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Ayvurenda

A GUIDE FOR LIBRARY STAFF

The desk

Lending, returning, setting aside what someone is waiting for and seeing what is late: what happens every day at the library desk, step by step.

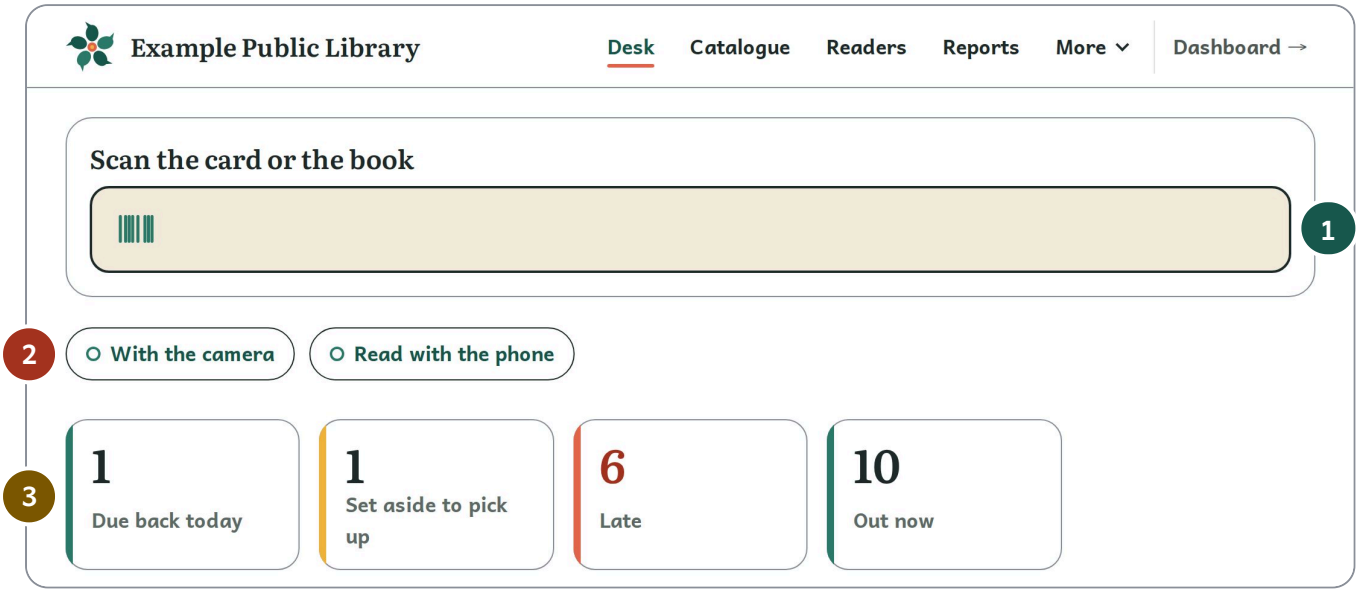


For whoever looks after the desk of any library: public, university, company or school.

FIRST THINGS FIRST

One field for everything

There are no «lend» or «return» buttons at the desk. You scan the card or the book, and the library knows what to do with it.



1 Scan the card or the book

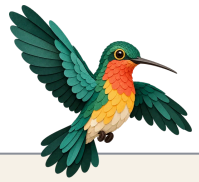
With a barcode scanner, or by typing the code or the reader's name and pressing Enter. The cursor always stays in the field, ready for the next one.

2 No scanner?

«With the camera» reads codes with the computer's camera. «Read with the phone» turns your phone into the desk's scanner.

3 Today

What is due back today, what is set aside to be collected, what is late and everything on loan. Each card opens its list.



The desk warns you, but **you decide**: nothing gets stuck, and everything can be undone.

Lending

First the card, then each book.



1 The reader

Scan their card and you see who they are, with a link to their profile.

2 What they have

The books they have on loan and when each is due. Anything late, in red.

