

Easier Way to do Reservations with Dates

When doing reservations, you might have wondered if there was an easier way to put in the beginning and ending dates without having to scroll through the whole calendar. The answer is yes!

As you may know, command GA will place a reservation on any copy of a title, whereas GB lets you reserve the specified copy. You can append date codes to either of these.

Make the patron placing the reservation the Current Patron.

To place a reservation on any copy of the title, type GA, space, a barcode of one of the copies, then minus D (-D), the beginning date in mm/dd/yyyy format, colon (:), and the ending date in mm/dd/yyyy format. It should look something like this:

Example: GA 5155 -D 2/10/2015 : 2/27/2015

Press enter, and the reservation will be placed for this period. This eliminates the need to use the calendar window to mark the dates.

To place a reservation on a specific copy, type GB, then follow the same format: the barcode, -D, beginning date mm/dd/yyyy : ending date mm/dd/yyyy

Example: GB 3040 -D 2/22/2015 : 3/11/2015
and press enter.

Or, if you aren't picky, you can just type GA and the barcode, and a reservation will be placed on that item for the current patron for default dates and a default length, which you can see under the Reservations tab in Circulation.

These defaults are based on the item's Policy, under the Other tab. It will start the reservation on the closest Open day, taking into account the Days Required Between Reservations, and the reservation length will be based on Maximum Reservation Days.

Note you can only use this command if there is an available copy during the period you are trying to reserve.