

AFO 449 – Mobile library

449.1 Introduction

Vubis supports the management of mobile library routes. This involves defining a number of mobile “stops” which can be strung together to build a mobile library “route”. Appropriate borrowers may be allocated a stop – which then links them to a specific route.

This then allows, for example, a list of borrowers to be produced if the mobile is out of action, so that they can be contacted.

This document describes the setting up and operation of the functionality Mobile Library Routes:

- Mobile Library Routes allows you to define any number of mobile library stops which can be put together to form a mobile library route.
- Any number of mobile routes can be defined.
- The stops are associated with a date and time which are defined in Calendars, so a route consists of a list of stops, and the dates and times when the mobile library will be at the stop.
- Registered borrowers who regularly use the mobile library can be assigned to a particular mobile library stop. This enables the library to contact the borrower to inform them of changes made to the route, temporary or permanent cessation of the route, and so on.
- If the mobile library is unable to be at the designated stop on the usual day, a global change option ensures that any items on loan that would be due back on that date will have the due date extended to the next date when the mobile library is expected to arrive, so avoiding the borrower becoming liable for overdue penalties and fines.
- Optionally, you can enter details of a specific mobile library van, so that individual vans can be allocated to specific routes.

449.1.1 Calendars

Before you define the mobile library routes you can define the actual days on which the mobile library van is scheduled to arrive. These are defined in **AFO 622 Calendars - Calendar definitions**.

Calendars are typically used for recording opening and closing times (for example, for calculating due dates and times). However, they are used in a more general way to link specific features of the system to days when that feature may be used. In this context, you can define the days of the week that a specific route is going to be in use, such as every second Wednesday.

Note

You do not have to specify a Calendar when creating routes, but their use allows you to display the routes and timings in the WebOpac, and also to extend the loan period to the next expected due date if the route has to be suspended.

Each Calendar has a start date which is used by the system to calculate subsequent dates when the route is used. For example, if you have a start date of Monday 4th February and a cycle of every 2nd Wednesday, the system will calculate that the route will fall on Wednesday 13/02/2008, 27/03/2008, 12/03/2008, and so on up to a defined end date.

The calendar can have a number of defined periods, so that you could have an end date of 27/04/2008 and a new period starting 28/04/2007 where the day the route is being used is the second Thursday, so the dates will be calculated from then on as 01/05/2008, 15/05/2008.....

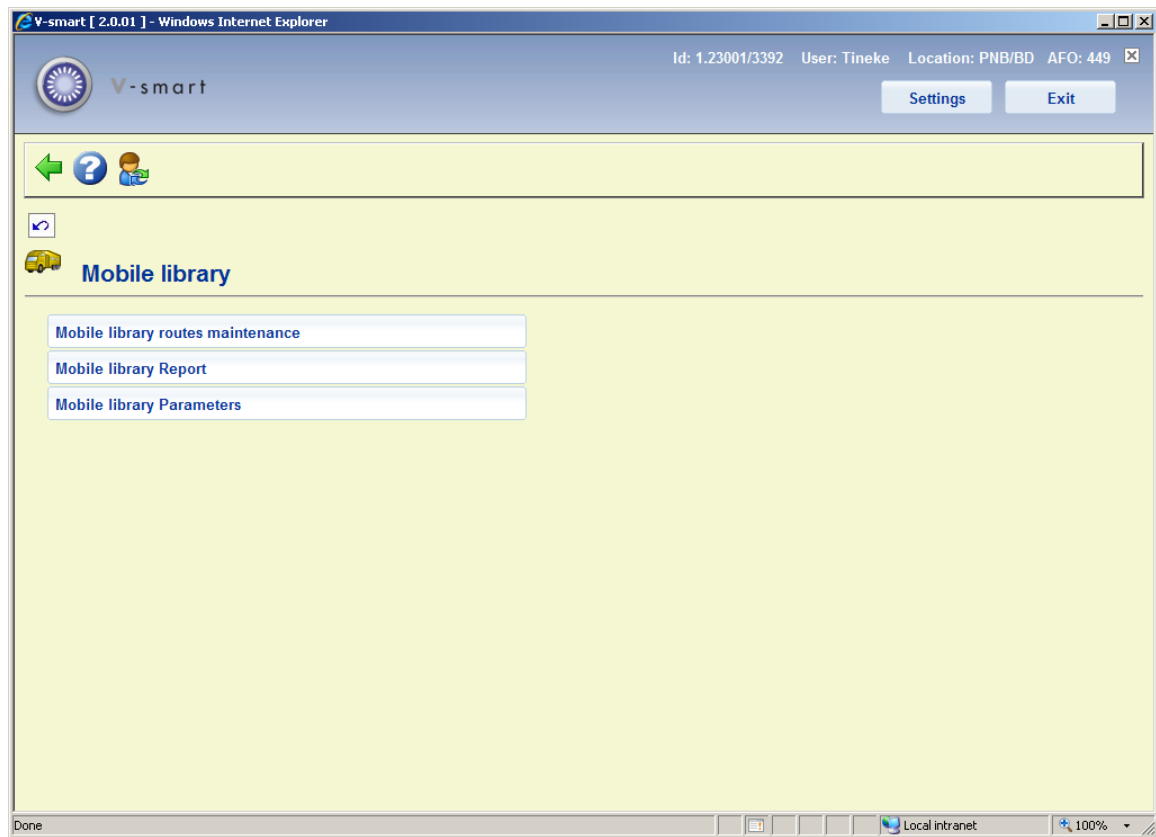
You can have several calendars, for example to reflect cycles ranging from 1-week, to 2-week, 3-week cycles up to any number of weeks.

Once a calendar has been defined it can be shared by any number of mobile library routes. For example you may have a calendar that defines a cycle of every 2nd Wednesday, that is used by Mobile route A and Mobile route C, whereas a different calendar defines a 3-weekly cycle every 3rd Thursday and is used by Mobile route B and Mobile routes D and E.

Note

Infor recommends that you use Calendars for every route. If you do this then when you enter the suspension date range the system will calculate the next opening day. If you do not use Calendars you will have to calculate the next opening day manually.

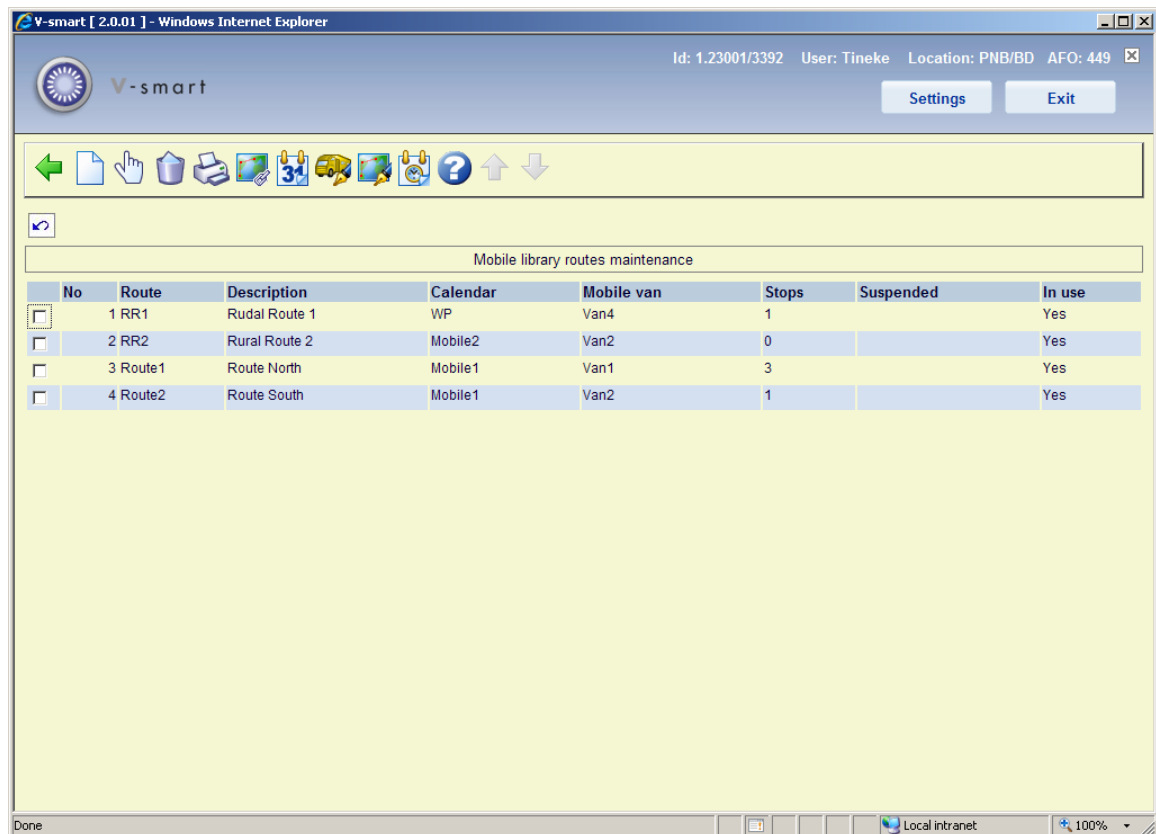
After selecting this AFO a menu will be displayed:



