16-COPY-SEQUENCE field of the subscription record. The field contains zeroes if the log is note related to a particular subscription.
Z74-LOG-TEXT	M	X(2000)	**DESC:** Log text/error message. The log messages are defined in the edi_in file from the alephe/error_eng directory. **CONV:** Relevant string.

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Z75 – INVOICE PAYMENT (LINE ITEM)

An invoice is a composite of two tables:

- Z77 - invoice header, general invoice information
- Z75 - line item on an invoice

Up to 99999 Z75 records can be related to one Z77 record. The connection between the two is the Z75-VENDOR-CODE and Z75-INVOICE-NUMBER, which match with Z77-VENDOR-CODE and Z77-INVOICE-NUMBER fields. There may be a Z77 record without related Z75 records, but a Z75 record MUST have an associated Z77 record.

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. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z75-REC-KEY.
  03 Z75-DOC-NUMBER          PICTURE 9(9).
  03 Z75-SEQUENCE            PICTURE 9(5).
02 Z75-REC-KEY-2.
  03 Z75-VENDOR-CODE         PICTURE X(20).
  03 Z75-INVOICE-NUMBER      PICTURE X(15).
  03 Z75-LINE-NUMBER         PICTURE 9(5).
02 Z75-I-OBJECT-CODE         PICTURE X(5).
02 Z75-I-CREDIT-DEBIT        PICTURE X(1).
02 Z75-I-LISTED-PRICE        PICTURE 9(12)V99.
02 Z75-I-NET-AMOUNT          PICTURE 9(12)V99.
02 Z75-I-TOTAL-AMOUNT        PICTURE 9(12)V99.
02 Z75-I-VAT-CODE            PICTURE X(5).
02 Z75-I-VAT-AMOUNT          PICTURE 9(12)V99.
02 Z75-I-NO-UNITS            PICTURE 9(5).
02 Z75-I-NOTE                PICTURE X(200).
02 Z75-I-DATE-FROM           PICTURE 9(8).
02 Z75-I-DATE-TO             PICTURE 9(8).
02 Z75-I-DATE-RANGE          PICTURE X(1).
```


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Z75-REC-KEY			
Z75-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record related to the order. **CONV:** System number of ADM record. If the line is not related to an order, enter zeroes.
Z75-SEQUENCE	M	9(5)	**DESC:** Sequence number of the order record under the ADM record. **CONV:** It is taken from Z68-SEQUENCE field of the order record. If the invoice line is not related to an order, enter zeroes.
Z75-REC-KEY-2			
Z75-VENDOR-CODE	M	X(20) Upper case	**DESC:** Code of the vendor. **CONV:** The content of this field should match the Z77-VENDOR-CODE field.
Z75-INVOICE-NUMBER	M	X(15)	**DESC:** Invoice number. **CONV:** The content of this field should match the Z77-INVOICE-NUMBER.
Z75-LINE-NUMBER	M	9(5) Leading zeroes	**DESC:** Sequential number, which identifies the item line on the invoice. Used for sorting the line item records in display. **CONV:** Enter a sequential number, from 00001. Each new Z75 linked to the same Z77 should increment by one.
Z75-I-OBJECT-CODE	O/ M	X(5)	**DESC:** Object code. Object codes can be used to classify expenditures. Each code defines a type of object. Object codes are defined in the pc_tab_exp_field.lng table under the OBJECT-CODE section. If the USE-OBJECT-CODE flag of the tab100 table of the library's tab directory is set to 'Y', then when a budget is assigned to the invoice the object code is checked against the allowed object codes assigned to the budget. The Z75-I-OBJECT-CODE field should match one of the object codes (Z76-OBJECT-CODE) assigned to the selected budget. For invoice loaded by EDI procedures, this field is always set to EDI. **CONV:** Relevant object code or blank.
Z75-I-CREDIT-DEBIT	M	X(1)	**DESC:** Indicates whether the invoice amount is credit or debit. Values are:

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			C= Credit **D**= Debit. **CONV:** Relevant value.
Z75-I-LISTED-PRICE	M	9(12)V99	**DESC:** Estimated price. Can be used to record the "list price" quoted, in addition to the actual price. This field is automatically filled by the system using the value of the Z68-E-PRICE field of the order record. **CONV:** Zeroes or relevant price.
Z75-I-NET-AMOUNT	M	9(12)V99	**DESC:** Net Amount of the order in the vendor's currency. **CONV:** Relevant amount or zeroes. In instances where a general invoice (Z77) has only one line item, this will be equal to Z77-I-TOTAL-AMOUNT; if there are not added charges, this will be equal to Z75-I-TOTAL-AMOUNT.
Z75-I-TOTAL-AMOUNT	M	9(12)V99	**DESC:** Total amount to be paid. Calculated by the system (net price + added charges), in the vendor's currency. Note that added charges are not stored in the database. **CONV:** Relevant amount.
Z75-I-VAT-CODE	O	X(5)	**DESC:** VAT code. The VAT code mechanism enables automatic calculation of the Z75-I-VAT-AMOUNT according to the selection of a specific code. This function is enabled by setting to 'Y' the UseVATCode variable under the section [Invoice] in the Acq.ini file. VAT codes and VAT percentages are defined in the tab_vat_percent.lng table of the tab directory of the administrative library. Note that if the Z77-VAT-PER-LINE field of the general invoice is set to 'N', the VAT code can only be attached to the general invoice. **CONV:** Relevant code or blank.
Z75-I-VAT-AMOUNT	M	9(12)V99	**DESC:** Invoice VAT amount. If the VAT code mechanism is used, then this field is automatically calculated by the system according to the definitions of the tab_vat_percent.lng table located in the tab directory of the administrative library. Note that if the Z77-VAT-PER-LINE field of the general invoice is set to

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			'N', then the Z75-I-VAT-AMOUNT of all attached line items are calculated from Z75-I-TOTAL-AMOUNT according to the VAT percent of the general invoice. **CONV:** Relevant value or zeroes.
Z75-I-NO-UNITS	M	9(5)	**DESC:** Number of units being charged for by this invoice. This field is filled automatically by the system taking the Z68-NO-UNITS field of the order and subtracting the Z75-I-NO-UNITS of other Z75 linked to the same order. **CONV:** Relevant number of units (with leading zeroes) or zeroes.
Z75-I-NOTE	O	X(200)	**DESC:** Invoice note. **CONV:** Blank or relevant note.
Z75-I-DATE-FROM	M	9(8)	**DESC:** Starting date of the subscription coverage period. Used only for 'S' (serial) and 'O' (standing order) order types. **CONV:** Relevant date for serial and standing orders. Zeroes for order type 'M' (monographs).
Z75-I-DATE-TO	M	9(8)	**DESC:** Ending date of the subscription coverage period. Used only for 'S' (serial) and 'O' (standing order) order types. **CONV:** Relevant date for serial and standing orders. Zeroes for order type 'M' (monographs) and for open orders of type 'S' and 'O'.
Z75-I-DATE-RANGE	M	X(1)	**DESC:** Is a toggle field that defines whether the Z75-I-DATE-TO and Z75-I-DATE-RANGE are checked against all the Z75 records attached to the same order record to determine whether there is a date overlap. Values are 'Y' and 'N'. Used only for 'S' (serial) and 'O' (standing order) order types. **CONV:** Relevant value or 'N' for order type 'M' (monographs).

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Z76 – BUDGET

The budget record contains general information on budgets registered in the system. Note that it does not include transactions related to the budget (Z601).

If sublibraries or ordering units are assigned to the budget (Z602 records), the budget can be used only by persons with the same sublibrary or ordering unit authorization, and only for orders of the same sublibrary or ordering unit.

Note that the handling of budget authorizations is controlled by the Z62 record. The table defines per user and per budget, whether the librarian is authorized to perform allocations, transfers, encumbrances, and expenditures.

If the library intends to use the "Open Annual Budgets" (b-acq-05) batch service, which automatically opens new budgets based on the current budget, the budget number must be in *code-year* format, for example, SCIENCE-2001. Note that the appended year must be in four-digit format.

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. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z76-BUDGET-NUMBER              PICTURE X(50).
02 Z76-PARENT-BUDGET-NUMBER       PICTURE X(50).
02 Z76-BUDGET-TYPE                PICTURE X(5).
02 Z76-EXTERNAL-BUDGET            PICTURE X(50).
02 Z76-USE-PARENT-FOR-INV-REPORT PICTURE X(1).
02 Z76-NAME                       PICTURE X(60).
02 Z76-DEPARTMENT                 PICTURE X(20).
02 Z76-ANNUAL                     PICTURE X(1).
02 Z76-CURRENCY                   PICTURE X(3).
02 Z76-MAX-OVER-COMMITTED         PICTURE 9(12)V99.
02 Z76-MAX-OVER-EXPENDITURE       PICTURE 9(12)V99.
02 Z76-MAX-OVER-SIGN              PICTURE X(1).
02 Z76-SW-ABSOLUTE-PERCENT        PICTURE X(1).
02 Z76-OPEN-DATE                  PICTURE 9(8).
02 Z76-STATUS                     PICTURE X(2).
02 Z76-NOTE-1                     PICTURE X(100).
02 Z76-NOTE-2                     PICTURE X(100).
02 Z76-NOTE-3                     PICTURE X(100).
02 Z76-NOTE-4                     PICTURE X(100).
02 Z76-VALID-DATE-FROM            PICTURE 9(8).
02 Z76-VALID-DATE-TO              PICTURE 9(8).
02 Z76-SUB-KEY-1                  PICTURE X(5).
02 Z76-SUB-KEY-2                  PICTURE X(5).
02 Z76-SUB-KEY-3                  PICTURE X(5).
02 Z76-SUB-KEY-4                  PICTURE X(5).
02 Z76-SUB-KEY-5                  PICTURE X(5).
02 Z76-OBJECT-CODE  OCCURS 20     PICTURE X(5).
```


