# Reading Room Loans at the National Library of Sweden

**Background**

About 75 % of the loans at the National Library of Sweden are reading room loans. The reading room loans are items that cannot be taken out of the building, they are checked out (loaned) for use inside the National Library of Sweden. The reading room loans can be viewed either in the Main Reading Room or in the Special Reading Room for rare books. Both reading rooms have circulation desks and waiting shelves (which are out of reach for patrons and this is where the items are placed before they are loaned). The reading room loans can be returned completely, i.e. checked in and sent back to the closed stacks (to loan the item again a new request from the closed stacks is needed). Alternatively the loans can be stored temporarily for further reading the same or another day, i.e. kept on the waiting shelf and marked in the Integrated Library System (ILS) as such (to read the item no request from the closed stacks is needed). The actual location of items can be tracked in the ILS throughout the period the patron has them on loan. It is also possible in the ILS to see the time period the items have been on either the waiting shelf or in the Reading Room, and when the patron loaned/received a message about the item for the first time and the return date due for the loan.

**Current workflow**

Ordering:

* What: the patron requests an item from the closed stacks.
* Where: in the Discovery system.
* What: the staff fetches the requested item.

Processing an order:

* What: the staff scans the RFID tag/barcode of the item.
* What: In a single transaction the item is checked out (loaned) to the patron and marked as delivered to the waiting shelf in one of the reading rooms, at the same time an e-mail is sent to the patron. But the item is not yet fetched by the patron.
* Where: in the ILS.
* What: the staff delivers the item to the waiting shelf.
* Where: one of the waiting shelves behind the circulation desks either in the Main Reading Room or in the Special Reading Room.

Checking out a new item:

* What: the patron goes to the correct circulation desk.
* What: the staff fetches the item from the waiting shelf.
* What: the staff scans the RFID tag/barcode of the item.
* What: the item changes location from the waiting shelf to the reading room. The patron gets the item and studies it in the reading room.
* Where: in the ILS.

Storing the item (temporarily for a short time or several days):

* What: the patron returns the item to the staff and indicates that s/he will continue reading it.
* What: the staff marks the item as being stored on the waiting shelf.
* Where: in the ILS.
* What: the staff puts the item on the waiting shelf.

Checking out a temporarily stored item:

* What: the patron asks for a temporarily stored item.
* What: the staff fetches the item from the waiting shelf.
* What: the staff scans the RFID tag/barcode of the item.
* What: the item is transferred from the waiting shelf to the reading room.
* Where: in the ILS.

Returning the item:

* What: the patron returns the item to the staff and no longer wish to use the item.
* Where: at the circulation desk.
* What: the staff returns the item and sends it back to the closed stacks.
* Where: in the ILS.