

Athenaeum Light 3.0

Tutorial

A quick start to managing your Library resources.

Athenaeum

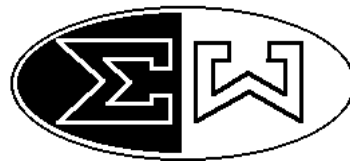


Table of Contents

ATHENAEUM LIGHT 3.0	1
TUTORIAL	1
Table of Contents	2
What is Athenaeum Light?	3
About this manual	4
Setting Up Athenaeum Light	5
Requirements	5
Register	5
Before You Start This Tutorial...	6
Important – Read the Credits	6
Starting the Athenaeum Light for the first time:	7
The Main Screen	7
If You Get Lost	8
Activity Screens	8
Enter Key & Default Buttons	9
The “Found Set”	9
List Views	9
Starting the Tutorial	10
Enter the Password	10
Configure Athenaeum Light	11
Learning Athenaeum Light	12
The Catalogue	12
Find an Item	12
Creating Borrowers	16
View a List of Borrowers	16
Create a Borrower	16
Importing Borrowers	17
Issuing Items to Borrowers (Loan)	19
Issue an item – keyboard mode	19
Issuing “Loaned” Items	21
Managing Overdue Items	21
Returning Items	23
Extending Loans	25
Issuing Reserved items	26
Attempt to Loan a Reserved Item	26
Issuing a Reserved Item	27
Where to now?	28
Deleting the tutorial information	28

What is Athenaeum Light?

Athenaeum Light is a fully functional library package oriented towards schools. It is based on Athenaeum. Differences between Athenaeum and Athenaeum Light are many. Some are listed below:

Athenaeum has

- far more flexibility when issuing items to borrowers
 - all borrowers are not restricted to the same privileges
 - each catalogue item may have restricted issue parameters
- FlexiSpell - this feature **can** give borrowers who may have spelling difficulties the ability to successfully search the catalogue, even if they incorrectly spell search words. FlexiSpell **can** also be used to build a list of synonyms for search keywords to assist the searcher.
- many more reporting features
- more comprehensive audit trails
- optional fines and/or restrictions on overdue borrowers
- the ability to suspend borrowers (only by the library administrator)
- more information can be maintained about borrowers, such as caregiver information, borrower photos
- correspondence can automatically be directed to borrower's home room OR the caregiver
- borrower privileges can include counts of the number of fiction and non-fiction currently on issue, if desired
- borrowers can write reviews for others to read
- an "automatic" stock-take capability (that is, find all items not handled in the last 'x' number of days). Such items may be missing, and this report can be used to quickly identify such candidates for loss.
- can track and report on suppliers to your catalogue

About this manual

This manual is a 'starter' to using Athenaeum Light and does not pretend to show you every aspect of using the program. For example, if you would like to know how to perform complex boolean searches on the Catalogue, then you should find out more about how FileMaker Pro can perform these functions. Athenaeum Light is created using FileMaker Pro from FileMaker Inc and consequently gives you most of the features of FileMaker Pro.

The screen shots in this manual are from the Macintosh version of Athenaeum. Athenaeum Light works equally well on Windows 95 and Windows NT, and the screens are similar in content, if not in colour. Keyboard commands are also similar, except on the Macintosh, you might use the "Command" (or Apple) key instead of the Control key.

By the way, Athenaeum Light works well in mixed networks.

Setting Up Athenaeum Light

Requirements

Macintosh with an '040 processor (475, 575, 580, 630) and 12 megabytes of RAM (it will run under 8 megabytes, but that is tight) or a PowerPC processor with 16 megabytes or more RAM.

Windows 95 (or NT) computer with at least 16 megabytes of RAM.

Sufficient hard disk for installation (about 6 megabytes) and room to grow when you enter your catalogue, say another 10 to 20 megabytes of RAM.

Athenaeum is designed to run on a computer with a 13/14" screen displaying 640 pixels by 480 pixels with at least 256 colours. If the computer you are using displays more pixels, then you should configure it "down" to 640x480. There is little advantage displaying a larger screen area, in fact, Athenaeum will not use it!

Register

Athenaeum Light is free. No catches, nor strings attached. However, we do ask that you tell us (SumWare Consulting) that you are using it. We want to keep a track of where it is going, because it is interesting. At the time of writing, Athenaeum has been installed in a school, law firm or sales firm on every continent except China. Yes, it really is free. Athenaeum Light is two things to SumWare Consulting:

You can contact us at either

Athenaeum@sumware.co.nz

Or

Library@sumware.co.nz

A marketing exercise (a good way to advertise our full product)

A contribution to the education market, particularly the remote schools who have few resources for purchasing catalogue software.

Cool! eh?

Before You Start This Tutorial...

It will be very helpful for you if you understand some basic terminology used in Athenaeum. Also, there are FileMaker Pro concepts that you should understand which will enhance your experience with Athenaeum Light.

SumWare Consulting highly recommend that the administrator of your school's catalogue purchases a full copy of FileMaker Pro and also attends at least a basic FileMaker Pro course.



Important – Read the Credits

There are some key points on this screen. Firstly, *before* you use this system in your “real world” environment, you must understand how the system works and how to use it to get the results you want. This is your responsibility.

If you don't understand the system, you may get incorrect information. For example, if you do not understand the concept of FileMaker Pro's “found set”, the valuation on the Catalogue from the Catalogue Summary Statistics may give a value considerably less than the full value.

SumWare Consulting will not be responsible for any problems arising from the use nor misuse of these FileMaker Pro templates.

Starting the Athenaeum Light for the first time:

Passwords

When you start Athenaeum Light, it will default to using the Administrator password (the top level). If you don't want Athenaeum Light to do this, then you will need to edit Athenaeum Light with a copy of FileMaker Pro 3.0 or higher and tell it to ask for a password.

The master password is librarian7.

The user password is user.

