

Rural Libraries Queensland

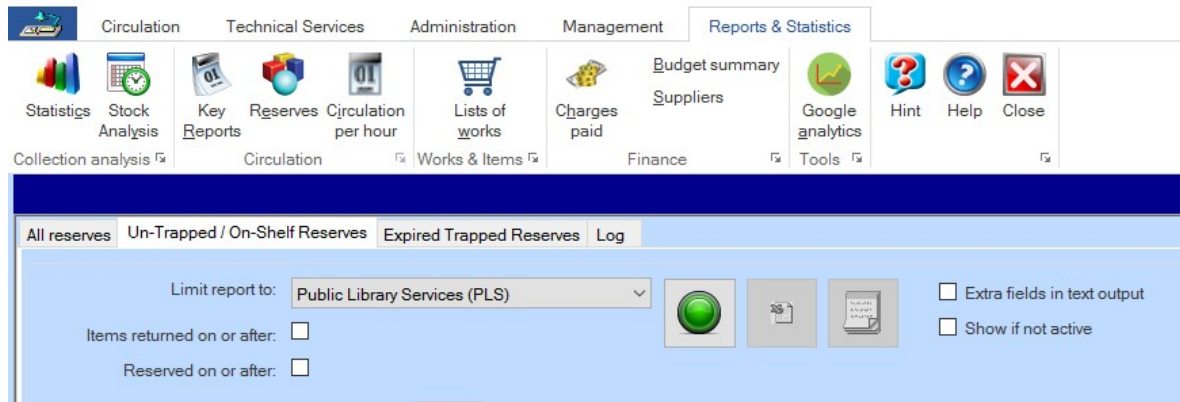
your local library network

Daily Report – Un-trapped / On-shelf reserves

This procedure applies the un-trapped / on-shelf reserves report that is to be produced each day a library operates.

To produce Daily reports select the following options:

- Reports & Statistics – Reserves– Un-Trapped / On-Shelf Reserves

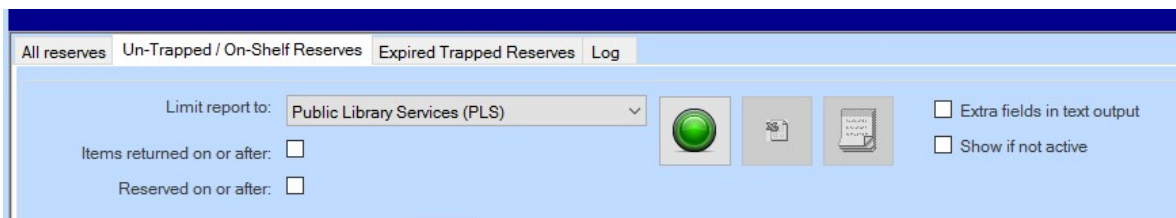


Un-Trapped / On-Shelf Reserves

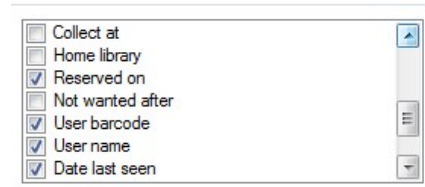
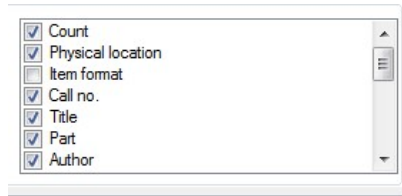
- This report lists items on shelf that will satisfy a user's reservation. It should be produced and actioned every day the library operates.

Selections can be made for the following elements

- **Limit report to:** this is your default location. Only change this if you are producing the report on behalf of another library, e.g. a depot library.
- **Items returned on or after:** leave blank unless producing the report for a given date.
- **Reserved on or after:** leave blank unless producing the report for a given date range.