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Z76-BUDGET-NUMBER	M	X(50)	**DESC:** Budget code. The budget code is the unique code by which the system identifies the budget. You may enter up to 50 alphanumeric characters. The recommended format is *code-year*, for example, HISTORY-2001 (note that the year must be in four-digit format). This format is not required but if your budgets are annual, it will enable you to use various features that require the *code-year* format. **CONV:** Relevant code. Annual budgets should be defined in code-year format, for example, SCIENCE-2001. Must be in upper case. Note that this field cannot contain asterisks (*).
Z76-PARENT-BUDGET-NUMBER	O	X(50)	**DESC:** Budget code of the parent budget. It is used to indicate that a budget has a higher hierarchy. For example, if budget SCIENCE-2001 is a parent budget of EXACT-SINCE-2001 and EXACT-SINCE-2001 is a parent budget of MATH-2001, when you retrieve the budget information for budget SCIENCE-2001 through the "By Budget Hierarchy" option, this option will retrieve a budget summary which includes SCIENCE-2001, EXACT-SINCE-2001, and MATH-2001. **CONV:** Relevant budget code (must match a valid Z76-BUDGET-NUMBER) or blank.
Z76-BUDGET-TYPE	M	X(5)	**DESC**: Budget type. Any alphanumeric value. For example: **REG** = Regular **INB** = Internal **SPE** = Special **RES** = Research **CLS** = Balanced budget This field is for information only. The budget codes are defined in the data_tab/pc_tab_exp_field.lng under the BUDGET-TYPE section. **CONV:** Relevant value (default to REG).
Z76-EXTERNAL-BUDGET	O	X(50)	**DESC**: If the budget is part of a larger administrative authority, enter the code for that authority here. Free text field.

