

AFO 464 - Loans (with loan history)

464.1 Introduction

If you use this loan option, V-smart will log all loan transactions to the borrower. In addition, when you lend an item the system will check to see if the borrower has previously borrowed the title.

Using AFO 464, you can issue loans and retain a record of the loan history. The system will save all loan transactions on disk. At the time of a loan, the system checks to see if the borrower has lent the item (the title) in the past. If this is the case, this is indicated on the screen and the borrower can decide whether or not to loan the item. A historical overview for the borrower can be viewed or printed. The borrower can be given a list of all titles that s/he has lent in the past. Viewing and printing these lists is done using AFO 465, 'View borrower loan history'

Please note

Use of this AFO may be a violation of privacy. Only use AFO 464 if the borrower has given you permission.

In comparison to the normal loans procedure, this AFO puts a heavier load on the system, which performs a check for each loan transaction.

As an alternative for AFO 464, you can use AFO 462 'Item transfer (modify shelfmark)' or AFO 463 'Item transfer (retain shelfmark)'. When items are moved, a loan history is also generated. This is oriented towards the loan of a large numbers of items to agencies. AFO 464, however, is primarily oriented towards loans to individuals.

464.1 Loans with loan history

When you choose this AFO you will first be asked to identify the borrower. See the help on AFO 431 for more information on search options.



The screenshot shows a dialog box titled "Identify a borrower". It features a house icon and a text input field for "Borrower name/barcode". On the right side, there are five buttons: "OK", "Cancel", "Help", "Previous", and "Advanced".

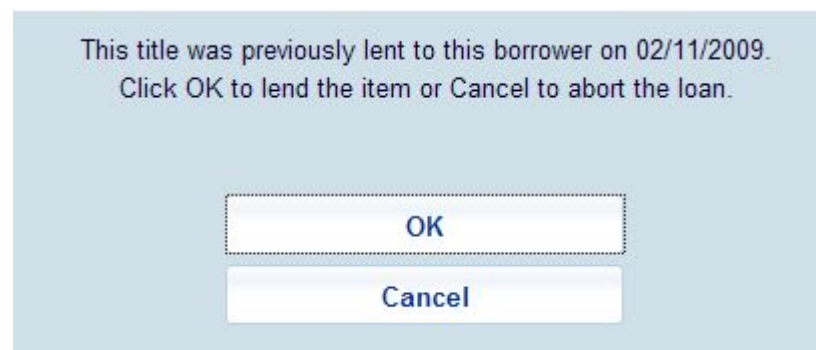
Next the standard loans screen is displayed. The fields and options in this screen are the same as those in AFO 411. For more information, see the description for this AFO.

Differences between AFO 411 and AFO 464:

Using AFO 464 differs from the 'normal' loans procedure using AFO 411 on one point. In AFO 464, the system will perform an extra check. If you want to issue an item to a borrower who has borrowed this item in the past, the system will report this. The system will not perform this check based on the copy number, but based on:

- the file number;
- the description number;
- the volume number (for items with more than one volume).

If these three elements are the same, the system will display a message:



Click **OK** to loan the item anyway; click **Cancel** to cancel the loan.

Please note!

Return of items issued using AFO 464 is done using the normal procedure in AFO 412; renewal is done using AFO 413.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	May 2008	creation	
2.0	September 2009	Minor textual corrections part of 2.0 updates	