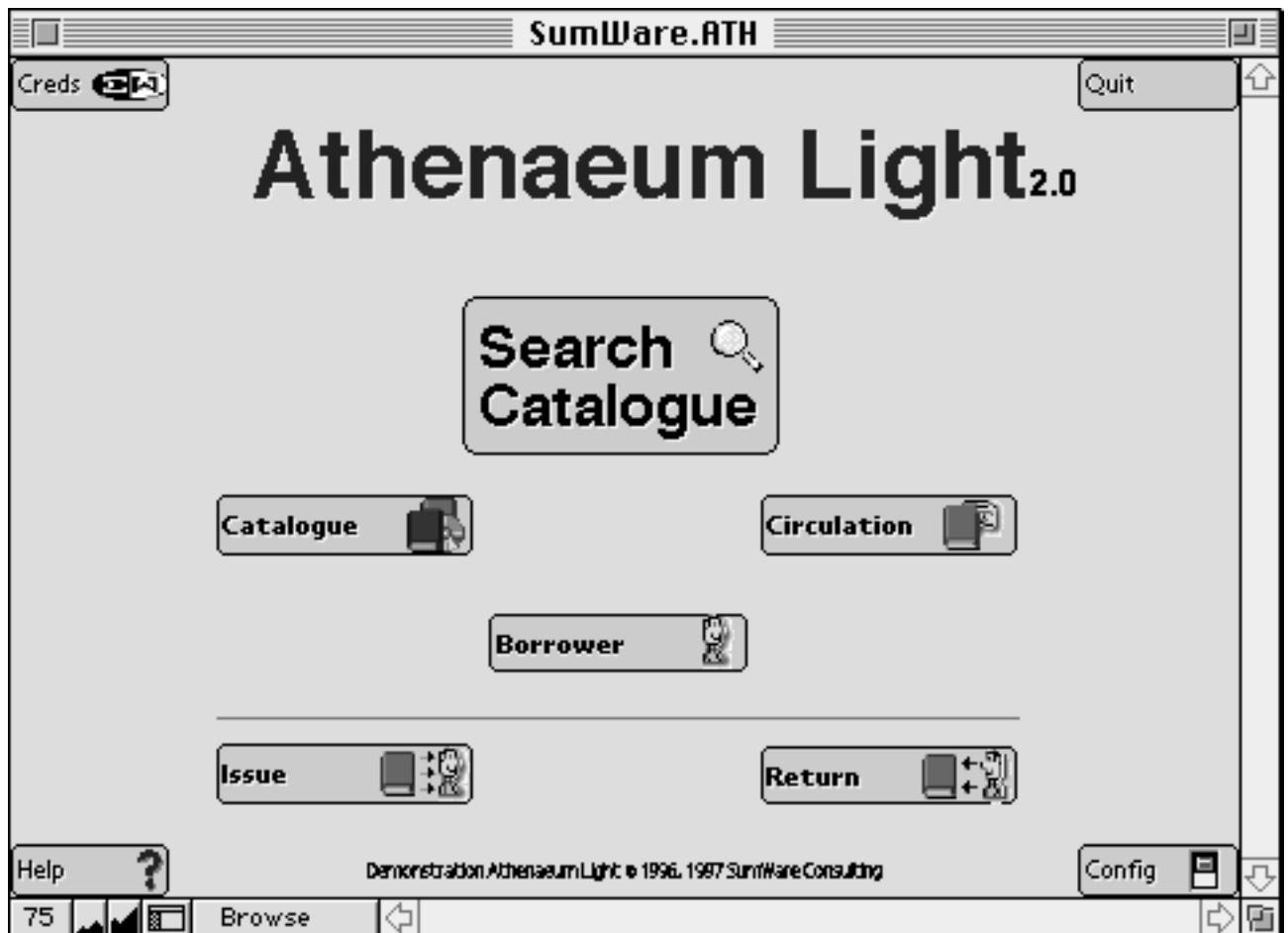
Getting Assistance.

In New Zealand, support is provided for Athenaeum Light via an 0900 number:

0900 LIBRARY (that is, 0900 54 272) calls, at the time of publishing, cost \$1.99 per minute plus GST.

Very limited support is provided via email to Athenaeum@sumware.co.nz.

The Main Screen



This is the starting point for most activities in Athenaeum Light.

To get to this screen, from anywhere, press **Control-1** (on Windows 95) or **Command-1** (on Macintosh).

This screen allows you to navigate easily to the Activity screens:- the Catalogue, the Borrowers file, the Circulation and the Borrower Types. As well, you can issue and return items directly, go to the Configuration screens, get help and Quit.

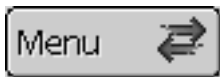
The most commonly used buttons are deliberately large, to assist very young children who might operate Athenaeum Light.

Actually, the large buttons help Adults, because kids don't really have problems with using computers!

If You Get Lost

At any time, if you get lost in the system, press ⌘-1 (on the Macintosh) or CONTROL-1 (on Windows), choose "Menu" from the Script menu or click the Menu button at the top left of your current screen. This will jump back to the main menu and cancels the current action.

Script	
Menu	⌘1
Issue	⌘2
Return	⌘3
Fast Find	⌘4



Activity Screens

The Catalogue, Borrower and Circulation files each have their own menu (Activity Screen). If you click a button on an Activity screen to perform a function, you can usually return to that Activity screen by clicking on the button at the top right of the screen. For example, the "Catalog" button (shown at the right) would return you to the Catalogue Activity screen



By the way "Catalog" is spelt so because "Catalogue" is too long to fit nicely on the button!

The Catalogue

Contains details of all resources in the library.

Borrower

Contains details of all borrowers (or users) of the library, including their name, borrowing limits and so on (Described in detail on page 16).

Circulation

The details of all items currently issued on loan from the library.

Issue

Tells Athenaeum Light that you wish to issue an item from the Catalogue to one of the Borrowers (in the Borrowers database). Press ⌘-2 (on the Macintosh) or CONTROL-2 (on Windows) on the keyboard or click the Loan button.





Return an item

Tells Athenaeum Light that an item (from the Catalogue) is being returned to the library. Press **⌘-3** (on the Macintosh) or **CONTROL-3** (on Windows) on the keyboard or click the Return button.

Enter Key & Default Buttons



A convention used throughout Athenaeum Light is that a button with a bold border (on the right - Macintosh) or a button with a black shadow (Windows 95) the default button for the current action.



Press the Enter key on the numeric keypad (the bottom right-most key on most keyboard) to select a default button from the keyboard.

