

## Providing patron with list of items on loan

- **Article Type:** General
  - **Product:** Aleph
  - **Product Version:** 20
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### Description:

If a patron wants a list of their items on loan, what's the best way to provide this?

### Resolution:

Responses on Global Aleph Users Discussion list ...

[From Alan Exelby, University of East Anglia:]

I don't believe you can do this as part of the receipt, but you can do it easily as a separate operation. In the Loans tab, on the right, is a Letter button, which gives you a list of options, the defaults for which include 'Borrower summary'. [F11 will give you a print-preview which can be printed.]

We tend not to use this much ourselves these days (users are strongly encouraged to monitor their accounts online through OPAC or other means), but for years we used this a lot and it always worked well for our staff (though I think that in earlier versions of Aleph you had to move from the Loans tab to the Patron tab to get the Letter button).

[From Kevin Collins, SUNY - Stony Brook:]

In version 20, patrons can print lists of their loans in the Web OPAC. (ie of all items on loan, items on hold request, and items recently returned.)

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- **Article last edited:** 10/8/2013