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			CONV: Blank or a relevant string.
Z76-USE-PARENT-FOR-INV-REPORT	M	X(1)	**DESC:** This is a toggle field used to determine whether the parent budget (for budgets that have a higher hierarchy) should be used by the "Invoice Report" (b_acq_10) batch service for reporting from which budgets the line items have been debited. Values are 'Y' and 'N'. **CONV:** Relevant value. If the Z76-PARENT-BUDGET-NUMBER is blank, then set to 'N'.
Z76-NAME	O	X(60)	**DESC:** This is the name of the budget. **CONV:** Blank or a relevant budget name.
Z76-DEPARTMENT	O	X(20)	**DESC**: Free text indicating the department. **CONV:** Blank or a relevant string.
Z76-ANNUAL	M	X(1)	**DESC:** Defines if the budget is annual. Values are 'Y' or 'N'. If the budget code format is code-year and this field is set to 'Y', at the end of the year the remaining budget will be carried over automatically to the budget for the new year (including encumbrances and unpaid invoices). **CONV:** Relevant value. Put 'Y' as a default or consult the library.
Z76-CURRENCY	M	X(3)	**DESC:** Not in use **CONV:** Blank
Z76-MAX-OVER-COMMITTED	M	9(12)V99	**DESC:** This is the maximum amount by which the budget may be encumbered, over or under the budget balance. Depending on the Z76-SW-ABSOLUTE-PERCENT field, this is either a percentage or an actual value. The Z76-MAX-OVER-SIGN field defines whether the amount should be subtracted from or added to the budget balance. For example, if the budget has been allocated 100 NIS and the Z76-MAX-OVER-COMMITTED is set to 20%, then if the Z76-MAX-OVER-SIGN is set to 'D', the librarian will be able to encumber up to 120 NIS. If the Z76-MAX-OVER-SIGN is set to 'C', the librarian will be able to encumber only up to 80 NIS. **CONV:** Consult the library about the

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			default or enter zeroes.
Z76-MAX-OVER-EXPENDITURE	M	9(12)V99.	**DESC:** This is the maximum amount by which the budget may be debited (that is, invoices paid), over or under the total budget allocation. Depending on the Z76-SW-ABSOLUTE-PERCENT field, this is either a percentage or an actual value. Note that if the OVER-EXP-INCLUDE-ENC flag in the tab100 table of the library's tab directory is set to 'Y', the check for Z76-MAX-OVER-EXPENDITURE will include encumbrances. If the flag is set to 'N', then only the actual balance is taken into account. The Z76-MAX-OVER-SIGN field defines whether the amount should be subtracted from or added to the budget allocation. For example, if the budget has been allocated 100 NIS and the Z76-MAX-OVER-EXPENDITURE is set to 20%, then if the Z76-MAX-OVER-SIGN is set to 'D', the librarian will be able to expend up to 120 NIS. If the Z76-MAX-OVER-SIGN is set to 'C', the librarian will be able only to expend up to 80 NIS. **CONV:** Consult the library about the default or enter zeroes
Z76-MAX-OVER-SIGN	M	X(1)	**DESC:** This field indicates whether the amounts defined in the Z76-MAX-OVER-COMMITTED and Z76-MAX-OVER-EXPENDITURE fields should be subtracted from or added to the budget balance and the budget allocation respectively. In other words, it indicates whether the amount defined in each field is "over" the budget, or "under" the budget. Values are: **D** = over **C** = under For example, if the budget has been allocated 100 NIS and the Z76-MAX-OVER-EXPENDITURE is set to 20%, then if the Z76-MAX-OVER-SIGN is set to 'D', the librarian will be able to expend 120 NIS. If the Z76-MAX-OVER-SIGN is set to 'C', the librarian