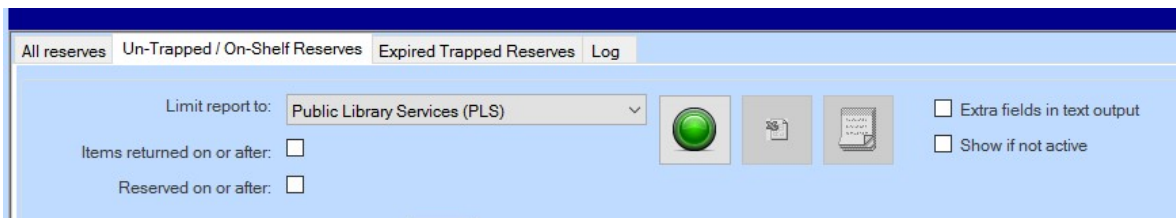


- **Display elements:** you can alter the display elements either before or after producing the report. The most relevant are listed below:



- ❖ Count – the number of times the work has appeared on the report
- ❖ Physical location – your library or current location
- ❖ Item format – the collection the item belongs to, e.g. Large Type
- ❖ Call no. – call number and spine label details
- ❖ Title – Title of the work
- ❖ Item barcode – barcode of the specific item
- ❖ Collect at – the library to forward the item to

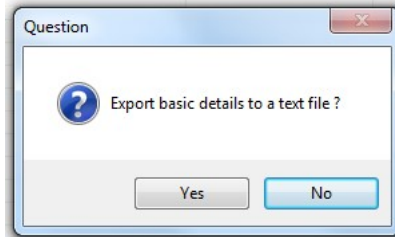
1. Click the **Green traffic-light** icon to produce the report.



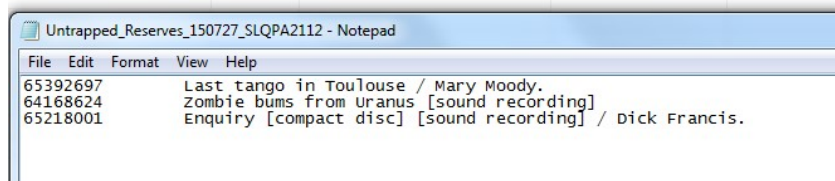
2. If you wish to export the report to **Excel** or **Notepad** click the preferred icon



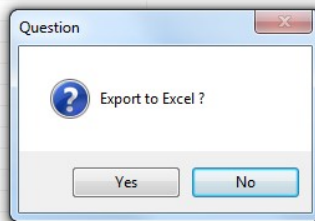
If exporting to a text file click Yes to confirm.



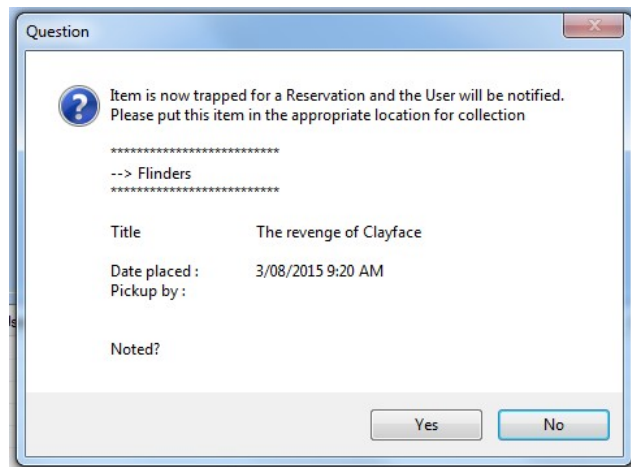
3. Click Yes to confirm that you wish to view the report in Notepad.
4. Notepad will display the report and you can print as required.



5. If exporting to Excel click Yes to confirm. Follow the prompts to open the file in Excel and manipulate as desired.



6. Retrieve the items from the shelf and use the Return function to trap the reserve. Click Yes to acknowledge and despatch the item to the requesting library.



- Items that cannot be located will appear on the report for a maximum of 3 times. If they are not located after 3 attempts the item will be automatically assigned a missing status.



This flash will indicate that the item has appeared for the number of times set by the library before it is automatically set with status 'Missing'

