Find information about overnight loans in Amlib.

**Overview**

*Amlib* can be set to loan items overnight on a permanent basis by adjusting **Loan Parameters**.

Otherwise, items can be loaned out on a temporary basis by applying an Overnight **Loan Type** which can be applied to an item or a group of items. Apply a Loan Type will overwrite the usually loan parameters set by normal loan parameters.

### Setting overnight loan parameters on a permanent basis

#### Altering loan parameters

1. Launch the *Amlib* client
2. Go to **Main > Borrowers > Borrower Types** – the Borrower Types screen will display:

   ![Borrower Types Screen](image)

   **Note:**
   The 'From' and 'To' ages include years 8 months.
   ie. 5 to 14 means 5 years 0 months to under 15 years.
3. Highlight the Borrower Type you would like to edit and click the **F7 Loan** button – the Loan Parameters and Borrower Types screen (for that Borrower Type) will display.

4. Edit the columns as necessary to control the loan parameters to be Overnight by typing an O in the 3rd column and click the **F3 Save** button when complete. For example, make Equipment only available Overnight.

![Loan Parameters and Borrower Types screenshot](image)

The above example uses the combination for Borrower Type and Form Code (the other option is by Borrower Type and Stats Code):

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>The item Form/Stats Codes in the system (from Main &gt; StockItems &gt; StockitemStatsCodes)</td>
</tr>
<tr>
<td>Description</td>
<td>Item Form/Stats Code Description</td>
</tr>
<tr>
<td>(H)ourly, (O)vernight, etc</td>
<td>Loan period type</td>
</tr>
<tr>
<td>CODE</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Can Loan (Y/N)</td>
<td>Whether or not the patrons with this Borrower Type can loan items with that Form/Stats Code</td>
</tr>
<tr>
<td>Loan Qty</td>
<td>The number of items with that Form/Stats Code that a patron with this Borrower Type is allowed to borrow</td>
</tr>
<tr>
<td>Loan Days</td>
<td>Will display 0 if overnight loans set</td>
</tr>
<tr>
<td>Grace Period Days</td>
<td>(Fines) How many days overdue can an item be overdue before applying fines – will be 0 if set to Overnight</td>
</tr>
<tr>
<td>Can Renew (Y/N)</td>
<td>Whether or not patrons with that Borrower Type can renew items with that Form/Stats Code</td>
</tr>
<tr>
<td>Qty Renew</td>
<td>The number of times that patrons with that Borrower Type can renew a particular item</td>
</tr>
<tr>
<td>Can Rsve (Y/N)</td>
<td>Whether or not patrons with that Borrower Type can reserve items with that Form/Stats Code</td>
</tr>
<tr>
<td>Rsve Qty</td>
<td>The number of items with that Form/Stats Code that patrons with that Borrower Type can have on reserve at one time</td>
</tr>
</tbody>
</table>

### Installation parameters

1. Launch the Amlib client
2. Go to Main > Supervisor > Installation – the Installation parameters for the Default location screen will display.
3. If parameters are set for the Location, go to the correct Location by using the Installation Menu and selecting Choose Location
4. Highlight the Location and choose OK
5. The Installation parameters relevant for that Location will display
6. Click the Circulation button
7. The parameters relevant to Circulation for the chosen location will display
8. Check the “Adjust the Date due by ### minutes for overnight hourly loans

Adjust the Date due by ### minutes for overnight hourly loans When an hourly loan is forced into an overnight loan because of the 20
closing time, the loan becomes due back \( nn \) minutes/hours after next opening.

**Location opening hours**

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > Location**— the Location parameters will display.
3. *Highlight* the relevant **Location** and **F9 Hours**
4. The Installation parameters relevant for that Location will display
5. Click the Circulation button
6. The parameters relevant to Circulation for the chosen location will display
7. Check the “Adjust the Date due by #### minutes for overnight hourly loans
The due back date will show as a time.

On the Stockitem window it will show as the date and time due.
Using loan types for overnight loans

A Loan Type can be given to a Stockitem, which overrides the default borrowing privileges of the Borrower/Item as set for the system.

This is particularly useful when certain items need to have their borrowing privileges changed e.g. for a Short Term. For example, all books with a Subject Heading of Ancient Egypt to be Overnight Loan You are able to Mass Item Change the items if they are queried and saved in a file. The file can then be mass changed back to have no loan type when the time period is complete.

1. Launch the Amlib client
2. Go to Main Stockitem > Stockitem – the Stockitem screen will display
3. From the Application menu, select Stock Loan Types – the Loan Types screen will display
4. If there is already no Overnight Loan Type, press **F1 New** and type in the settings required to set up a new Loan Type e.g. Set up OVE for Overnight Loan

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Code</td>
<td>Code up to 3 characters in length to identify the Loan Type</td>
</tr>
<tr>
<td>Description</td>
<td>Description of up to 50 characters in length to describe the Loan Type</td>
</tr>
<tr>
<td>Never for Loan</td>
<td>Y/N. If set you Y, the item will not be allowed to be circulated. The Loan Type will prohibit the issue and this cannot be overwritten by the Operator</td>
</tr>
<tr>
<td>Overnight Only</td>
<td>Y/N. If set to Y, the loan time will need to be set in hours rather than days e.g. 12 hours</td>
</tr>
<tr>
<td>Default Days</td>
<td>Set the number of days for the Loan Type</td>
</tr>
<tr>
<td>Default Hours</td>
<td>Set the number of hours for the Loan Type</td>
</tr>
<tr>
<td>Items per Borrower</td>
<td>Set the number of items allowed of this Loan Type per</td>
</tr>
<tr>
<td>COLUMN</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>borrower</td>
<td></td>
</tr>
<tr>
<td>+ Allow Renewals</td>
<td>Y/N Items with this Loan type can/cannot be renewed</td>
</tr>
<tr>
<td>Renew ‘n’ Times</td>
<td>If renewals are allowed, the number of times the renewal can be undertaken</td>
</tr>
</tbody>
</table>