The menu options are described in the following paragraphs.

449.2 Mobile library routes maintenance

After selecting this option an overview screen will be displayed:



Options on the screen

New route: Use this option to create a new route. See section 449.2.1.

Select no.: Select a line and then this option to view the details of the selected route. See section 449.2.1.

Delete route: Select a line and then this option to delete the selected route. The system will prompt for confirmation.

Output list: Select a line and then this option to output route the details of borrowers who are associated with the route. The standard screen for generating output will be displayed.

Link to stops: Select a line and then this option to link stops to the route. See section 449.2.2.

Change due date: Select a line and then this option to change due dates for the route. See section 449.3.

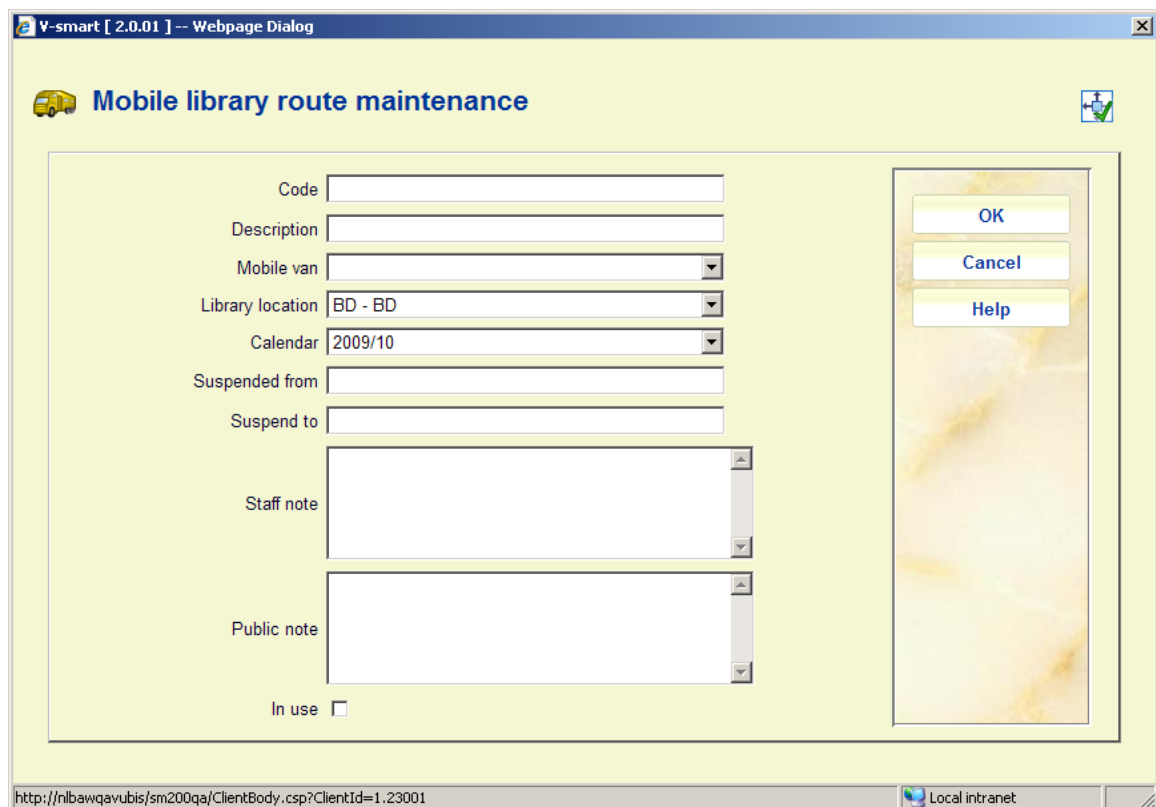
List mobile vans: Use this option to view all defined vans. See section 449.2.3.

Stops: Use this option to view all defined stops. See section 449.2.4.

Show calendar: Select a line and then this option to display the calendar for the selected route. See section 449.2.5.

449.2.1 Add / modify route

After selecting the option **New route** or **Select no.** an input form will be displayed:



The screenshot shows a web browser window titled "V-smart [2.0.01] -- Webpage Dialog". The main content area is titled "Mobile library route maintenance" and contains a form with the following fields:

- Code:
- Description:
- Mobile van:
- Library location:
- Calendar:
- Suspended from:
- Suspend to:
- Staff note:
- Public note:
- In use:

On the right side of the form, there is a vertical panel with three buttons: "OK", "Cancel", and "Help". The browser's address bar shows the URL: <http://nbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001>. The system tray at the bottom right indicates "Local intranet".

Fields on the form

Code: Enter a unique code for the route.

Description: Enter a free text description.

Mobile van: Select a code from the drop-down box for the specific van associated with this route. This is optional.

Library location: Enter the Location code that the mobile route is linked to. This can be a static library or a mobile library, depending on your library setup. This enables circulation transactions to be linked to a specific Location (branch).

Calendar: Select a calendar from the drop-down list (see Calendars above).

Suspended from: Use this to enter a date from when the mobile library stop is temporarily suspended, if applicable.

Suspend to: Use this to enter a date when the mobile library stop will be restored. If the date is unknown you should enter a date far into the future, if applicable.