Don't confuse the above key with the "Return" (Macintosh) or the "Enter" (Windows 95) key on the main keyboard (above the right "Shift" key) with the Enter key on the numeric keypad. This key in some instances has a different function.

The "Found Set"

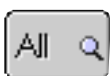
FileMaker Pro uses the concept of the Found Set to describe the collection of data that meet a certain criteria.

For example, assume you perform a find in your Catalogue for all items with the word "Pooh" in their title and you see that there are 12 items. These 12 items form the "Found Set" for that search, and can be manipulated separately to the rest of the Catalogue. That is, you can sort, print or delete just those 12 records.

Many operations in Athenaeum Light do not alter the "Found Set". Switching to a list view of the data will only show the records in the Found Set. All other records are temporarily hidden from view.

The "Print Options" button at the bottom of the screen will print a variety of reports based on the found set. You can use a custom find, with the "Print Options" button to create a very large number of reports.

List Views



To view a number of entries simultaneously, switch to a list view.

Doing so will show you some detail of each entry in the Found Set. If you need to see details of all entries in the current file, then click the "All" button at the bottom of the list view.

In many cases you can view more detail about a row in the list by clicking in that row.

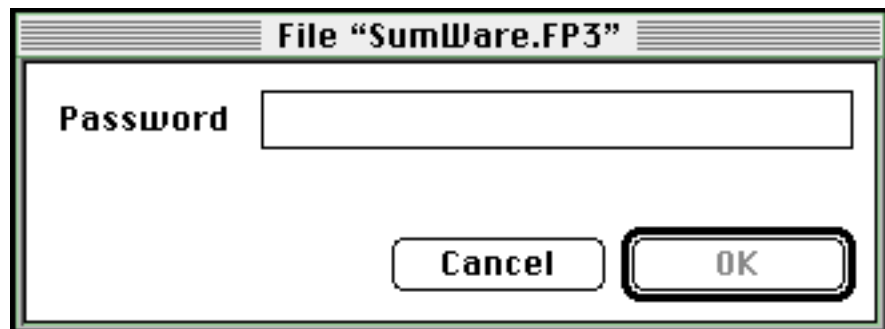
Any heading in a list view preceded by a sorting button can be sorted by clicking on the column descriptor for the list.

Starting the Tutorial

Start Athenaeum Light by double clicking the Athenaeum Light Icon.

When you first install Athenaeum Light, it will use the administrator password when starting up. You should disable this feature and have Athenaeum Light always ask for a password.

If you disable the automatic password, when Athenaeum Light is launched, you are asked for a password (the full version can be configured to not ask for this password).



Enter the Password

For this tutorial, we will log in as the Librarian, which will allow us to create/change definitions.

The normal log-on procedure (for the loans computer used by the pupils, or a “client” computer used for searching the Catalogue only) does not require a password. A default password is used, which allows only limited access.

1. Type “librarian7” (don’t type the quotes) and press the OK button.

The system will now open all of the files and perform a number of important startup routines, which will take less than a minute on a “host” machine and maybe up to two minutes on a “guest” computer.

The speed over the network depends on the type of computers you are using, the type of network, how much network activity there is, whether you are running FileMaker Pro Server, etc.

Configure Athenaeum Light

At the main menu, click on the Config (configure) button at the bottom right.



The library configuration screen is displayed.

The screenshot shows the "Library" configuration interface. At the top left, the word "Library" is in a tab-like header. The main area has a light grey background. On the right, there's a placeholder for the "Organisation Logo (128 x 128 pixels)" showing the "Athenaeum" logo. On the left, there are three text input fields: "Organisation Name" with the value "Demo", "Administrative Contact" with the value "enter librarian name", and "Administrative Position" with the value "Librarian". At the bottom, there's a white box containing several settings: "Multi-User" (off), "Input Mode" (keyboard scanner), "Show Duration on Issue" (off), "Display Borrower's Name as Last, First" (off), "maximum # items loaned" (4), "standard loan period (days)" (14), and "Latest due date" (Mon 30 Nov 98). Each setting has a small help icon (a question mark in a circle).

Enter your organisation's name in the Organisation Name field (this appears on correspondence).

Enter the Administrative contact and position, for your library (correspondence from the library will be "signed" by the details entered here).

If you have an organisation logo, paste it into the logo field.

Set the maximum number of items that a borrower can have at any particular time. If you don't want to impose limits, just set a very large number. Don't leave this field blank.

Set the duration, in days, for issues.

Set the latest due date for any item in the catalogue. This might be a few days before the end of term, or a few weeks before the end of the year.

Turn multi-user on, if you are going to allow other computers access to the catalogue. Experiment a little to see the effect.

If you are using a bar-code scanner, configure it to append "return" characters to the end of each scan and set input mode to "scanner. Otherwise, set input mode to "keyboard".