3 Each book, lent

Scan the books one after another. Each line says when it is due, by your library's lending rules.

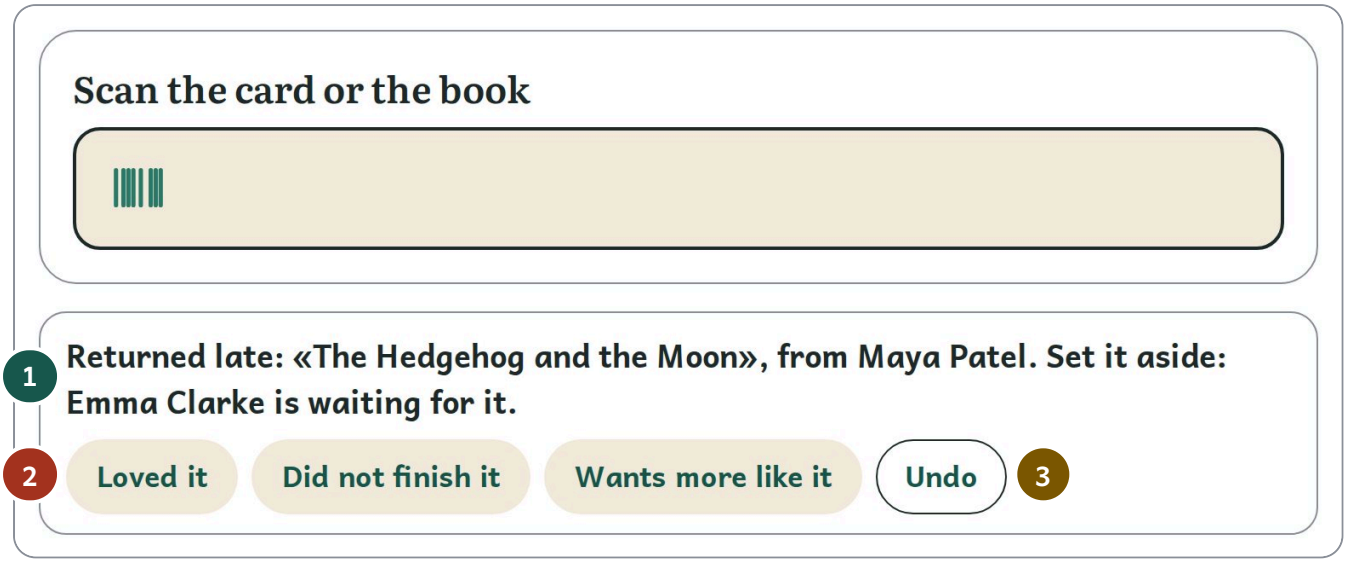
4 Undo

Wrong book or wrong reader? «Undo», on the same line (or Ctrl+Z), puts it back as it was.

When you finish, «Close», or simply scan the next reader's card.

Returning

No card is needed to return a book: scan the book and that is it.



1 Returned

The line says whose it was. If another reader is waiting for it, it says so too: «Set it aside», and the book stays at the desk for them.

2 A one-touch note

«Loved it», «Did not finish it» or «Wants more like it». The library uses them to suggest what they may enjoy next. None of them has to be touched.