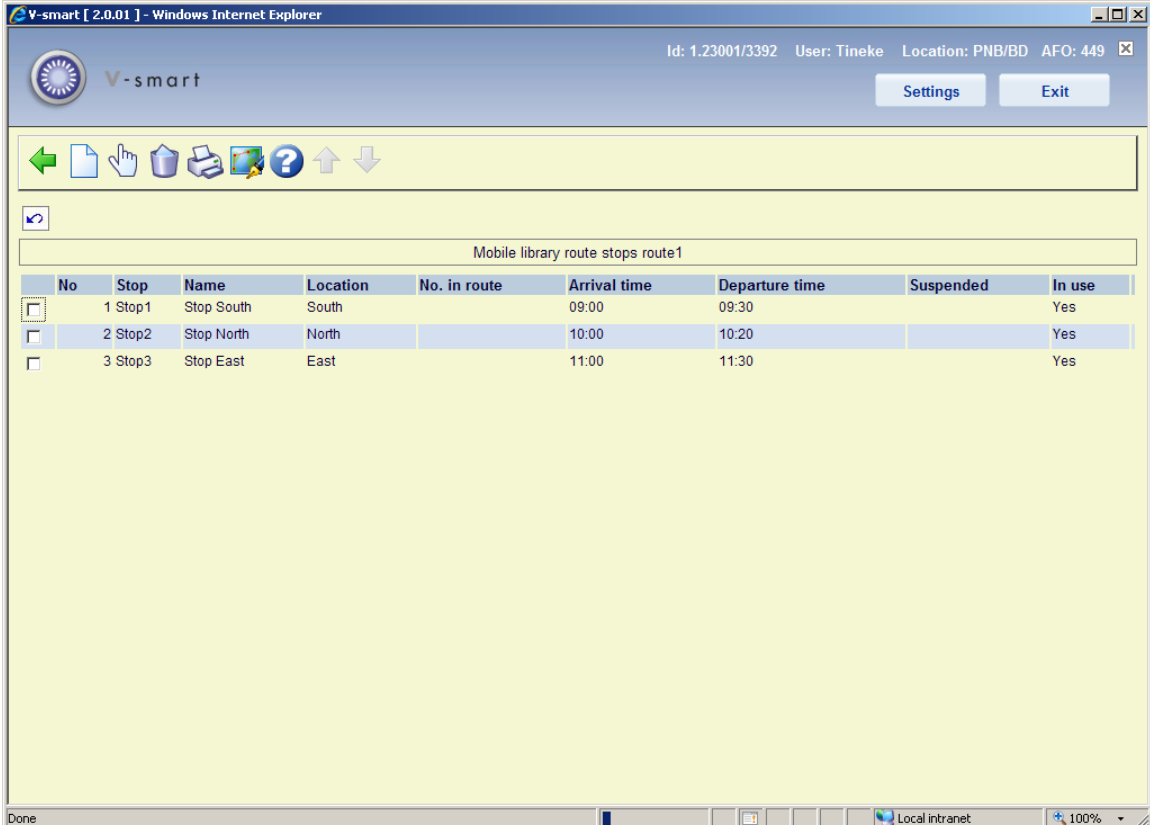
Staff note: Free text note about the route.

Public note: Note which can be used to display information about the route to borrowers (in the WebOpac or on the library website).

In use: Flag to indicate the route is in use or not in use. During setup of the route you should make the route **NOT** In use and change it to In use once the setup is completed.

449.2.2 Link to stop

Link to stops: Select a line and then this option to link stops to the route. After selecting this option an overview screen will be displayed:



The screenshot shows the V-smart web application interface in a Windows Internet Explorer browser window. The page title is "V-smart [2.0.01] - Windows Internet Explorer". The user interface includes a header with the V-smart logo, user information (Id: 1.23001/3392, User: Tineke, Location: PNB/BD, AFO: 449), and buttons for "Settings" and "Exit". Below the header is a navigation bar with icons for back, forward, home, search, and other functions. The main content area displays a table titled "Mobile library route stops route1". The table has columns for "No", "Stop", "Name", "Location", "No. in route", "Arrival time", "Departure time", "Suspended", and "In use". The table contains three rows of data:

No	Stop	Name	Location	No. in route	Arrival time	Departure time	Suspended	In use
<input type="checkbox"/>	1 Stop1	Stop South	South		09:00	09:30		Yes
<input type="checkbox"/>	2 Stop2	Stop North	North		10:00	10:20		Yes
<input type="checkbox"/>	3 Stop3	Stop East	East		11:00	11:30		Yes

The browser status bar at the bottom shows "Done", "Local intranet", and "100%" zoom level.

Options on the screen

New linked stop: Use this option to link a new stop to the route. See section 449.2.2.1.

Select no.: Select a line and then this option to view the details of the selected stop. See section 449.2.2.1.

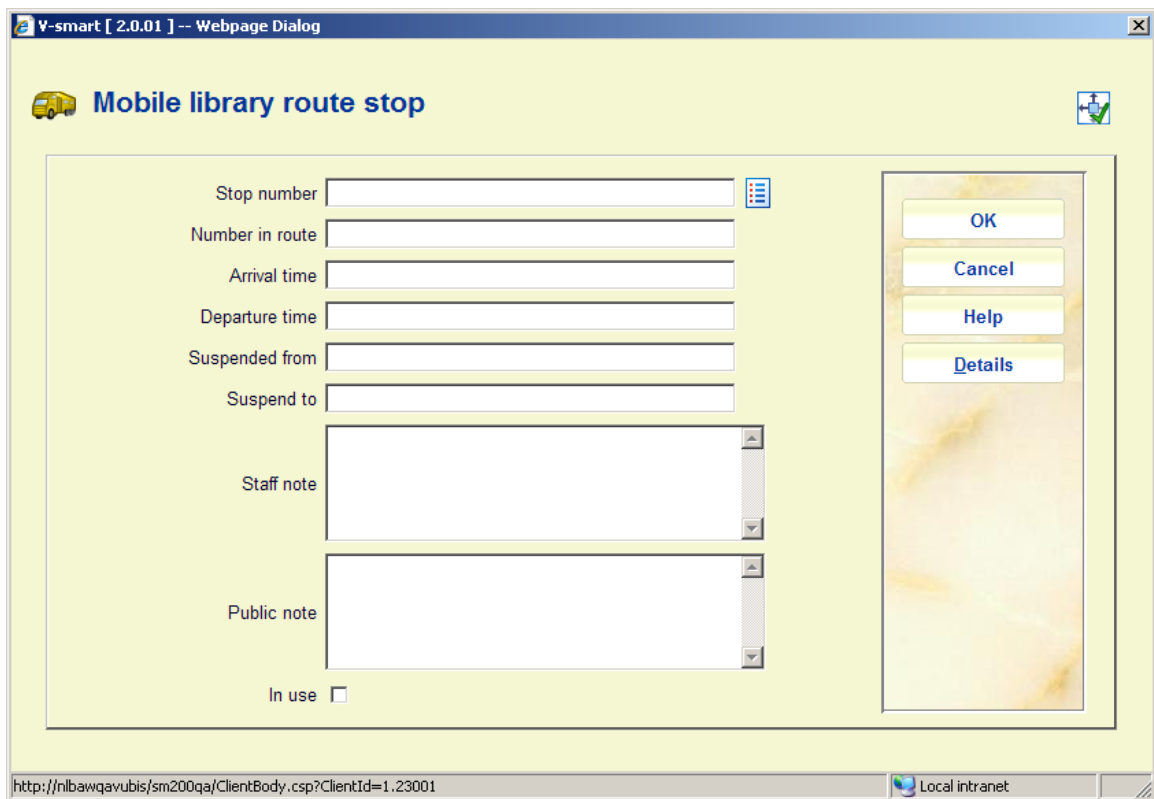
Delete route stop: Select a line and then this option to delete the stop from the route. The system will prompt for confirmation.

Output list: Select a line and then this option to output route the details of borrowers who are associated with the stop. The standard screen for generating output will be displayed.

Stops: Use this option to view all defined stops. See section 449.2.4.

449.2.2.1 Add / modify stop

After selecting the option **New linked stop** or **Select no.** an input form will be displayed:



The screenshot shows a web browser window titled "V-smart [2.0.01] -- Webpage Dialog". The main content area is titled "Mobile library route stop" and contains the following fields and controls:

- Stop number:
- Number in route:
- Arrival time:
- Departure time:
- Suspended from:
- Suspend to:
- Staff note:
- Public note:
- In use:

On the right side of the form, there is a vertical panel with four buttons: "OK", "Cancel", "Help", and "Details".

The browser's address bar shows the URL: <http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001>. The status bar at the bottom right indicates "Local intranet".

Fields on the form

Stop number: Either enter a new stop number or select a stop from the list. See below.

Number in route: Enter the number of the stop within the route.

Arrival time and **Departure time:** Enter the estimated arrival and departure times. The system does not check whether the time periods overlap, although it will display a warning triangle if times do overlap.

Suspended from: Use this to enter a date from when the mobile library stop is temporarily suspended, if applicable.

Suspend to: Use this to enter a date when the mobile library stop will be restored. If the date is unknown you should enter a date far into the future, if applicable.