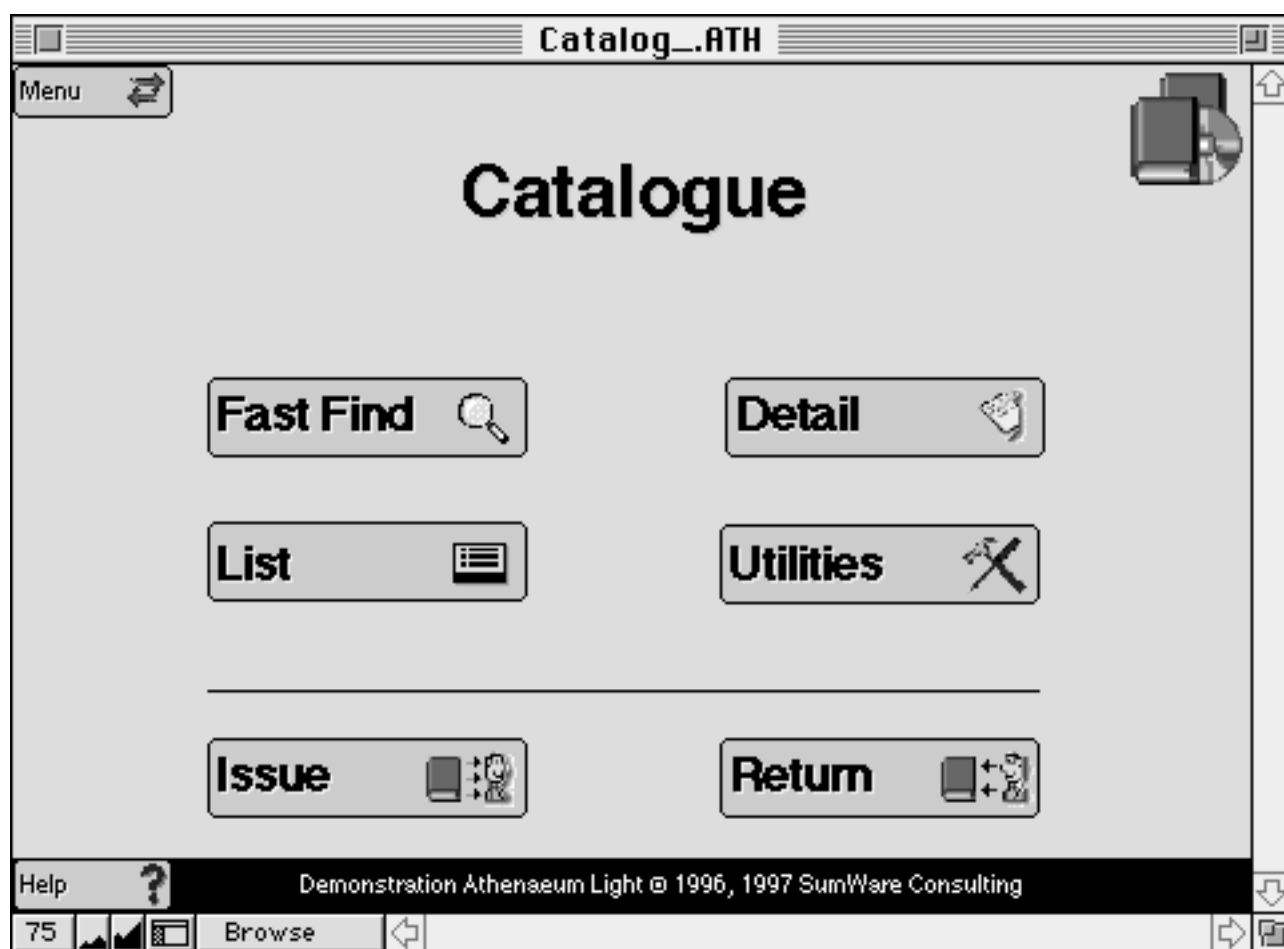
Learning Athenaeum Light



The Catalogue

The Catalogue contains information pertaining to all resources available in your library. These resources can be books, videos, compact discs, audio tapes; in fact, just about anything that you can stick a label on and issue. It also is the place where you store purchase details for each item, so you can track the total value of the catalogue, who the supplier was, and so on. In Athenaeum Light, we refer to each resource as an Item. To find out more about what information can be stored for an item, refer to the Reference Manual.

1. From the main screen, click the "Catalogue" button.
You will now see the Catalogue Activity Screen.



Find an Item

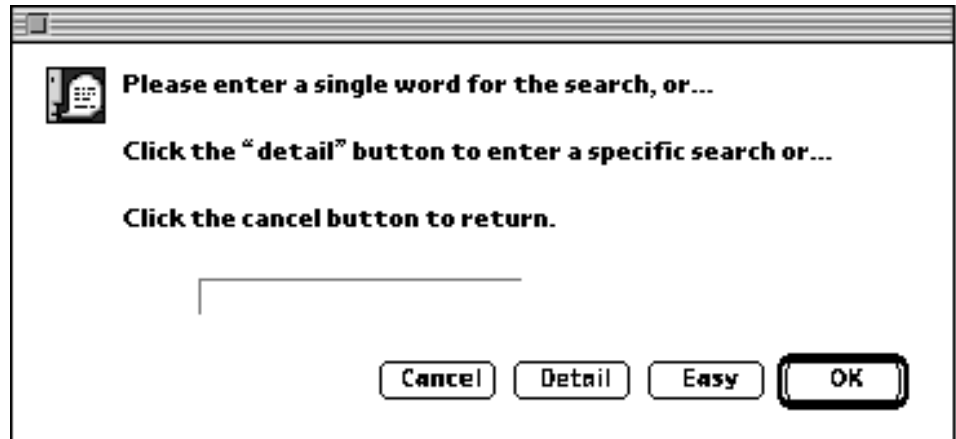
To find an item in the catalogue:



1. Click on the Fast Find button.
The intent of Fast Find is exactly that. You type something, without worrying which field the data should be in, and Athenaeum Light will try to find it.

Note that you can start a fast find at almost any time by pressing Command-4 (Macintosh) or CONTROL-4 (Windows 95)

You are now presented with the Fast Find dialog box asking you for a single word.



(Athenaeum-full version- allows spell-checking of key words entered here to assist borrowers)

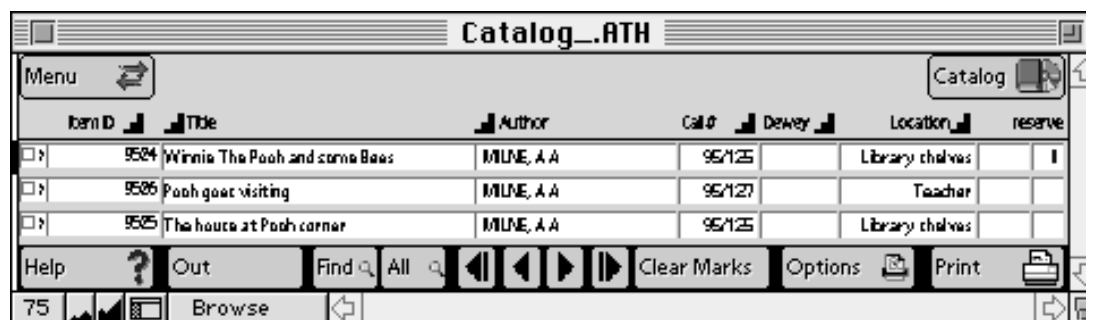
2. Type the word "pooh" and click on the "OK" button.