3 Undo

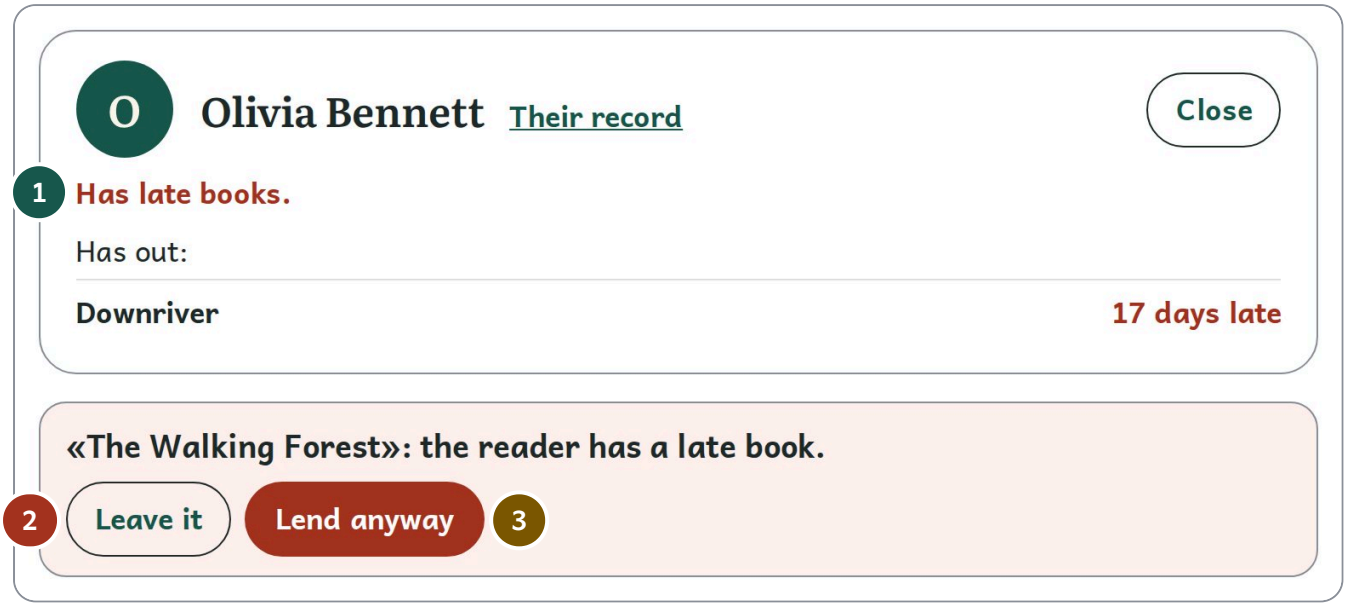
If it was not that book, «Undo» puts it back on loan.



Sometimes, as a book comes back, a character of the library says a word in a corner of the screen. **It goes by itself** after a few seconds and never slows anything down.

When something does not add up

The desk warns you, and you decide.



1 **Worth knowing**
If the reader has late books, you see it in red on their card.

2 **Leave it**
The book is not lent. The line stays so you know what happened.

3 **Lend anyway**
The book is lent even though the warning says otherwise: one book too many, a reader with late books, a reference book…