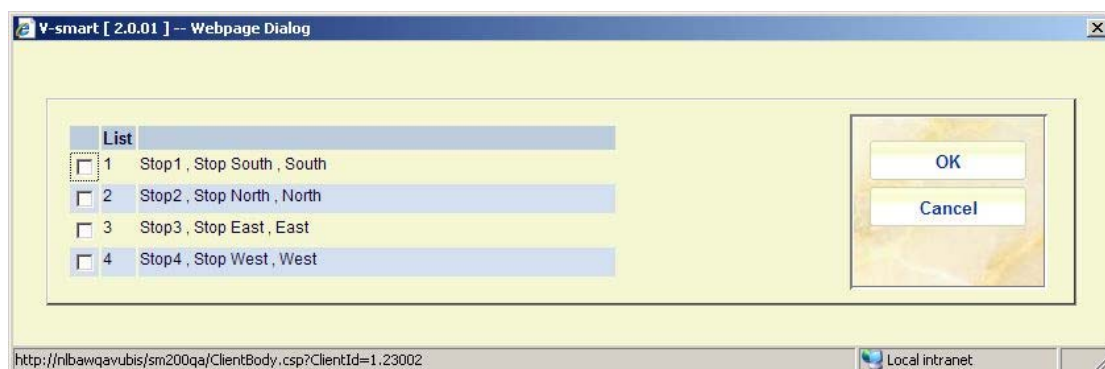
Staff note: Free text note about the route.

Public note: Note which can be used to display information about the route to borrowers (in the WebOpac or on the library website).

In use: Check this box if the stop is in use.

Adding a stop number

When stops have already been defined (see section 449.2.4) you can use the **List** button which will pop up a list from which you can select a stop:



When you type in a non-existent stop number, a message will be displayed:



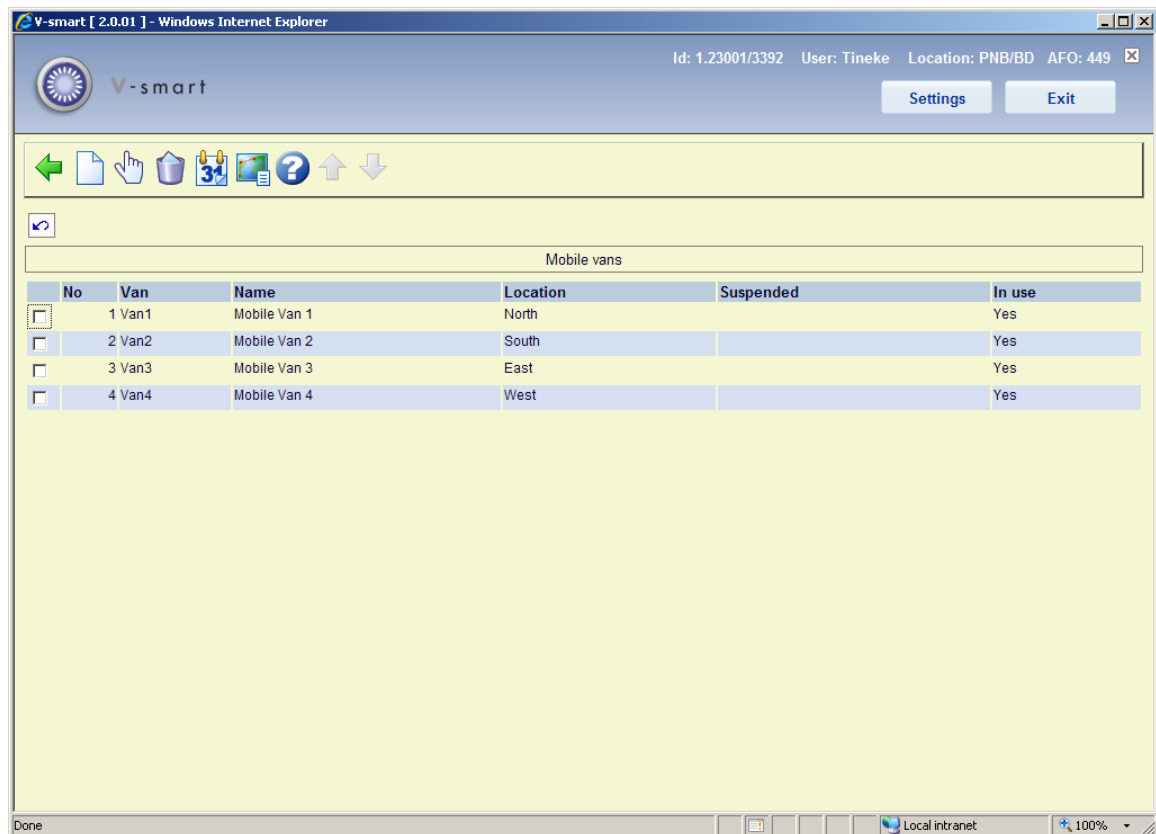
When you click **OK**, the form for adding a new stop will be displayed:



See section 449.2.4 for a description. The only difference is that in this case the field **Stop number** will be protected and contain the number you entered on the previous form.

449.2.3 List mobile vans

List mobile vans: Use this option to view all defined vans. After selecting this option an overview screen will be displayed:



Options on the screen

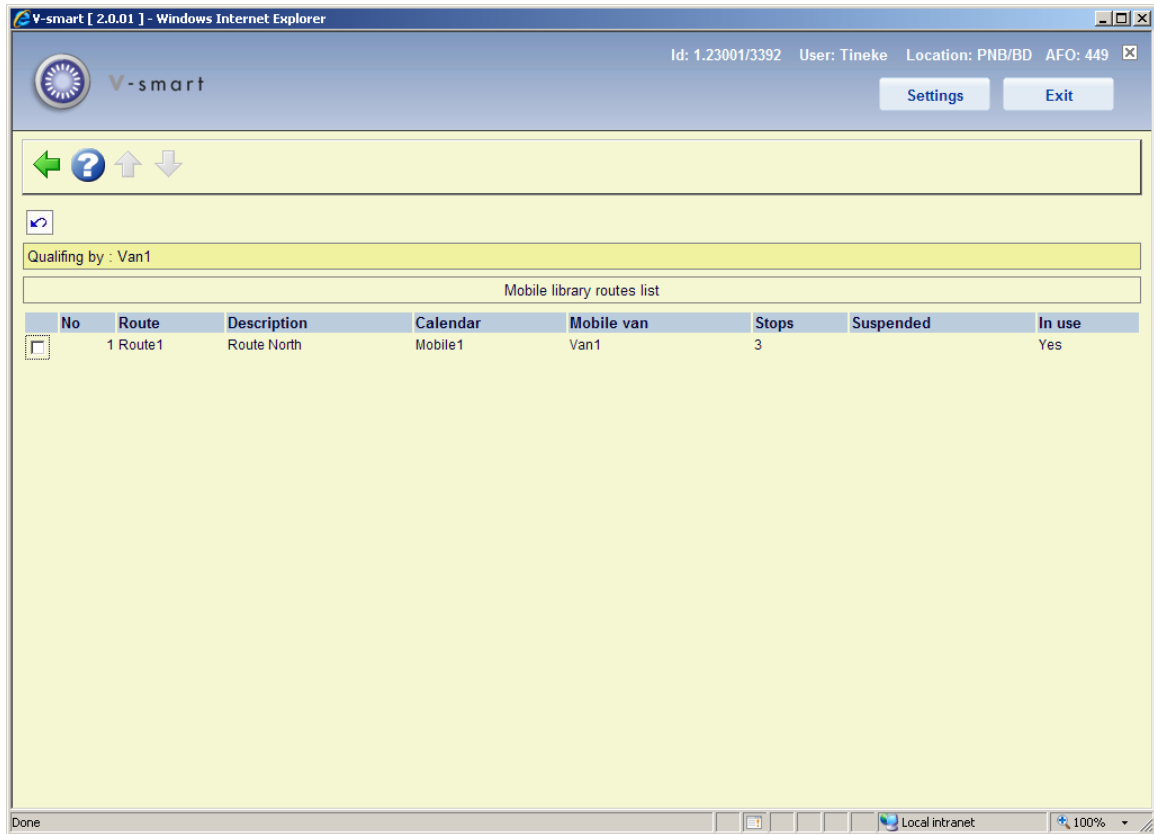
New Van: Use this option to define a new van. See section 449.2.3.1.