This will search all items in the catalogue where the title, authors, illustrator or subjects contains the word "pooh". If you wish to be more specific, click on the Detail button where you can search individual fields.

Athenaeum (full version) can be configured to allow typing mistakes making searching very easy.

The search is quite fast, even on low performance computers(486 PCs or Macintosh LC 475s, for example)! In this example, you are using a small catalogue for this tutorial. However, the search is also very fast on large catalogues (that is, 50,000 items or more)!

You are now presented with a list of items that meet the search criteria. In the example described, there are only three items. This is the "Found Set" of items.



In this list view, you can see whether an item is "in" or "out" of the library, fiction or non-fiction, author and the number of reservers for each item.

You can sort the list by clicking on any of the sort icons above each column.

You also have many options on printing this list. Click on the print button to print the list as is (current sort order, etc). Click on the Options button to see some options for grouping the 'found set' by different parameters.

On the left, you will see a checkbox with an “x” next to it. This is a general purpose “mark” field that you can use as you see fit. Refer to the Reference Manual to find out more about this option.

3. **Click on the second row in the list to see the detail.**

Virtually all lists in Athenaeum Light work the same way. If you click on a row in the list, you see the details of that row.

The screenshot shows a web browser window titled "Catalog...ATH". The interface has a top navigation bar with "Menu" and "Catalog" buttons. Below this is a tabbed interface with tabs for "Item", "Item detail", "Notes/Reserve", "Other titles", and "Admin". The "Item" tab is selected, displaying a form for item details. The form includes fields for "Itemid" (9525), "location" (Teacher Resources), "Title" (The House at Pooh Corner), "call number" (95/126), "dewey number" (empty), "Author" (MILNE, A A), "Author Origin" (empty), "Illustrator" (empty), "Special Language Needs" (empty), and "Subjects" (bears pooh honey funny picture book). The bottom of the window features a toolbar with buttons for "Help", "List", "Find", "All", "Overview", and "Browse", along with a status bar showing "75" and "Browse".

You are now shown the item’s basic detail. To see more information, click on the various tabs.

To see even more information for the item on a single screen, click on the ‘Overview’ button.

4. **Click the “Item Detail” tab**

Now you can see ISBN number, publisher details, notes, reading age, etc (the Macintosh version can automatically launch your browser and open URLs stored with the item).

5. **Click the “Notes, Reserve” tab**

You see the list of reservers for the item as well as any notes.

6. **Click the “Other titles” tab**

This lists other titles by this author (the full version of Athenaeum also displays any borrower review written for the item)

7. **Click the “Admin” tab**

You see administrative details for the item, including to whom the item is issued, if it is on loan. You can only see this if you are using the Administrative password.



Creating Borrowers

You may either type all of this information manually, or much of this data can be imported from your administration system, but there will still be some work to do.

Borrowers can be anything, in accordance with your library policy. Students, Teachers, Rooms, other libraries.

1. Click the “Borrower” button on the main screen.

Borrowers are represented by the little character with the purple sweater. Any button with this guy on it, will perform some action on a borrower.



View a List of Borrowers

1. Click on the “List” button.

Remember that list buttons always look the same and perform the same function of switching to a list layout. However, they don’t change “the Found set” of records.



Now click on a borrower to see that borrower’s details.

2. Click on the first row of the list, ID number 100.

Create a Borrower

1. Hold down the command key (Macintosh) or Control key (Windows95) and press the N key.

The borrower detail screen is again displayed, without any information, except an automatically entered borrower ID.

2. **Note the borrower ID for later in the tutorial, if it is different to 111 below.**

3. **Enter Jason Funn, year 7, room R5.**

Room numbers can be simply numbers of alpha-numeric descriptors. They are sorted as if they are alpha-numeric descriptors.

The year should be a number, such as 1 through to 12.

You should look something like the picture below.

The screenshot shows the 'Borrower Detail' screen in Athenaem Light. The 'Name' tab is selected. The form contains the following fields and values:

- unique Id:** 112
- First:** Jason
- initial:** (empty)
- Last Name (or library name if a library):** Funn
- Year:** 7
- home room:** R5
- email:** (empty)
- Address Correspondence Detail:**
 - salutation:** (empty)
 - First Name:** (empty)
 - Surname:** (empty)
 - Street 1:** (empty)
 - Street 2:** (empty)
 - town:** (empty)
 - district:** (empty)
- Address Correspondence to:**
 - ☒ Address
 - ☐ Home room

The email field can be left blank (this is a placeholder for future features in Athenaem Light)

If the borrower is a library, simply enter the library name in the Last Name field and leave the class/year and Room empty. There must be an entry in the Last Name field.

The address for correspondence (caregiver) information can be used in addressing letters to borrowers. However, this is a placeholder in Athenaem Light as it is distributed.

4. **Click the "Menu" button or press \mathbb{H} -1 (Macintosh) or CONTROL-1 (Windows).**

You are returned to the main screen.

Importing Borrowers

If you wish to import borrower data from your administration system, ensure that the file is an ASCII (text) file, with Tab or comma separated data. You only **need** first name, last name, year, home room.

Choose Import Records from the file menu and match these fields up to
brw_firstName, brw_lastName, brw_year, brw_room respectively.

Issuing Items to Borrowers (Loan)

You are now ready to issue and return items.

The prime aim of Athenaeum Light was to speed up the issue and return process, while at the same time maintaining a potentially high degree of control over the processes.

