Find examples of how Stockitem, ILL, and Reservation records display in Amlib.

Stockitem Record
Reservation Record

Reservations are created with a default Status of ILLS:

- Select **Item > CurrentReserves** on the Stockitem screen of the ILL item to access the Stockitem Reservations screen for these details:
Note: It is possible for patrons to change the Location Pick-up for any reservation (including ILLs) via the NetOpacs at any point prior to the patron being sent a Reservation collection notice (done via RepReservations with the Update Status on the notice set to Y).

Staff can also change the Location Pick-up point *(at any time)* by using the F7 CollLoc button on the Stockitem Reservations screen above.

### Amlib Exception Messages

During manual processing, or in the alert emails, exception messages may be seen under certain conditions:

- **If a Borrower has exceeded** their reservation limit an error message will appear. The Stockitem and ILL records will still be created, but no reservation will be created. Click the OK button

- **If a reservation cannot be made** by that borrower type, an error message will appear. The Stockitem and ILL records will still be created. Click the OK button

- **If an invalid borrower barcode** is entered, an error message will appear. The Stockitem and ILL records will still be created. Click the OK button
Email alert with exception:

1. The reservation can be dealt with by noting the patron and item details from the alert email or error notification and:
   - **Allowing** the request by placing the reservation manually and overriding the reservation screen message; or
   - **Disallowing** the request and cancelling the order in VDX

2. Libraries may wish to increase the number of reservations permitted using **Main > Stockitem > Stockitem Forms** screen:
   a. Highlight the **ILL** Form and select the **F7 Loan** button – the Loan Parameters and Borrower Types screen will display:
b. Update the Can Rsve (Y/N) and Rsve Qty columns accordingly

c. Click the **F3 Save** button when complete