Select no.: Select a line and then this option to view the details of the selected van. See section 449.2.3.1.

Delete Van: Select a line and then this option to delete the van definition. The system will prompt for confirmation.

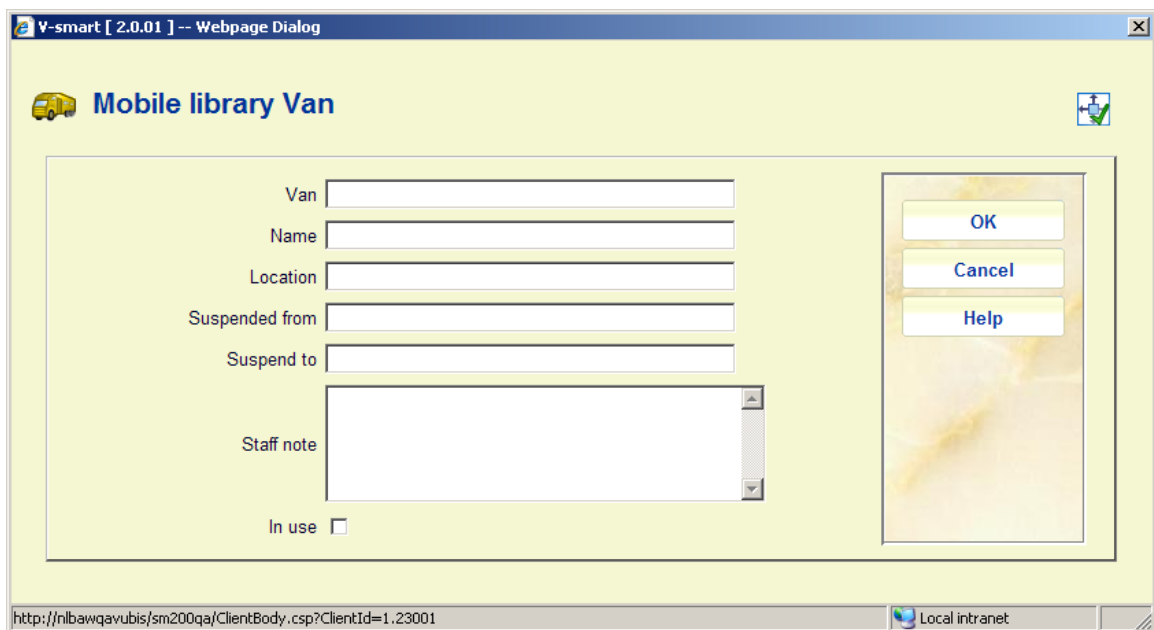
Change due date: Select a line and then this option to change due dates for the route. See section 449.3.

Route list: Select a line and then this option to view the route to which this van is linked. A summary screen will be displayed:



449.2.3.1 Add / modify van

After selecting the option **New Van** or **Select no.** an input form will be displayed:



Fields on the form

Van: Enter the number/code of the van.

Name: Enter the name of the van.

Location: If the van is designated as an online location, enter the Location code here.

Suspended from: Use this to enter a date from when the mobile library stop is temporarily suspended, if applicable.

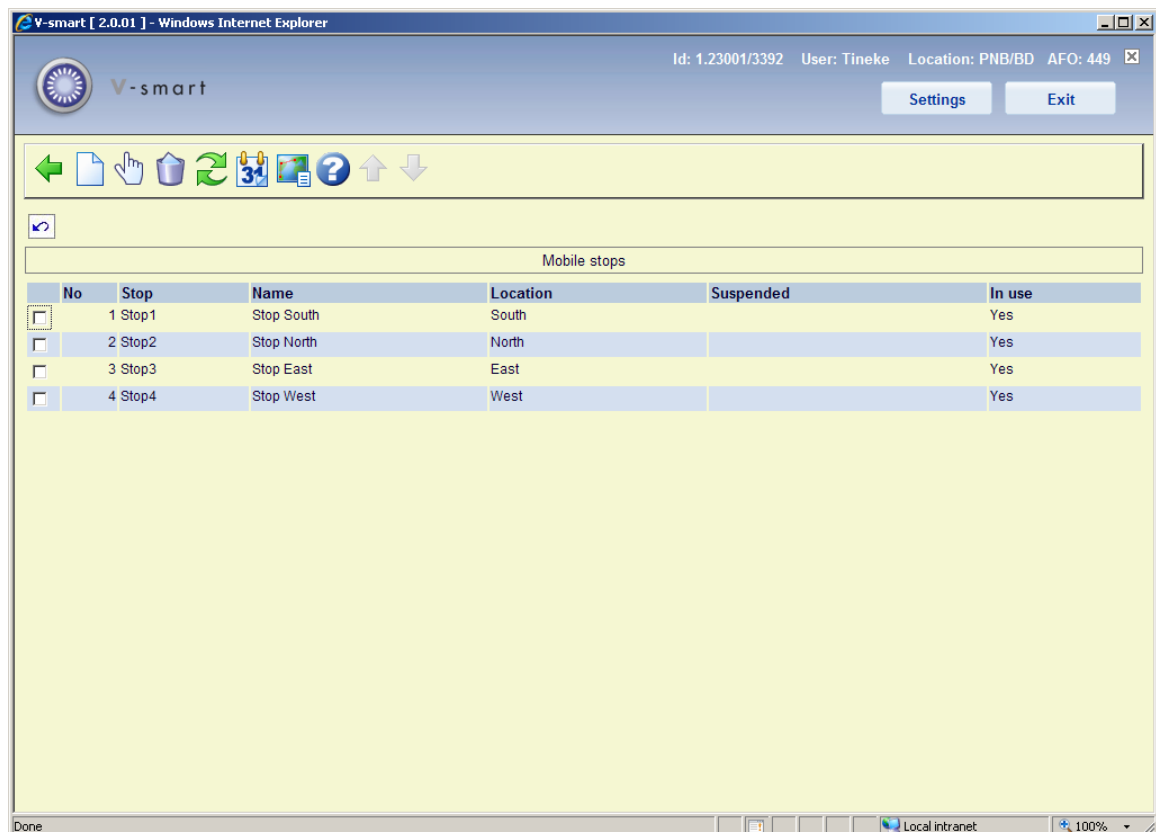
Suspend to: Use this to enter a date when the mobile library stop will be restored. If the date is unknown you should enter a date far into the future, if applicable.

Staff note: Free text note about the route.

In use: Check this box if the van is in use.

449.2.4 Stops

Stops: Use this option to view all defined stops. After selecting this option an overview screen will be displayed:



The screenshot shows a web browser window titled "V-smart [2.0.01] - Windows Internet Explorer". The page header includes the V-smart logo, user information (Id: 1.23001/3392, User: Tineke, Location: PNB/BD, AFO: 449), and "Settings" and "Exit" buttons. Below the header is a navigation bar with various icons. The main content area displays a table titled "Mobile stops" with the following data:

No	Stop	Name	Location	Suspended	In use
<input type="checkbox"/>	1 Stop1	Stop South	South		Yes
<input type="checkbox"/>	2 Stop2	Stop North	North		Yes
<input type="checkbox"/>	3 Stop3	Stop East	East		Yes
<input type="checkbox"/>	4 Stop4	Stop West	West		Yes

The browser status bar at the bottom shows "Done", "Local intranet", and "100%" zoom level.

Options on the screen



New Stop: Use this option to define a new stop. See section 449.2.4.1.