Item Barcode ▾		67909465																																						
Title : The revenge of Clayface / written by Eric Stevens ; illus Stevens, Eric, 1974-- Schigiel, Gregg, ill. -- Loughridge, Lee, ill. Minneapolis : Stone Arch Books, 2009.																																								
Biblio ID :	B0000008071	ID :	AU00024976																																					
Holdings ID :		Link :																																						
Material type :	Junior Collection																																							
Item format :	Junior Fiction																																							
<input type="checkbox"/> Hold status settings and auto save																																								
<ul style="list-style-type: none"> On-Loan Trapped reserve Booked In-transit Recalled Delete on return Suspended fines Suspended charges Messages 		<table border="1"> <thead> <tr> <th>Status</th> <th>On-loan</th> <th>In-Transit</th> <th>Lost/Damaged</th> <th>Reserved</th> </tr> </thead> <tbody> <tr> <td colspan="5">Current status</td> </tr> <tr> <td><input type="checkbox"/> Normal</td> <td></td> <td></td> <td><input type="checkbox"/> Damaged</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Missing</td> <td></td> <td></td> <td><input type="checkbox"/> On-Order</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lost</td> <td></td> <td></td> <td><input type="checkbox"/> Awaiting Accessioning</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Withdrawn</td> <td></td> <td></td> <td><input type="checkbox"/> Issue not yet received</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Claimed Returned</td> <td></td> <td></td> <td><input type="checkbox"/> Restricted Display</td> <td></td> </tr> </tbody> </table>				Status	On-loan	In-Transit	Lost/Damaged	Reserved	Current status					<input type="checkbox"/> Normal			<input type="checkbox"/> Damaged		<input checked="" type="checkbox"/> Missing			<input type="checkbox"/> On-Order		<input type="checkbox"/> Lost			<input type="checkbox"/> Awaiting Accessioning		<input type="checkbox"/> Withdrawn			<input type="checkbox"/> Issue not yet received		<input type="checkbox"/> Claimed Returned			<input type="checkbox"/> Restricted Display	
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Selecting a date range for producing the daily report

Reserved on or after: this setting is controlled by the **Technical Services / Local Settings / General option.**(see below)

*Tip: The default is usually set to 7 days for this report. To retrieve all the reserved items in your library, remove the date selection through the **Reserved on or after** option.*

The screenshot shows two panels. The left panel is titled 'Limit report to:' and has a dropdown menu set to 'Public Library Services (PLS)'. Below it are checkboxes for 'Items returned on or after:' (unchecked) and 'Reserved on or after:' (checked). The 'Reserved on or after:' field contains the date '1/08/2015' and a calendar icon. A 'Count' field shows '0'. The right panel is titled 'Un-Trapped / On-Shelf Reserves' and 'Expired Trapped Reserves'. It has a 'Limit report to:' dropdown set to 'Public Library Services (PLS)'. Below it are checkboxes for 'Items returned on or after:' (unchecked) and 'Reserved on or after:' (unchecked). A 'Count' field is visible at the bottom right.

Management / Local Settings / General

- Set this option to control the default interval between the production of each report.

The screenshot shows the 'Management / Local Settings / General' configuration window. It has tabs for 'Connection', 'General', 'Docket Printing', and 'Server files'. The 'General' tab is active. Under 'Check Internet connectivity', there are fields for 'Internet connectivity URL' (http://www.google.com.au/), 'Interval (ms) if Aurora database is remote' (20000), 'Interval (ms) if Aurora is on LAN' (0), and 'Interval (ms) to check for Bulletin' (600000). There are checkboxes for 'Aurora does reside on LAN' and 'Bulletin check currently active'. Under 'Web templates URL', there is a field for 'Image server URL' (http://lib.syndetics.com/index.aspx?tsbn={0}/sc.jpg) and 'AuroraCloud Web Service' (http://www.auroracloud.com.au/aws_z3950/aws.aspx). Under 'Email settings', there is an 'SMTP Server' field (mail.auroracloud.com.au), a 'Port' field (25), and checkboxes for 'Enable SSL' and 'Use Authentication'. There are several checkboxes for user interface options: 'Clear circulation audit trail list on change of user', 'Copy user' email address', 'Copy user' mobile phone number', 'Suppress 'Ribbon' tooltips', 'Show operator name on banners', and 'Suppress printing of Loan docket'. There is an 'Ad-hoc SMS' section with checkboxes for 'Include institution name', 'Include workstation description', and 'Include current date/time'. At the bottom, there are three spinners: 'Cash drawer COM port (0=none, 1 - 4 Port number)' set to 0, 'Report | On shelf | Reserved on or after : How many days ?' set to 7, and 'Report | Expired Trapped Reserves | Trapped on or after : How many days ?' set to 7.

- It is recommended that the interval be set to a minimum of 7 calendar days

The image shows two spinner controls. The top one is labeled 'Report | On shelf | Reserved on or after : How many days ?' and has the number '7' selected. The bottom one is labeled 'Report | Expired Trapped Reserves | Trapped on or after : How many days ?' and also has the number '7' selected.

- After making any adjustments to the time period click on the **Save** icon (lower right of the screen) and exit.