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			will be able to expend only 80 NIS. **CONV:** Relevant value.
Z76-SW-ABSOLUTE-PERCENT	M	X(1)	**DESC:** This field indicates whether the Z76-MAX-OVER-COMMITTED and Z76-MAX-OVER-EXPENDITURE should be taken as an absolute value or a percent of allocation. Values are: **A** = Absolute value **P** = Percent **CONV:** Relevant value.
Z76-OPEN-DATE	M	9(8) YYYYMMDD	**DESC**: Open date of the budget record. **CONV:** Enter a relevant date or conversion date.
Z76-STATUS	M	X(2)	**DESC**: Budget status. If budget is NA, it cannot be used. Values are: **AC**= Active **NA**= Non Active **CONV:** Relevant value (default to 'AC').
Z76-NOTE-1	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-NOTE-2	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-NOTE-3	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-NOTE-4	O	X(100)	**DESC**: Free text note. **CONV:** Blank or a relevant text
Z76-VALID-DATE-FROM	M	9(8) YYYYMMDD	**DESC**: Date from which the budget is valid. Budget may be used only if the date of usage falls within the date-from and date-to period. **CONV:** Relevant date.
Z76-VALID-DATE-TO	M	9(8) YYYYMMDD	**DESC**: Date till which the budget is valid. **CONV:** Relevant date.
Z76-SUB-KEY-1	O	X(5)	**DESC**: Budget group. This field is used to set a code that can be used to join several budgets in a group for reports. **CONV:** Blank or a relevant code.
Z76-SUB-KEY-2	O	X(5)	**DESC**: See Z76-SUB-KEY-1.
Z76-SUB-KEY-3	O	X(5)	**DESC**: See Z76-SUB-KEY-1.
Z76-SUB-KEY-4	O	X(5)	**DESC**: See Z76-SUB-KEY-1.
Z76-SUB-KEY-5	O	X(5)	**DESC:** See Z76-SUB-KEY-1.
Z76-OBJECT-CODE OCCURS 20	O	X(5) OCCURS 20	**DESC:** Object code. Up to 20 object codes can be assigned to the budget.

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			Object codes can be used to classify expenditures. Each code defines a type of object. Object codes are defined in the pc_tab_exp_field.lng table under the OBJECT-CODE section. If the USE-OBJECT-CODE flag of the tab100 table of the library's tab directory is set to 'Y', then when a budget is assigned to the invoice the object code is checked against the allowed object codes assigned to the budget. In other words, the Z75-I-OBJECT-CODE field should match one of the object codes (Z76-OBJECT-CODE) assigned to the selected budget. **CONV:** Relevant object codes or blank for all object codes.

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Z77 – INVOICE HEADER (GENERAL INVOICE)

An invoice is a composite of two tables:

- Z77 - invoice header, general invoice information
- Z75 - line item on an invoice

Up to 99,999 Z75 records can be related to a Z77 record. The connection between the two is the Z75-VENDOR-CODE and Z75-INVOICE-NUMBER, which match with Z77-VENDOR-CODE and Z77-INVOICE-NUMBER fields. There can be a Z77 record without related Z75 records, but a Z75 record *MUST* have an associated Z77 record.

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. Note that the decimal point is not stored in the field (for example, if the field definition is 9(4)V99, then 1000 = 10.00).

```
02 Z77-REC-KEY.
  03 Z77-VENDOR-CODE          PICTURE X(20).
  03 Z77-INVOICE-NUMBER       PICTURE X(15).
02 Z77-ORIG-INVOICE-NUMBER    PICTURE X(15).
02 Z77-I-TYPE                 PICTURE X(3).
02 Z77-I-STATUS               PICTURE X(3).
02 Z77-I-CREDIT-DEBIT         PICTURE X(1).
02 Z77-I-CURRENCY             PICTURE X(3).
02 Z77-I-CURRENCY-RATIO       PICTURE 9(12).
02 Z77-I-NET-AMOUNT           PICTURE 9(12)V99.
02 Z77-I-SHIP-AMOUNT          PICTURE 9(12)V99.
02 Z77-I-OVER-AMOUNT          PICTURE 9(12)V99.
02 Z77-I-INSU-AMOUNT          PICTURE 9(12)V99.
02 Z77-I-DISC-AMOUNT          PICTURE 9(12)V99.
02 Z77-I-TOTAL-AMOUNT         PICTURE 9(12)V99.
02 Z77-I-DATE                 PICTURE 9(8).
02 Z77-I-REC-DATE             PICTURE 9(8).
02 Z77-I-SHIP-DATE            PICTURE 9(8).
02 Z77-I-NOTE                 PICTURE X(200).
02 Z77-I-NO-ITEM              PICTURE 9(4).
02 Z77-P-DATE                 PICTURE 9(8).
02 Z77-P-CHECK-NO             PICTURE X(15).
02 Z77-P-AMOUNT               PICTURE 9(12)V99.
02 Z77-P-STATUS               PICTURE X(1).
02 Z77-VAT-CODE               PICTURE X(5).
02 Z77-VAT-AMOUNT             PICTURE 9(12)V99.
```