Issue an item – keyboard mode

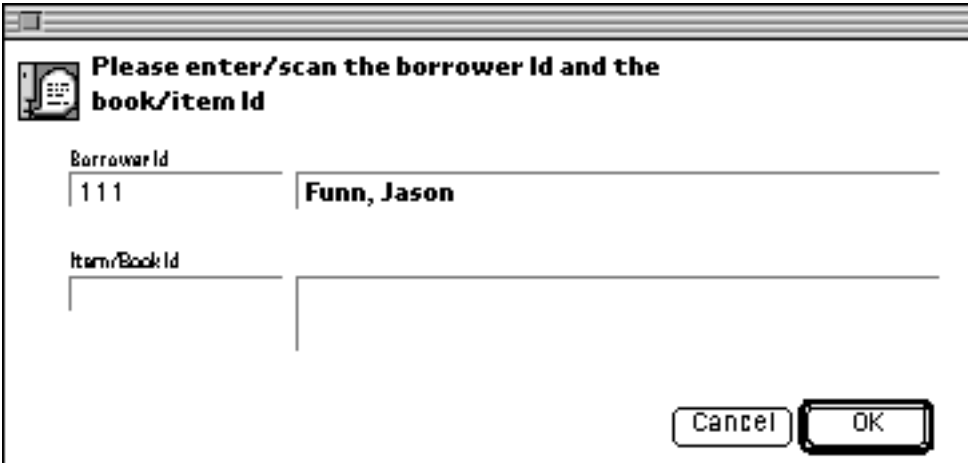
If you have configured Athenaeum Light with input mode “keyboard” then:

To issue an item, simply click on the Loan button in the main screen or press ⌘-2 (Macintosh) or CONTROL-2 (Windows).

1. **Press ⌘-2 (Macintosh) or CONTROL-2 (Windows) on the keyboard.**

If you are already in the Circulation file, this is disabled. In this case, click on a Loan button.

A dialog box is displayed asking you to enter two pieces of information.



Please enter/scan the borrower Id and the book/item Id

Borrower Id 111	Funn, Jason
Item/Book Id	

Cancel OK

2. **Type 111 (or the ID of the borrower you created in the last section, if it is different).**

Notice that the previous borrower’s ID was displayed. This is very useful when someone is borrowing multiple items.

For this tutorial/ demonstration, it is assumed that you don’t have a bar-code scanner plugged into your computer. If you did, you would simply scan the user’s bar-code.

3. **Press the tab key to move to the Item/book ID field.**

The borrower’s name is displayed.

Many bar-code scanners can be configured to automatically “type” a certain character after the bar-code has been scanned. With Athenaeum Light it is very useful to have the scanner automatically “type” the Tab character (ASCII 9)

4. **Type 9525**

Pressing the TAB key displays the title of the catalogue item. Note however, that this is not a required action.

5. **Click on the “OK” button or press the ENTER key (*not* the Return key).**

The record is processed and you are ready to issue another item (yes, it is that quick to issue items). The “Loan” dialog is displayed again, ready for another loan.

Now borrower 111 wants to borrow a number of books, so, to issue another item to the same person, simply press the tab key and enter 1447 (the code for the next item) and press the ENTER key.

7. **Press the TAB key once.**

8. **Type 1447.**

9. **Press the ENTER key (bottom right-most key on the keyboard).**

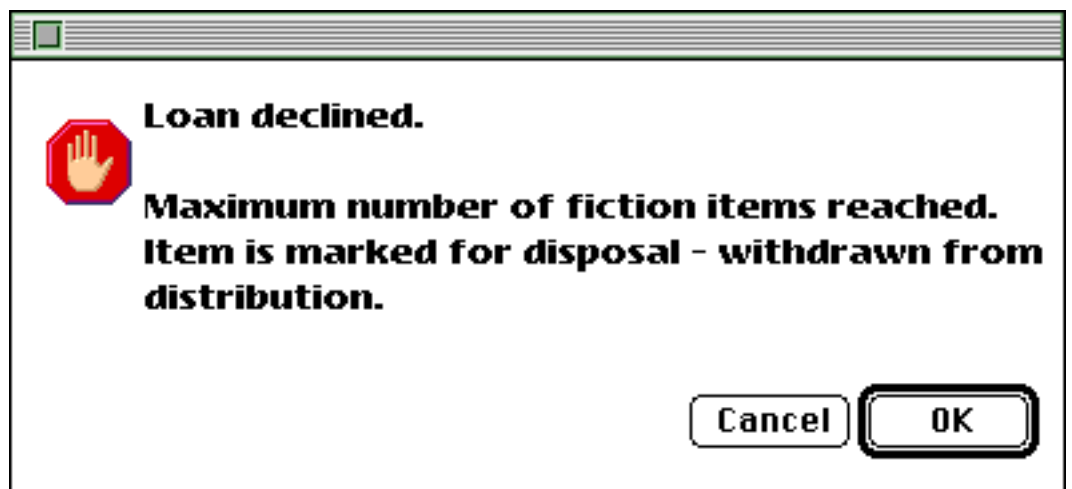
The loan is processed.

10. **Click the OK button or press the ENTER key.**

You are now ready to issue borrower 111 a third book.

11. **Press the TAB key and type 9526.**

The screen goes red, the computer beeps and a warning dialog, similar to the following, is displayed.



This loan is denied, and the reason(s) are stated in the dialog box.

If the loan should not have been declined, then the borrower will have to meet the librarian who can change that borrower's status (or explain to the borrower why the loan was denied).

The screen goes red, so that this dialog can easily be seen. Experience has shown that many operators actually don't look at the screen when loaning / returning items. By having the screen go red, it is more likely to catch the operator's eye!

If the loan was attempted using the normal password, then the librarian cannot make changes to the borrower status from that computer. Either connect from another computer on the

network using the librarian's password or close the booking system and connect again using the librarian's password (not recommended).

12. Click the OK button.

You are returned to the "Loan" dialog box.

If you have configured Athenaeum Light with Input mode "Scanner" then you will be asked for the same information, but one item at a time.

Athenaeum Light 3.0 is configured, by default, to "Scanner" mode.

The advantage of doing this is that the issue / return / check / stock-take processes are faster and more accurate.

Experiment with the different modes to find out what is appropriate.

Issuing "Loaned" Items

Now recall that you have just issued [9525] The House at Pooh Corner. You may find that pupils return an item by placing it on the library shelves *without* properly returning it via the "Returns" desk. This situation is handled in Athenaeum Light by automatically returning the item and then re-issuing to the new borrower.

Let's assume that item [9525] was put back on the shelf and a new borrower now brings it to the Loans desk to borrow it.

1. Type 105 (for the borrower ID) and TAB.

2. Type 9525 (for the item ID) and press the ENTER key.

The computer beeps a few times (to indicate that it is first returning the item).

The item was issued as per normal.