Select no.: Select a line and then this option to view the details of the selected stop. See section 449.2.4.1.

Delete Stop: Select a line and then this option to delete the stop definition. The system will prompt for confirmation.

Jump to screen: After selecting this option an input form will be displayed with search criteria. After selecting a criterion and clicking **OK**, the screen will be redisplayed with information matching the criterion.

V-smart [2.0.01] -- Webpage Dialog

 **Search list** 

No

Stop

Name

Location

Suspended

In use

Any text

Match case

Continue from current page

Jump to row (1-4)

Jump to page (1-1)

OK

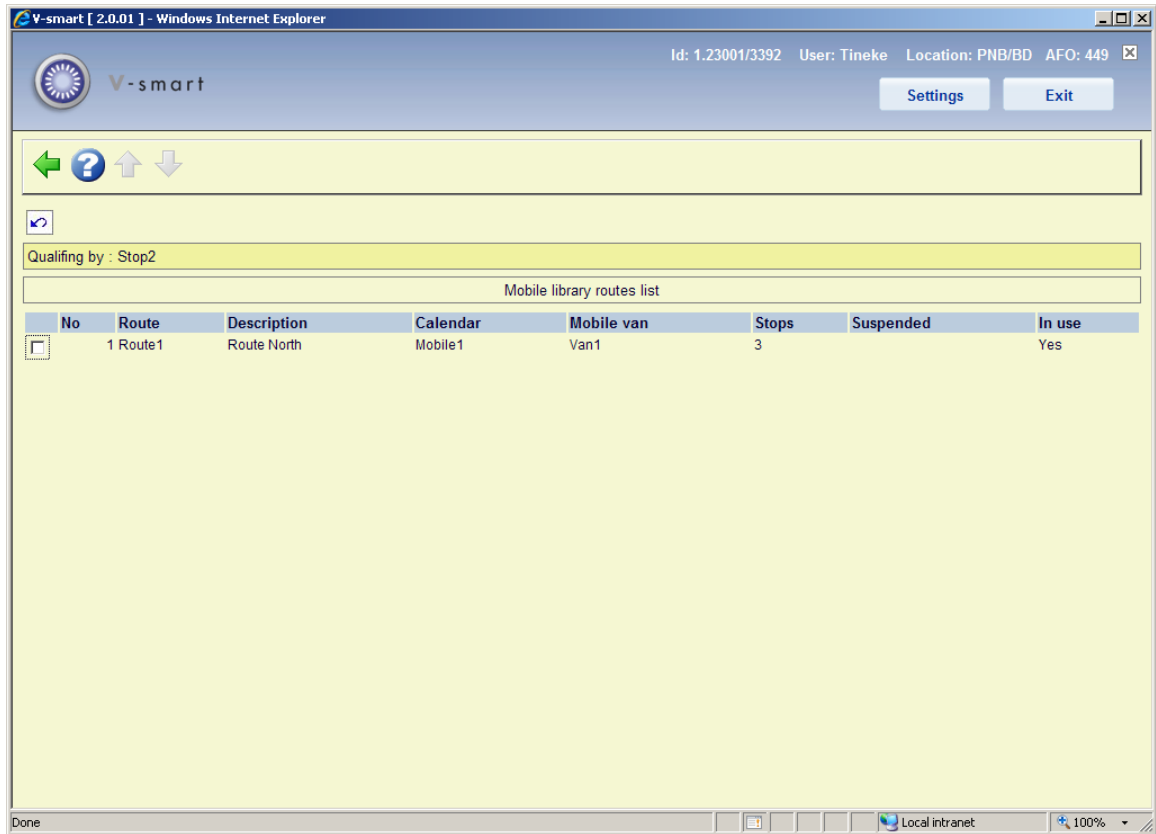
Cancel

Help

http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001 Local intranet

Change due date: Select a line and then this option to change due dates for the route. See section 449.3.

Route list: Select a line and then this option to output view the routeto which this van is linked. A summary screen will be displayed:



449.2.4.1 Add / modify stop

After selecting the option **New Stop** or **Select no.** an input form will be displayed:

Stop number

Name

Location

Address

Postcode

Staff note

Public note

Suspended from

Suspend to

In use

OK

Cancel

Help

http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001 Local intranet

Fields on the form

Stop number: Enter a Stop number. This can be alpha, numeric, or alphanumeric.

Name: Enter a name for the stop.

Location: This is usually the village, district, etc.

Address and Postcode: Optionally an address and post code can be added.

Staff note: Free text note about the route.

Public note: Note which can be used to display information about the route to borrowers (in the WebOpac or on the library website).

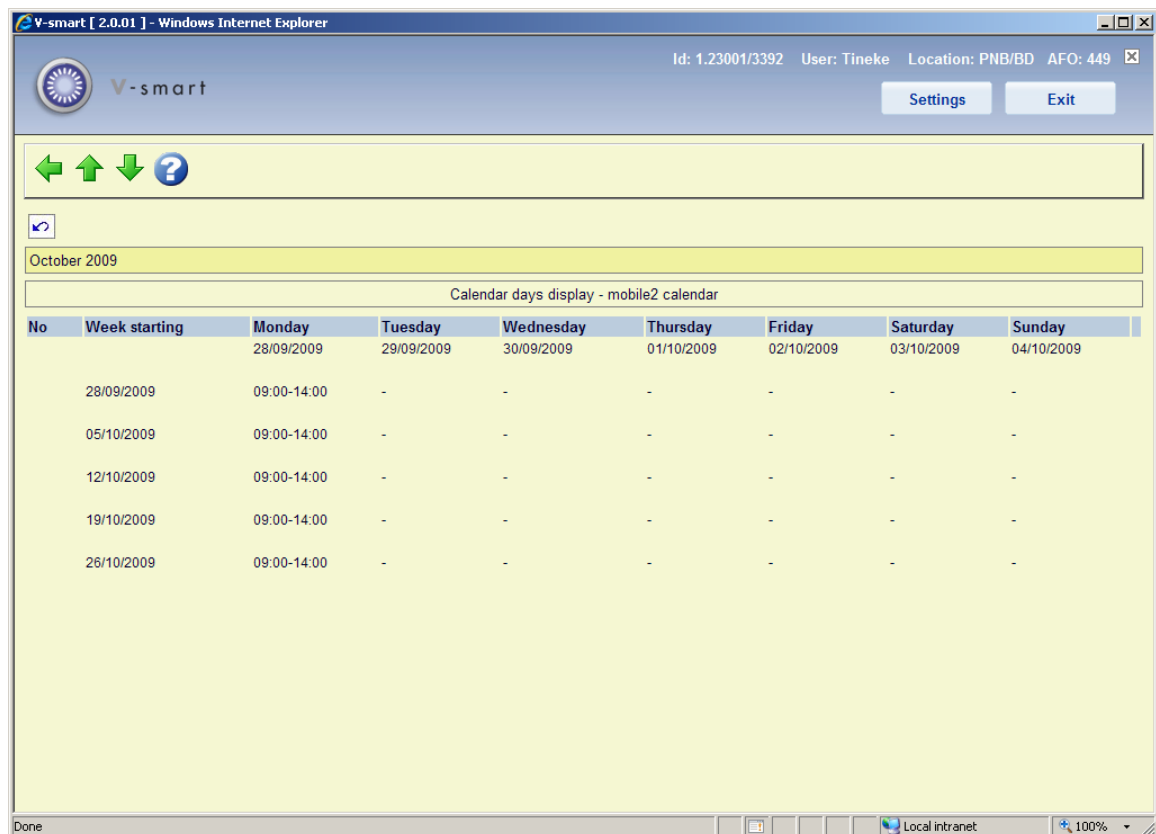
Suspended from: Use this to enter a date from when the mobile library stop is temporarily suspended, if applicable.

Suspend to: Use this to enter a date when the mobile library stop will be restored. If the date is unknown you should enter a date far into the future, if applicable.