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```
02 Z77-VAT-PER-LINE           PICTURE X(1).
02 Z77-VAT-RECEIVER           PICTURE X(40).
02 Z77-APPROVAL-DEPARTMENT    PICTURE X(20).
02 Z77-APPROVAL-NUMBER        PICTURE X(20).
02 Z77-VAT-METHOD             PICTURE X(1).
```


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Z77-REC-KEY			
Z77-VENDOR-CODE	M	X(20) Upper case	**DESC:** Vendor code. **CONV:** Relevant vendor code. Should match the Z70-VENDOR-CODE.
Z77-INVOICE-NUMBER	M	X(15)	**DESC:** Invoice number as assigned by the vendor. **CONV**: Relevant invoice number.
Z77-ORIG-INVOICE-NUMBER	O	X(15)	**DESC:** This is an informative field that can be used when the invoice is an extension of a previous invoice. **CONV:** Relevant value or blank.
Z77-I-TYPE	M	X(3)	**DESC:** Type of invoice. The invoice type is for information purposes only; all invoice types are handled in the same manner by the system. Current values are: **REG** = Regular **PRO** = Proforma **DEP** = Deposit Values are defined in the pc_tab_exp_field.lng table under the ACQ_INVOICE_TYPE section. **CONV:** Relevant value. Any three-letter code, must match the definitions of the library's pc_tab_exp_field.lng table.
Z77-I-STATUS	M	X(3)	**DESC:** Status of the invoice. This status is for information purposes. Current values are: **REG** = Regular **SUP** = Supplemental **ADJ** = Adjustments Values are defined in the pc_tab_exp_field.lng table under the ACQ_INVOICE_STATUS section. **CONV:** Relevant value. Any three-letter code, must match the definitions of the library's pc_tab_exp_field.lng table.
Z77-CREDIT-DEBIT	M	X(1)	**DESC:** This field indicates whether this is a debit invoice or a credit invoice. Values are **D** (debit) or **C** (credit). **CONV:** Relevant value.
Z77-I-CURRENCY	M	X(3)	**DESC:** Currency used for the invoice. Checked against vendor's Z70-CURRENCY-n if the CHECK-INVOICE-CURRENCY flag in the tab100 table of the library's tab directory is set to **Y**. If the flag is set to **N**, then the

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			Z77-I-CURRENCY is not checked. **CONV:** Currency must be defined in Z82 (currency table). If the CHECK-INVOICE-CURRENCY flag is set to 'N', you can enter a currency code that is not defined in the vendor record.
Z77-I-CURRENCY-RATIO	M	9(12)	**DESC:** Currency ratio. This field can be used to define a particular currency ratio for the invoice. If the Z77-I-CURRENCY-RATIO is not zeroes, then the currency table (Z82) will not be consulted. **CONV:** Relevant value or zeroes.
Z77-I-NET-AMOUNT	M	9(12)V99 Leading zeroes, two last digits are decimal	**DESC:** Net amount of invoice. Optional information. In online ALEPH, if this field is reported and is different than Z77-I-TOTAL-AMOUNT, the relative difference is computed for each line of the invoice, and automatically added to the Z75-I-NET-AMOUNT in order to compute the Z75-I-TOTAL-AMOUNT. **CONV:** Zeroes or relevant amount.
Z77-I-SHIP-AMOUNT	M	9(12)V99 Leading zeroes, two last digits are decimal	**DESC:** Added charges. Optional information. In online ALEPH, if Z77-I-TOTAL-AMOUNT is blank, this amount is added to Z77-I-NET-AMOUNT to compute Z77-I-TOTAL-AMOUNT. **CONV:** Zeroes or relevant amount
Z77-I-OVER-AMOUNT	M	9(12)V99 Leading zeroes, two last digits are decimal	**DESC:** Added charges. Optional information. In online ALEPH, if Z77-I-TOTAL-AMOUNT is blank, this amount is added to Z77-I-NET-AMOUNT to compute Z77-I-TOTAL-AMOUNT. **CONV:** Zeroes or relevant amount.
Z77-I-INSU-AMOUNT	M	9(12)V99 Leading zeroes, two last digits are decimal	**DESC:** Added charges. Optional information. In online ALEPH, if Z77-I-TOTAL-AMOUNT is blank, this amount is added to Z77-I-NET-AMOUNT to compute Z77-I-TOTAL-AMOUNT. **CONV:** Zeroes or relevant amount.
Z77-I-DISC-AMOUNT	M	9(12)V99 Leading zeroes, two last digits are decimal	**DESC:** Amount discounted. Optional information. In online ALEPH, if Z77-I-TOTAL-AMOUNT is blank, this amount is subtracted from Z77-I-NET-AMOUNT to compute Z77-I-TOTAL-AMOUNT. **CONV:** Zeroes or relevant amount.
Z77-I-TOTAL-AMOUNT	M	9(12)V99 Leading zeroes,	**DESC:** Total amount. Mandatory information. In online ALEPH, if left

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		two last digits are decimal	blank, the amount is computed from net amount, plus added charges, minus discount. **CONV:** Zeroes or relevant amount.
Z77-I-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date of invoice. **CONV:** Relevant date.
Z77-I-REC-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date invoice was received. If the Z77-I-TYPE is 'DEP' (deposit), the date will not be automatically filled by the system. **CONV:** Relevant date. If Z77-I-TYPE is 'DEP' (deposit), then the Z77-I-REC-DATE can be zeroes.
Z77-I-SHIP-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Date material was shipped. Default to Z77-I-DATE. **CONV:** Relevant date.
Z77-I-NOTE	O	X(200)	**DESC:** Free-text note. **CONV:** Relevant text or blank.