If you were to look at the log file (which is beyond the scope of this tutorial), you would see that an extra "Return" transaction was automatically executed.

If the previous borrower had not returned the item properly and the item was overdue, then a fine would automatically be levied on that borrower and a dialog box would be displayed showing that a fine was issued.

Depending on your system configuration, the previous borrower may not be able to borrow any more items until the fine is settled with the librarian.

3. Click on the Cancel button.

You return to the Circulation Screen.

Managing Overdue Items

As Librarian, you need to keep track of overdue items. To view a list of overdue items, click on the "Overdue" button in the Circulation menu (if you are in the main menu, click on the Circulation button first).



1. Click the “Utilities” button on the Circulation activity screen (if you went to the main menu instead, you will need to click the “Circulation” button first). You now see the Circulation Utilities screen



2. Click the List O’due button from the due/overdue group (it has a printer icon on it).

If there are no items overdue, a message is displayed to that effect. Otherwise, a report is previewed on screen.

(The other overdue button, with the page on it, will let you edit the text of overdue letters.)

2. Click the Continue button or press the ENTER key.

The print dialog box is displayed.

3. Click the Cancel button if you don’t wish to print the overdue list, otherwise, click the OK button.

You may also print letters to be issued to late/overdue borrowers by clicking the “Late Letter” button.



4. If you have a printer connected to your computer, click the Letter 1 button.

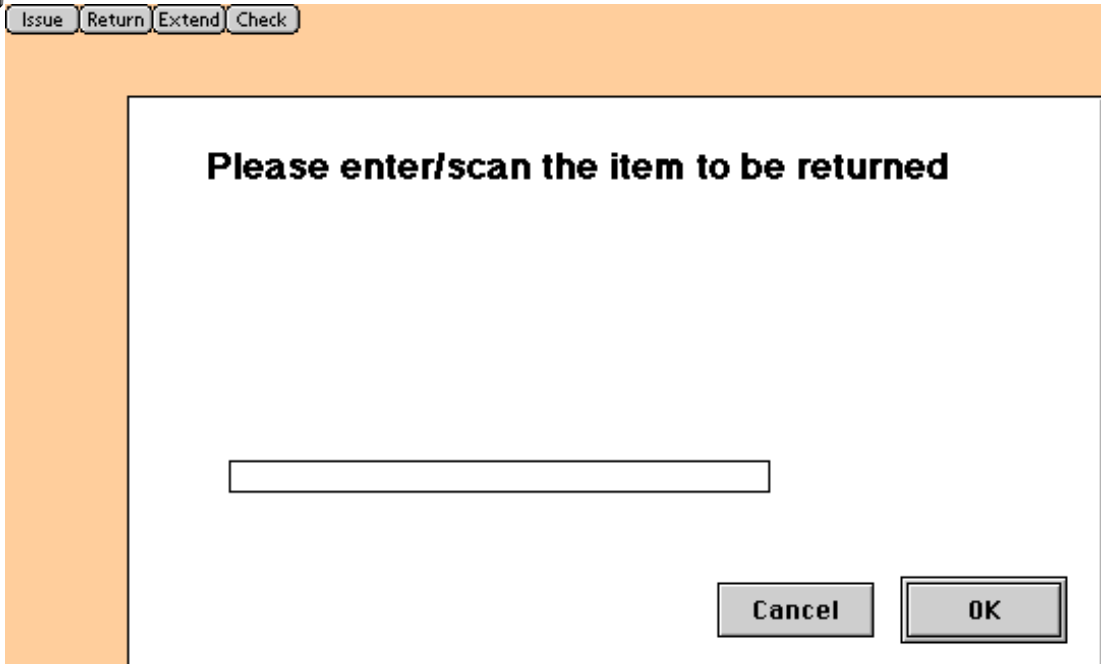
The wording of late letters may vary for your installation, but by default, the due date, the current fine and replacement costs are printed.

Athenaeum (full version) has two default letters.

Returning Items

Sooner or later, you will need to return items to the catalogue.

1. Click the "Menu" button to return to the Main screen.
2. Click the Return button.

A dialog box with an orange header bar. Inside, the text "Please enter/scan the item to be returned" is centered. Below the text is a long, empty rectangular input field. At the bottom right are two buttons: "Cancel" and "OK".

The return dialog is displayed asking for the ID of the item to be returned. (note the buttons at the top left-these allow you to switch between issue/return/extend/check at any time.)

3. **Type 9525.**
This item was issued earlier in the tutorial. If you have experimented with Athenaeum Light, you may need to re-issue this item before trying to return it.
4. **Click on the OK button or press the ENTER key.**
The item is processed and you see the return dialog again.
5. **Type 9524 and press the Enter key.**

A dialog box with a double border. The text inside reads "This item is reserved. Please put it aside and a notification will be printed." At the bottom right are two buttons: "Don't Print" and "OK".

(This item is overdue *and* reserved.)

Because the item was reserved, Athenaeum Light will, by default, print a Reserve notification letter as well as displaying the message. You can then send the letter to the reserver.

This letter can be customised for each library.

7. Click the Don't Print button.

The condition of the returned item is displayed.

8. Click the OK button or press the ENTER key.

Some of the details above will be different, depending on the date you are doing this tutorial. The amount of the fine is determined by the number of days that the item is overdue, an optional base fine, the default fine per day and whether or not the full purchase price of the item is included or not. Setting the default fine is described in the Reference Manual.

10. Click the Cancel button.

Extending Loans



A current loan can be extended by clicking the “Extend” button on the Circulation menu.

1. Click the Extend button.

A screenshot of a software dialog box. At the top left is a warning icon (a triangle with an exclamation mark). To its right is the text "Please enter /zap item to be extended" in a bold, sans-serif font. Below this text is a single-line text input field. At the bottom right of the dialog box are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a thick border.

If the borrower has returned the item to the loans desk, scan the ID of the item at this dialog. If the borrower has not returned the item, you must manually enter the ID.

2. **Type 9525 and press the ENTER key.**

The loan is extended.

The new due date is calculated by adding the appropriate number of days to the previous due date, not the current date.

If the item is reserved, you will not be able to extend the loan.

If a borrower has reached his/her borrower default limits, it is still possible to extend the loan, as this does not affect the number nor type of items currently held.