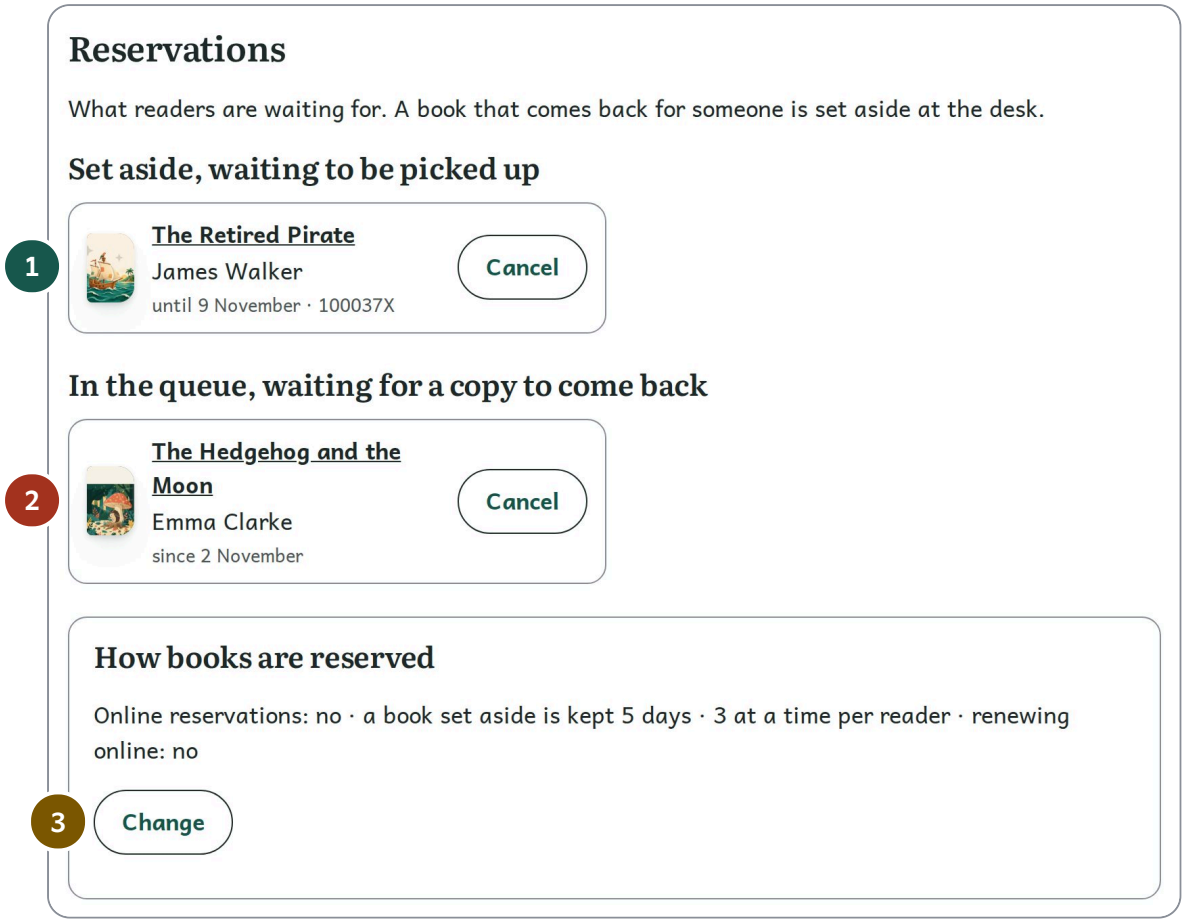
A book set aside for someone else



If you scan a book that is being kept for another reader, the desk says so. «Keep it set aside» keeps it for whoever was waiting; «Lend it anyway» gives it to the reader in front of you, and the reservation goes back to the queue, first in line.

Reservations

If a book is out, a reader can ask to be told when it comes back.



1 Set aside

Books that have come back and wait at the desk for their reader, with the date they are kept until.

2 In the queue

Books that are still out. When they come back, the desk will tell you to set them aside.