In use: Check this box if the stop is in use.

449.2.5 Show calendar

Show calendar: Select a line and then this option to display the calendar for the selected route. After selecting this option an overview screen will be displayed:



The screenshot shows a web browser window titled "V-smart [2.0.01] - Windows Internet Explorer". The page header includes the V-smart logo, user information (Id: 1.23001/3392, User: Tineke, Location: PNB/BD, AFO: 449), and buttons for "Settings" and "Exit". Below the header is a navigation bar with left, up, down, and help icons. A dropdown menu shows "October 2009". The main content area is titled "Calendar days display - mobile2 calendar" and contains a table with the following data:

No	Week starting	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	28/09/2009	09:00-14:00	-	-	-	-	-	-
	05/10/2009	09:00-14:00	-	-	-	-	-	-
	12/10/2009	09:00-14:00	-	-	-	-	-	-
	19/10/2009	09:00-14:00	-	-	-	-	-	-
	26/10/2009	09:00-14:00	-	-	-	-	-	-

You can use the **Previous** and **Next** options to browse back or forwards in time to view the calendar.

449.3 Change due date

The Mobile Library functionality also allows you to change the due dates for a set of borrowers. If the mobile library van is unable to be at a scheduled stop you can move the due date for items due back at that stop to the next expected date that the mobile van will arrive, thus preventing the accumulation of fines for borrowers linked to that stop.

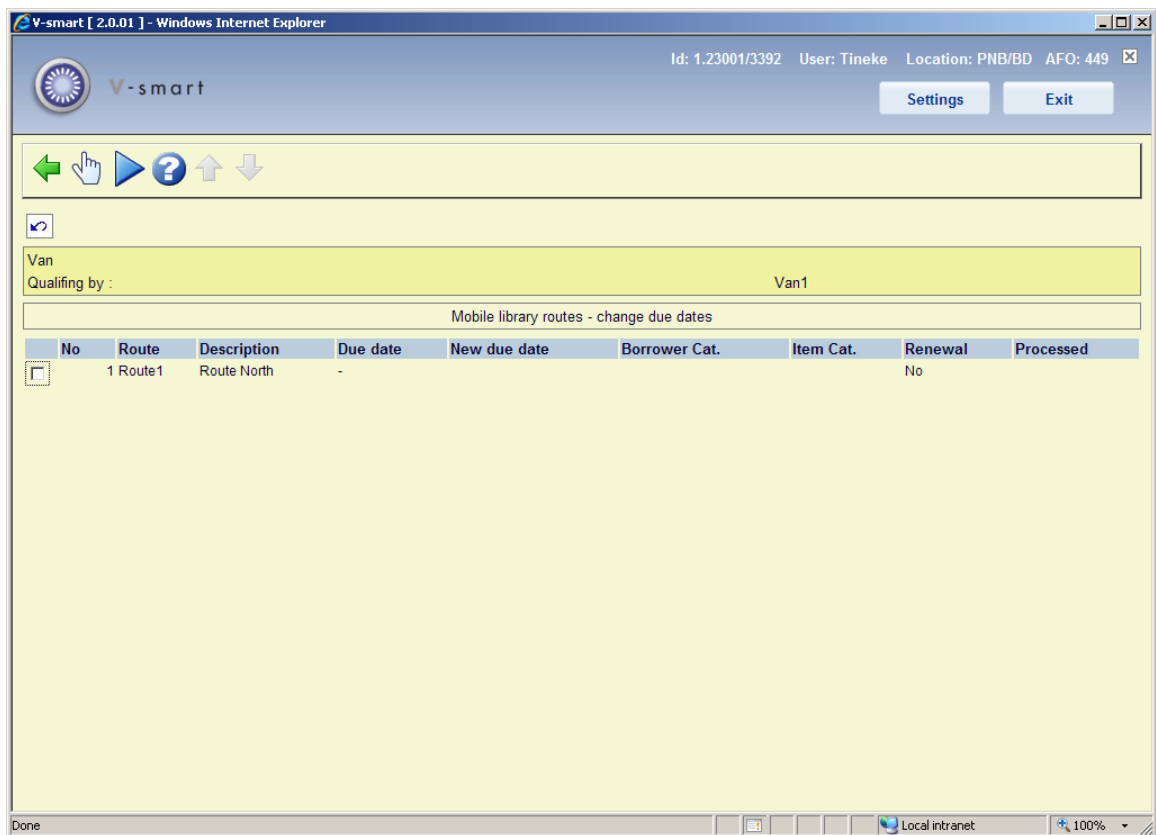
There are various ways of changing due dates. You can do so for a specific location via AFO 448, this is not necessarily related to mobile libraries.

Or you can change the due date for a given route (or a van, or a stop, or a stop within a route). The choices offered when you use the **Change due date** option depend on what position you are starting from.

449.3.1 Change due date for a van

From the main screen of Mobile library routes maintenance select the option **List mobile vans**. On this screen select a van and then the option **Change due date**.

The Mobile library routes - Change due dates screen is displayed:



Select a route and an input form is displayed:

V-smart [2.0.01] -- Webpage Dialog

Change due dates for route

Due date range start

Due date range end

New due date

Borrower category

Item category

Treat as a renewal

OK

Cancel

Help

http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23001 Local intranet

This is similar to the form used to change the due dates globally (AFO 448), except that there is no option to enter a Location.

Enter the date range for when the van will be suspended. If Calendars are used the system will suggest the new due date, otherwise you must enter the new due date manually.

When you click **OK** the screen now shows the route that has been amended and the new due date which will apply for dates within the specified date range:

Van									
Qualifying by : Van1									
Mobile library routes - change due dates									
No	Route	Description	Due date	New due date	Borrower Cat.	Item Cat.	Renewal	Processed	
<input type="checkbox"/>	1 Route1	Route North	23/10/2009 - 27/10/2009	28/12/2009			No	Selected	

When you have changed all the relevant routes, select the option **Change due dates selected** after which the standard screen for scheduling processes will be displayed.

This process changes the due dates for the items affected.

Note

If a Route has a Calendar the New due date will be calculated according to the specified "open" days.

449.3.2 Change due date for a route

On the main screen of Mobile library routes maintenance select a route and then the option **Change due date**.

The Mobile library routes - Change due dates screen is displayed. See section 449.3.1 for the necessary steps.