Note: *Loan types have to be set for either Days or Hours. It cannot be a combination of both*

**F7 Only**

Selecting this enables Stockitem Loan Types to apply differently to certain Borrower Types - for example, apply no privileges to Students, but allow Teachers to loan. If you don't want to apply different loan times to different borrower types leave this screen empty.

1. Highlight the **Loan Type**
2. Select **F7 Loan**
3. The Loan Parameters and Borrower Types window will display
4. Select **Insert** to include a new line
5. Enter the details for the Borrower Type
6. Select **F3 Save**
Using the loan type within Stockitem

1. Launch the Amlib client
2. Go to **Main > Stockitem > Stockitem** – the Stockitem screen will display
3. Find a Stockitem to which you want a different Loan permission than that set as the Default, Enter the relevant code into the Loan Type field and press **F3 Save**
4. The items can be mass changed to use a Loan Type via StockWand change or Mass Change from a File. Alternatively, the items can be individually altered by selecting the items off the shelf and wandng the items individually through the Stock Wand process.

5. When this item is loaned out, it will use the Loan Type privileges rather than the normal loan settings
6. If the Loan Type is set hourly loans or Overnight only, it will show the Date due as a time
Mass change a loan type

Create a saved file of items to be changed

1. Launch the Amlib client
2. Select Main > StockItems > StockitemWhere – the Stockitem Where Search screen will open
3. Set the Where statement to search for the items you wish to change – for example: Form = EQ
4. Click the Paste button
5. Click the **F7 QtoFile** button - this will open Stockitem Saved Query Results screen
6. Click the **F1 New** button

7. In the Details column type in a file name – for example: **Overnight EQ**

8. Click the **F3 Save** button

9. Then click the **F9 Select** button – this will place all the Stockitems into the file

10. A pop-up will appear, telling you how many items were saved into the file

11. Click on the **OK** button

**Mass change the saved file using Stockwand Change**

1. Launch the **Amlib** Client

2. Go to **Main > StockItems > StockWandChange** – the Stockitem Wand Change screen will display
3. Choose the Column to Change box 1: select a parameter – for example: **Item Loan Code**
4. Type the new Value into box 2 – for example **OVE**
   Note: A list of codes can be accessed box 2 by entering a full stop and pressing the **Tab** key on your keyboard.

5. Click the **Paste** Button
6. The values to change will display in the Columns at the base of the screen

**Executing the changes**

The Changes can be applied in one of 3 methods:

1. Individually from the Barcode: Using if items have been gathered from the shelves and can be changed by wand ing the barcodes of the items
   a. Click the **F6 Start** button – the Start prompt will display containing a confirmation message:
b. To proceed, click the **Yes** button

c. Begin wanding the Items into the Item No field for the changes to be applied

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**From a saved file:**

a. Click the **F7 FrFile** button – the Stockitem Saved Query Results screen will display

b. Highlight the relevant File (saved previously) and click the **F9 Select** button – the Mass Change from file prompt will display with the number of items to change defined as well as the File selected:

![Mass Change from file](image)

- The 6 Stockitems in the 'Overnight EQ' file will be Mass Changed.
- Change:
  1. Item Loan Code to 'OVE'

Proceed with Mass Change from file?

![Yes/No buttons](image)

c. Review the message and if the information is correct click the **Yes** button to proceed

d. A prompt with the following message will display when complete: **The XX Stockitems have been Updated.**

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**From a saved where search:**

a. Select the **F8 FrWhere** button – the Saved Queries screen will display

b. Highlight the relevant saved Where Search (Saved previously) and click the **F9 Execute** button – the Mass Change from Saved Where prompt will display with the number of items to change defined as well as the Where Search selected:

![Mass Change from Saved Where](image)

- The 6 Stockitems in the 'Overnight EQ' file will be Mass Changed.
- Change:
  1. Item Loan Code to 'OVE'

Proceed with Mass Change from Saved Where?

![Yes/No buttons](image)

c. Review the message and if the information is correct click the **Yes** button to proceed

d. A prompt with the following message will display when complete: **The XX Stockitems have been Updated.**
Saving a Stockwand Change

A Stockwand Change can be saved for future use:

1. With the Stockwand Change parameters displayed click the **F2 Insert** button – the Saved Stock Wand Changes screen will display:

2. Type a Description in the field at the bottom of the screen

3. Click the **F3 Save** button
1. Go to Main > StockItems > StockWandChange – the Stockitem Wand Change screen will display
2. Click the F4 Select button – the Saved Stock Wand Changes screen will display
3. Highlight the required StockWand Change
4. Click the F9 Select button
5. The parameters will display where the items can be selected by wanding, from a File or from a Saved Where search

Type a description of the Update Clause, then press Save.