

Everyone Wants a Reservation Patron Reservations (GP)

What happens when everyone, all at once, wants to place a reservation on a particular item? Use the GP command to simplify the process.

Bring up that popular item in Circulation.

There are several teachers who are planning to use this book, and they need to place reservations that of course don't overlap. To do this efficiently, we'll use the Patron Reservations, or GP command.

Type GP in the command line and press enter, and you'll see you are now in Patron Reservations mode. This means you'll scan patron barcodes to place reservations for them on this item only.

So scan or type the barcode of the first person placing the reservation, and this brings up the Reservation window.

Click on the first reservation date and hold and drag to the ending date. You can click days on either end to extend or shorten the reservation period.

Click on Save to complete the reservation.

Scan the barcode of the next patron, and place their reservation. Note you can see when the other reservation was placed, and you can't overlap the reservation period. Save.

Repeat for any other patrons placing a reservation on this item.

To exit the mode, type a period and press enter.

Last, check how your Reservations preferences are set up.

In Circulation Preferences, Circulation Rules, check Email Librarian on Reservation to get emails for these reservations.

Check Notify of Upcoming Reservations to send emails to patrons with upcoming reservations. How upcoming is 'upcoming' is determined by this Days to Look Ahead for Reservation Notice.

Also note Policies Preferences, under Item Policy, the Other tab, is where you set Maximum Reservation Days and Days Required Between Reservations (that 'Processing' you saw).

Now you're all set!