Z77-I-NO-ITEMS	M	9(4)	**DESC:** Not in use. **CONV**: Zeroes.
Z77-P-DATE	M	9(8) Format: YYYYMMDD.	**DESC:** Payment date. **CONV**: If Z77-P-STATUS = 'P', enter a relevant date here. Else put zeroes
Z77-P-CHECK-NO	O	X(15)	**DESC:** Payment check number. **CONV:** Blank or a relevant number.
Z77-P-AMOUNT	M	9(12)V99 Leading zeroes, two last digits are decimal	**DESC:** Payment amount. **CONV:** Relevant amount or zeroes.
Z77-P-STATUS	M	X(1)	**DESC:** Payment status. Values are: **N** = Not ready to be paid **R** = Ready to be paid **Y** = Payment notification sent **P** = Paid When creating a new invoice, the default value that displays in the Payment tab of the General Invoice Form is defined through the tab48.lng table of the library's tab directory. Note that this table is also used to define valid values for the field. **CONV:** If the Z77-P-AMOUNT > 0, then set the field to 'P', else put 'N'.
Z77-VAT-CODE	O	X(5)	**DESC:** VAT code. The VAT code mechanism enables automatic calculation of the Z77-VAT-AMOUNT according to

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			the selection of a specific code. This function is enabled by setting to 'Y' the UseVATCode variable under the section [Invoice] in the Acq.ini file. VAT codes and VAT percentages are defined in the tab_vat_percent.lng table of the tab directory of the administrative library. Note that if the Z77-VAT-PER-LINE field is set to 'N', the VAT code can only be attached to the general invoice and it is automatically assigned to all attached line items. If the field is set to 'Y', then the VAT code (Z75-I-VAT-CODE) can be set individually for each line item. **CONV:** Relevant code or blank.
Z77-VAT-AMOUNT	M	9(12)V99	**DESC:** This is the amount that should go to the VAT recipient. The VAT (Value Added Tax) is included in the Total Amount (Z77-I-TOTAL-AMOUNT). Note that the value in this field depends on the value of the Z77-VAT-PER-LINE and of the Z77-VAT-CODE fields. **CONV:** Relevant amount or zeroes. Consult the value of the Z77-VAT-PER-LINE field.
Z77-VAT-PER-LINE		X(1)	**DESC:** Values are Y and N. If the field is set to N, the VAT amount of the general invoice (Z77-VAT-AMOUNT) is fixed and saved in the database. In this case, VAT values of all attached line items (Z75-I-VAT-AMOUNT) are calculated from Z75-I-TOTAL-AMOUNT according to the VAT percent of the general invoice. In addition, the VAT code (Z75-I-VAT-CODE) of the line items can only be assigned through the general invoice. If the field is set to Y, the Z77-VAT-AMOUNT is always zero in the database. It is calculated on the fly from the VAT amounts of all attached line items, only for display/print purposes (e.g., Invoice Report - p_acq_10). This means that Z75-I-VAT-AMOUNT and the Z75-I-VAT-CODE can be set individually for each line item. **CONV:** Relevant value.
Z77-VAT-RECEIVER	O	X(40)	**DESC:** This is the body that should receive the Value Added Tax (VAT).

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			CONV: Relevant string or blank.
Z77-APPROVAL-DEPARTMENT	O	X(20)	**DESC:** Approval department. This is the unit responsible for processing the invoice approval. Values are defined through the ACQ_APPROVAL_DEPARTM section of the pc_tab_exp_field.lng table of the library's tab directory. The approval department can be used later as a retrieval filter for the "Invoice Report" (b_acq_10) batch process. **COVN:** Relevant value or blank.
Z77-APPROVAL-NUMBER	O	X(20)	**DESC:** Approval number assigned to the invoice. Note that the same number can be assigned to a group of invoices. This field is a free text field. In addition, it is possible to automatically add an approval number to a group of invoices by using the "Invoice Report" (b_acq_10) batch process. This service automatically adds the approval number to the invoices retrieved (according to the retrieval parameters) based on the value of the "last-invoice-app-no" counter (UTIL G/2). The approval number can be used later as a retrieval filter for the "Invoice Report" (b_acq_10) batch process. **CONV:** Relevant number or blank.
Z77-VAT-METHOD	O	X(1)	**DESC:** Indicates the VAT calculation method. Values can be I or E. I – Inclusive. VAT amount is already included in Z77-I-TOTAL-AMOUNT. E – Exclusive. VAT amount is added to Z77-I-TOTAL-AMOUNT. **CONV**: Relevant value.

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Z78 - ARRIVAL INFORMATION

This table contains monograph and standing orders arrival information.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with leading spaces, all numeric fields are right-aligned (with leading zeros, where relevant). 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 Z78-REC-KEY.
  03 Z78-DOC-NUMBER          PICTURE 9(9).
  03 Z78-SEQUENCE            PICTURE 9(5).
  03 Z78-LINE-NUMBER         PICTURE 9(3).
02 Z78-NO-UNITS-ARRIVED      PICTURE 9(5).
02 Z78-SHIPMENT-DATE         PICTURE 9(8).
02 Z78-ARRIVAL-DATE          PICTURE 9(8).
02 Z78-ARRIVAL-NOTE          PICTURE X(60).
```