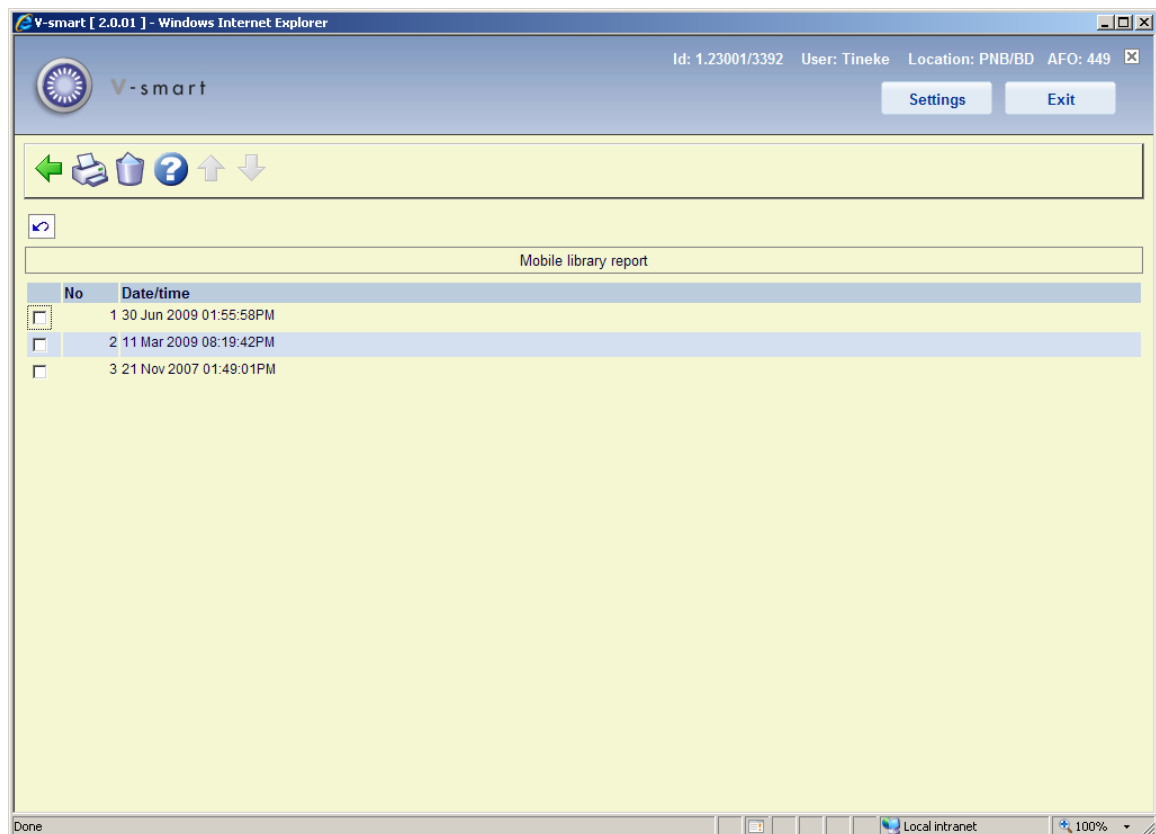
449.3.3 Change due date for a stop

From the main screen of Mobile library routes maintenance select the option **Stops**. On this screen select a stop and then the option **Change due date**.

The Mobile library routes - Change due dates screen is displayed. See section 449.3.1 for the necessary steps.

449.4 Mobile library report

After selecting this option a summary screen is displayed:



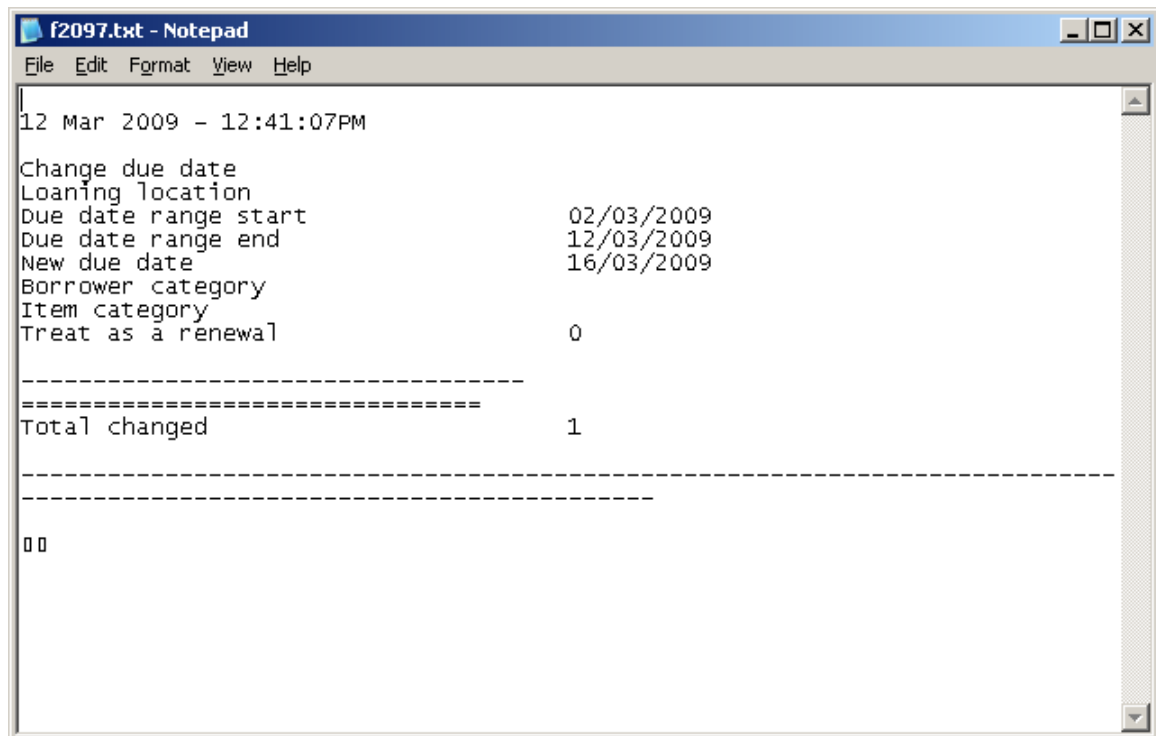
This shows the date and time of all the **Change due date** processes.

Options on the screen

Print report: Select a line and then this option to print the report. The standard screen for outputting information is displayed.

Delete report: Select a line and then this option to delete the report. The system will prompt for confirmation.

Sample report:



```
f2097.txt - Notepad
File Edit Format View Help
12 Mar 2009 - 12:41:07PM
Change due date
Loaning location
Due date range start      02/03/2009
Due date range end       12/03/2009
New due date              16/03/2009
Borrower category
Item category
Treat as a renewal        0
-----
=====
Total changed              1
-----
-----
00
```

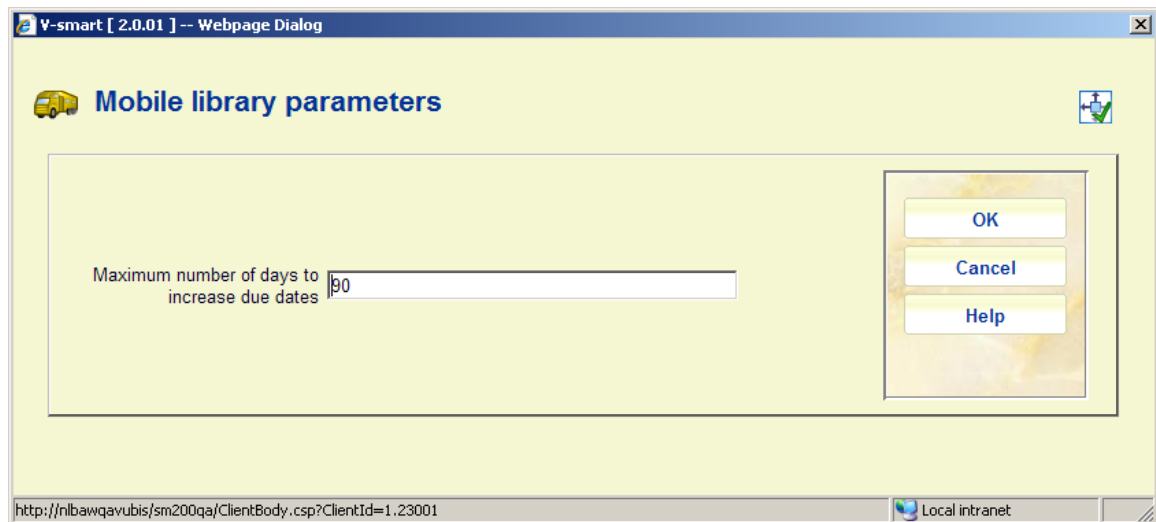
The report is just a summary of the number of items which were updated by the global change. The details for the items which were affected by the global change on due dates can be obtained via SSP using the circulation transaction application - Transaction type 43 - Change due date. This will give the details of the old date / new date, who executed the change, etc.

Please note

The report is generated at the time the change of the due dates is done. Whatever language you are set to at the time you change the due dates is the language the report is in.

449.5 Mobile library parameters

After selecting this option, an input form is displayed:



Enter a number of days in the field and click **OK**.

This is a system-wide setting that applies an absolute limit on the number of days by which any loan can be extended.

This applies to any due date changes executed for vans, routes or stops via AFO 449.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	October 2009	creation, new AFO part of 2.0 updates	