3 How reservations work

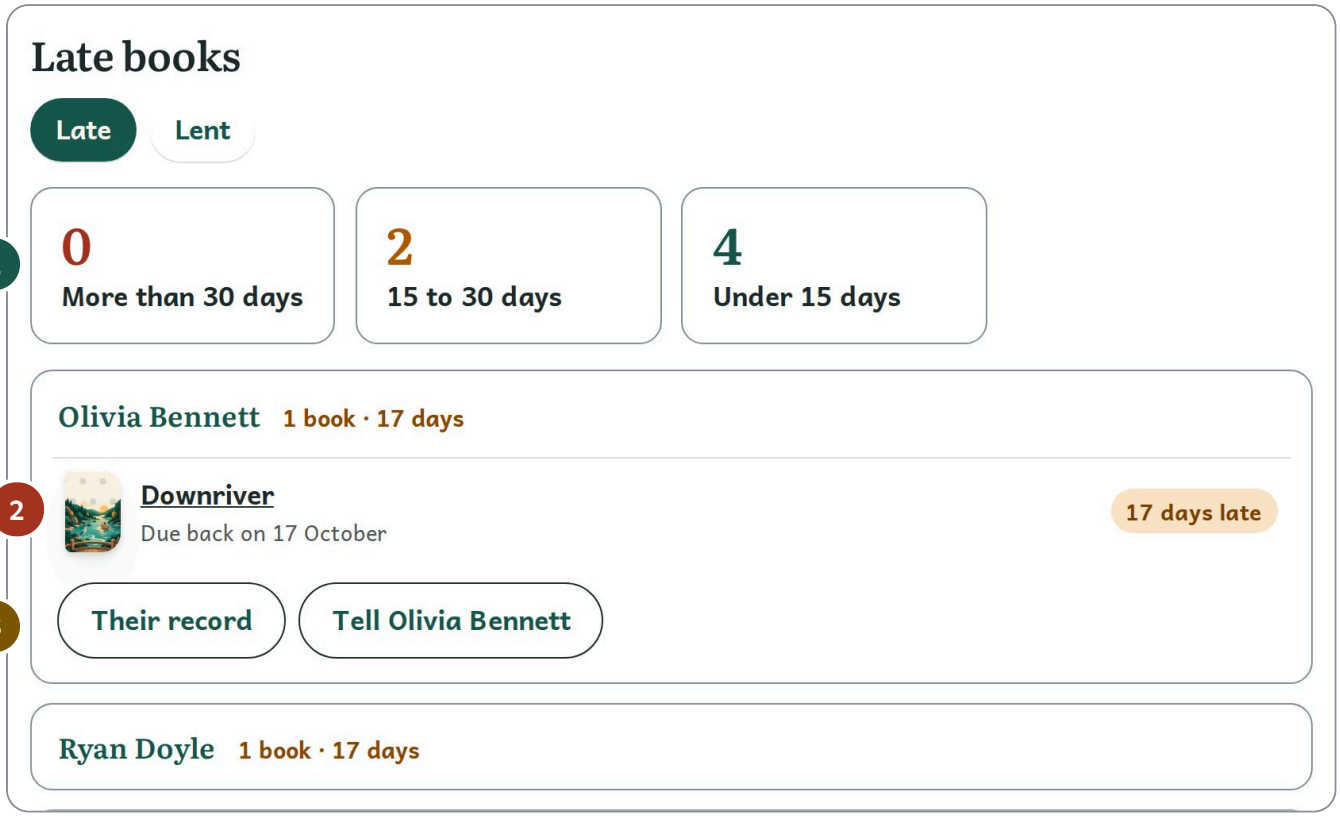
Whether readers can reserve from home, how many days a book set aside is kept and how many reservations each reader may have. «Change» adjusts it.



To reserve a book for a reader, open the book's page and use «Reserve for a reader». When the book is set aside, the reader gets a message. «Cancel» removes a reservation.

Late books

Who has books that should already be back, and since when.



1. **How late**
   Three bands: more than 30 days, 15 to 30 and fewer than 15. Each band filters the list.

2. **Each reader**
   Which book they have and how many days late it is.

3. **Profile and reminder**
   «Tell…», with their name, sends them a reminder right now.



The library also reminds readers with late books every day by itself, through the platform's messages. In a school library, late books are grouped by class and the form tutor is told too.

And also

Worth knowing about a desk that never stops.

Offline

If the network goes, keep scanning cards and books as usual: the desk keeps them on the computer, with their time, and sends them by itself when the network is back.

Read in the library

A book read in the library and not taken home: scan it without a card and press «Read in the library» (or Alt+S). It counts in the library's figures.

Self-loan

A post in the room where each reader lends themselves books with their card, with no account or password. Create it in «Self-loan».

How do I...?

At the end of every screen: write what you want to do and it gives you the steps. Many screens also have their own guided «Help», with a voice.

From the keyboard, scanner still in hand

Enter	Sends what you typed	Ctrl + Z	Undoes the last line
Alt + 1 / 2 / 3	The one-touch notes on a return	Alt + A	«Renew», when it is offered
Alt + S	«Read in the library»		

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