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Z78-REC-KEY			
Z78-DOC-NUMBER	M	9(9)	**DESC:** System number of the administrative record to which the order is linked. **CONV:** System number of ADM record.
Z78-SEQUENCE	M	9(5)	**DESC:** Sequence number of the order under the ADM record. **CONV:** Put Z68-SEQUENCE.
Z78-LINE-NUMBER	M	9(3) Leading zeroes	**DESC:** This field distinguishes between several arrival records belonging to the same order. **CONV:** Create consecutive numbers, for example 001, 002 and so on.
Z78-NO-UNITS-ARRIVED	M	9(5) Leading zeroes	**DESC:** Number of units arrived. **CONV:** Relevant number of arrived units.
Z78-SHIPMENT-DATE	O	9(8) Format: YYYYMMDD	**DESC:** The date on which the vendor sent the units to your library. **CONV:** Relevant date or zeros.
Z78-ARRIVAL-DATE	M	9(8) Format: YYYYMMDD	**DESC:** The date on which the units arrived. **CONV:** Relevant date or the default date.
Z78-ARRIVAL-NOTE	O	X(60) Free text	**DESC:** Free text note. **CONV:** Blank or relevant text.

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Z79 – Order Index

The Z79 table serves the Acquisitions Order Index.

The Order Index offers many options that ease the search for an order.

This is achieved by sorting and filtering the order records.

The information in this table varies according to the index.

Conversion is not applicable. The index is generated by running the "Rebuild Acquisitions Order Index" (acq-04) service. This service is available from the **Other** submenu option of the Services menu in the Acquisitions/Serials module.

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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Z79-REC-KEY			
Z79-TYPE	M	X(5)	**DESC:** Index type. Values are defined in the pc_tab_exp_field.lng table of the library's tab directory under the following entries: ACQ_INDEX_TYPE – for the order index. Valid values for the order index: **ON** = Order number **AON** = Order number 2 **V** = Vendor code **AVC** = Additional vendor code **B** = Budget **I** = Invoice (vendor code + invoice number) **I2** = Invoice (invoice number + vendor code) **RF** = Vendor reference **TARGT** = Target ID **TNAME** = Target name **GON** = Group order number **ANOTE** = Arrival note **OG** = Order group **OU** = Order unit It is possible to add Bibliographic indexes by editing the following table of the library's tab directory: tab_acq_index (order index) The Bibliographic indexes must be defined as indexes in all other relevant configuartion.
Z79-FILING-TEXT	M	X(35)	**DESC:** The filed index text. The text in this field is the output of the Z79-TEXT field after it has gone through the filing that is defined in the ACQ_INDEX section of tab_character_conversion_line.
Z79-DOC-NUMBER-1	M	9(9)	**DESC:** System number of the administrative record associated to the order.
Z79-SEQUENCE-1	M	9(5)	**DESC:** Sequence number of the index record. Used to distinguish between multiple index records for the same Z79-TYPE, Z79-FILING-TEXT and Z79-DOC-NUMBER-1.

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Z79-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.).
Z79-TEXT	M	X(35)	**DESC:** The index text. The text of this field depends on the index type that is being created.
Z79-ORDER-KEY			
Z79-DOC-NUMBER	M	9(9)	**DESC:** The document number of the order whose information is indexed in this record.
Z79-SEQUENCE	M	9(5)	**DESC:** The sequence number of the order or whose information is indexed in this record
Z79-FILTER-1	O/M	X(20)	**DESC:** The sublibrary of the order that is associated with the index entry. The field is used to filter the index when browsing it.
Z79-FILTER-2	O/M	X(20)	**DESC:** The order status for the that is associated with the index entry. The field is used to filter the index when browsing it.
Z79-FILTER-3	O/M	X(20)	**DESC:** The order group for the order, that is associated with the index entry. The field is used to filter the index when browsing it.
Z79-FILTER-4	O/M	X(20)	**DESC:** The order type for the order that is associated with the index entry. The field is used to filter the index when browsing it.
Z79-FILTER-5	O/M	X(20)	**DESC:** The vendor status for the order that is associated with the index entry. The field is used to filter the index when browsing it.
Z79-FILTER-6	O/M	X(20)	**DESC:** The order rush indicator for the order that is associated with the index entry. The field is used to filter the index when browsing it.
Z79-FILTER-7	O/M	X(20)	**DESC:** The order arrival status for the order that is associated with the index entry. The field is used to filter the index when browsing it.
Z79-FILTER-8	O/M	X(20)	**DESC:** The order invoice status for the order that is associated with the index entry. The field is used to filter the index when browsing it.

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Z79-FILTER-9	M	X(20)	**DESC:** The order date for the order that is associated with the index entry. The field is used to filter the index according to 'From Date' when browsing it.
Z79-FILTER-10	M	X(20)	**DESC:** The order date for the order that is associated with the index entry. The field is used to filter the index according to 'To Date' when browsing it.

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Z82 – CURRENCY

The Z82 contains the currency exchange rate for a particular date. It is not generally expected that a library will convert information on currencies when installing the ALEPH system. In most cases, this information is generated on-line.

This table is complemented by Z83 (Currency information).

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 zeros. 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 Z82-CURRENCY-NAME          PICTURE X(3).
  02 Z82-DATE                   PICTURE 9(8).
  02 Z82-RATIO                  PICTURE 9(12).
  02 FILLER                     PICTURE X(21).
```


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Z82-CURRENCY-NAME	M	X(3)	**DESC:** Currency code. This is a three-character code that uniquely identifies the currency, and matches the Z83-CURRENCY-NAME. **CONV:** Three-character unique code.
Z82-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Currency ratio date. **CONV:** Enter the date on which the ratio takes effect.
Z82-RATIO	M	9(12)	**DESC:** Currency ratio. **CONV:** In most cases, your local currency will have the ratio 1.000000. All other currencies would then be measured against this standard. Currency ratios may be uploaded using the Upload Currency Ratios (acq-20) service. This service is available from the Currencies submenu of the Services menu of the Acquisitions/Serials module.

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Z83 – CURRENCY INFORMATION

The Z83 table contains information about a currency. It is not generally expected that a library will convert currency information when installing the ALEPH system. In most cases, this information is generated on-line.

This table is complemented by Z82 (Currency).

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 Z83-CURRENCY-NAME          PICTURE X(3).
02 Z83-RATIO-NO-UNITS         PICTURE 9(6).
02 Z83-CURRENCY-TEXT          PICTURE X(50).
```


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Z83-CURRENCY-NAME	M	X(3)	**DESC:** Currency code. This is a three-character code that uniquely identifies the currency. **CONV:** Three-character unique code.
Z83-RATIO-NO-UNITS	M	9(6)	**DESC:** Specifies the number of foreign units per ratio of local currency. **CONV:** Most frequently, you will want to specify one foreign unit per ratio of local currency. However, there instances when you will want to specify more than one foreign unit per ratio of local currency. (For example, if your local currency is the Israeli Shekel, you could specify 1000 Italian Lira to 2.4870 Israeli Shekels.)
Z83-CURRENCY-TEXT	M	X(50)	**DESC:** Currency name. **CONV:** Relevant text.