Issuing Reserved items

Attempt to Loan a Reserved Item

1. Click the "Issue" button (or use the keyboard shortcuts).
2. Type 106 as the borrower ID and 1002 as the item ID.

Please enter/scan the borrower Id and the book/item Id

Borrower Id: 106 Cook, Peter

Item/Book Id: 9524 Winnie The Pooh and some Bees

Cancel OK

3. Press the ENTER key.
Because the item is reserved, the following message is displayed and the loan is stopped.

This item is reserved, please check the reservations and if OK, loan from the next screen

OK

The loan will not continue and Athenaeum Light switches to the Catalogue file and shows you the detail for the reserved item. The reserves will look similar to this:

Reserve List (click one to issue/remove)

103	Cruise, Thomas	6/9/96	8:56 PM	↑
100	Russell, Rob	6/9/96	8:56 PM	
				↓

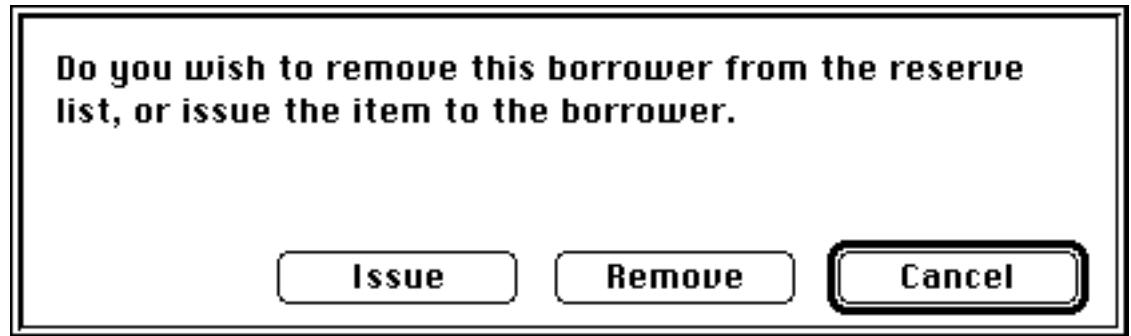
At the bottom left of the Notes, Reserve screen, you can peruse the reserve list. The item can only be issued to the first of the borrowers on the reserve list. If you wish to

make the item free for general borrowing, every borrower on the reserve list must be removed.

To do either, simply click on the name of the first borrower in the reserve list and respond to the resulting dialog box as appropriate.

Issuing a Reserved Item

1. Click on the first reserver

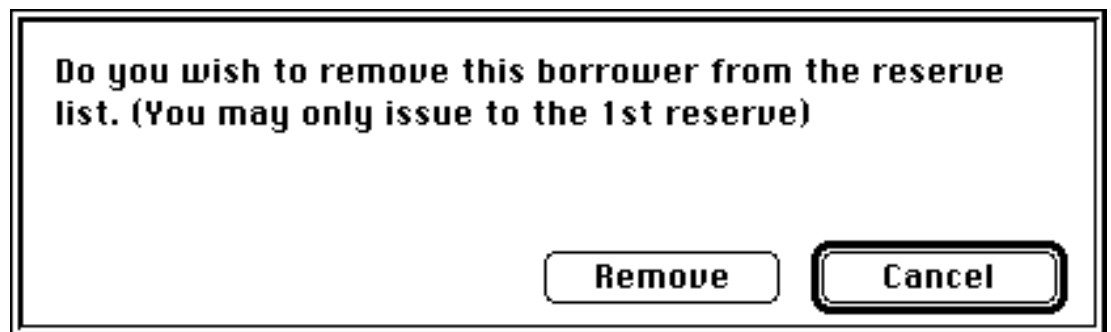


A dialog box with a double border. The text inside reads: "Do you wish to remove this borrower from the reserve list, or issue the item to the borrower." At the bottom, there are three buttons: "Issue", "Remove", and "Cancel". The "Cancel" button is highlighted with a thick border.

2. Click the Cancel button

If you click on a subsequent borrower in the reserve list, you will only have the option of Removing that person or cancelling.

3. Click on the second reserver.



A dialog box with a double border. The text inside reads: "Do you wish to remove this borrower from the reserve list. (You may only issue to the 1st reserve)". At the bottom, there are two buttons: "Remove" and "Cancel". The "Cancel" button is highlighted with a thick border.

Notice that there is no option to issue the item to the reserver!

4. Click Remove.

The borrower is removed from the reserve list.

5. Click the first Reserver.

6. Click Issue.

If the first reserver has not reached their limits, then the item is issued to them, otherwise, the issue will be rejected AND they will be removed from the reserve list.

If you remove someone from the reserve list (because they cannot get to the library in the next few days, for example) then do consider adding them to the end of the list!

Where to now?

You have now completed the Athenaeum Light tutorial and should have a basic understanding of the principles behind Athenaeum Light.

Practice further on the tutorial files and get completely comfortable with the basics.

Then start exploring. Try the many options in Athenaeum Light on the tutorial files. By using these files, you won't do any damage to real data. If you get into a complete mess, then delete all of the files and go back to the installer disks.

Re-read the tutorial, especially some of the italicised explanatory notes. They cover some of the reasons why an action occurs and may save you asking questions later.

Attend a FileMaker Pro Basics course, to get a better feel of how the "engine" of Athenaeum Light works. If you learn FileMaker Pro keyboard skills (stepping through records and fields; viewing the index; understanding the found set and so on) you will improve your speed at retrieving data, but more importantly, you will be much better able to work out how to create custom reports and examine your library's usage.

When you feel like you are ready to enter your own data (a big job), delete all of the information in the tutorial files and start typing!

Deleting the tutorial information

To delete information from the tutorial (so you can create empty files for your data) you need to select each file from which data must be deleted (use the window menu) and then choose Delete All from the Mode menu.

You need to delete data from these files

- Catalog_.ATH (the catalogue)
- Circuln_.ATH (the list of items in circulation)
- Borrowr_.ATH (the list of borrowers)
- Catarc_.ATH (the list of archived items)
- CircArc_.ATH (the history of returned items)
- Supplr_.ATH (the list of suppliers to your library)