Z97 – WORD DICTIONARY

The Z97 table contains the word dictionary; in other words, it contains a list of all the searchable words derived from information in the document record. When the user performs a Find/Search request from the Web OPAC or from the Search function in the GUI, the system checks the Word index to retrieve all documents containing the keyword(s) entered by the user.

Each library can decide which fields of the document record will be the basis for the Find/Search function. For example, you might decide to provide the ability to Search by words from Titles. The system extracts each unique word from the specific fields of the records and creates a unique entry for the word in the Z97 table. The Z97 contains all the searchable words according to the indexing defined in the tab00 and tab11_word tables of the library's tab directory.

No conversion is needed. The word dictionary is generated – according to the definition of the library's tab11_word table – by running the "Update Word Index" (p_manage_01) batch procedure. This service is available from the Build Indexes to the Catalog option of the Services menu in the Cataloging module.

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 Z97-WORD                    PICTURE X(70).
02 Z97-WORD-R                  PICTURE X(70).
02 Z97-REC-NUMBER              PICTURE 9(9).
02 Z97-REC-NUMBER-2            PICTURE 9(9).
```


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Z97-WORD	M	X(70)	**DESC:** Word. The system extracts each unique word from the specific fields of the records (according to the index definitions of the library's tab/tab11_word table) and creates a unique entry for the word in the Z97 table. The word is assigned a unique identifier (Z97-REC-NUMBER-2) and in the Z98 table this unique identifier is related to all documents that contain the word.
Z97-WORD-R	M	X(70)	**DESC:** The word in Z97-WORD but reversed. For example, if the Z97-WORD is "word", then the Z97-WORD-R is "drow".
Z97-REC-NUMBER	M	9(9) Leading zeroes	**DESC:** Contains the unique identifier of the word record for which the word is a synonym. If the word is not a synonym, the Z97-REC-NUMBER and the Z97-REC-NUMBER-2 are the same.
Z97-REC-NUMBER-2	M	9(9) Leading zeroes	**DESC:** Unique identifier of the word.

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Z970 – SYNONYMS

The Z970 table is used for defining synonym groups. Synonyms are words that share the same bitmap value; in other words, they are considered equals. For example, if "karel", "karl", "carol" and "charles" are set as synonyms, a Find command on any of these words will retrieve the documents of all the other words.

This type of functionality can be achieved through cross-references defined in the authority records, together with setting the WORD indexing in the library's tab_expand table to expand_doc_bib_accref. The Z970 table can be used to set this type of synonym relations in a direct manner, without authority control.

A synonym group is identified by a common word (Z970-COMM-WORD); this word is set by the system (first word of the group in the Z970 table). In the following example from the Z970 table, the words cat, feline, kitten, kitty and mouser are identified with the common word 'cat':

Z970-COMM-WORD	Z970-WORD
cat	cat
cat	feline
cat	kitten
cat	kitty
cat	mouser

To accomplish this, the Z97-REC-NUMBER field of the Z97 (word dictionary) table is used in order to identify the word record for which the word is a synonym. The Z97-REC-NUMBER-2 field of this table contains the unique key of the word, if the word is not a synonym, the Z97-REC-NUMBER and the Z97-REC-NUMBER-2 are the same. If the word is a synonym, the value of the Z97-REC-NUMBER will be the same as the value of the Z97-REC-NUMBER-2 of the "common word".

In the above example, the words cat, feline, kitten, kitty and mouser have the same Z97-REC-NUMBER. These words have the same bitmap and therefore are considered the same word.

Synonym groups are created and maintained through the Web Utilities. Web utilities are available from the Web Staff Menu; click Utilities, and choose the bibliographic library. Then choose one of the synonym management options.

Note that if the database configuration for adjacency searching is based on pre-coordinated adjacent word pairs (ADJACENCY_TYPE is set to "2"), the synonyms are NOT active when an adjacency search is performed.

For the synonym functionality, the following lines must be present in the file_list of the relevant bibliographic library/ies:

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```
TAB z970              100K              100K              ts0
IND z970_id           100K              100K              ts1
IND z970_id1          100K              100K              ts1
```

Note that when word indexing (manage_01) is run from scratch, the system first builds Z97 record from the Z970 table.

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.

```
01  Z970.
     02 Z970-REC-KEY.
       03 Z970-COMM-WORD          PICTURE X(70).
     02 Z970-WORD                PICTURE X(70).
```

Z970-REC-KEY			
Z970-COMM-WORD	M	X(70)	**DESC: "**Common word" that identifies a group of synonyms. This word is set by the system; it is – by default – the first word of the group of synonyms. **CONV:** Relevant string (word).
Z970-WORD	M	X(70)	**DESC:** Synonym. The bitmap value of the "common word" defined in the Z970-COMM-WORD field is assigned to the word defined in this field. **CONV:** Relevant string (word).

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