Learn how you can configure and disable Folio reservation options using OLIB Web.

**Default behaviour of reservations in Folio**

Folio displays the Reserve button in the hitlist and the Title details by default. For example in the hitlist:

![Global wine tourism: research, management and marketing (2007)
Carlsen, Jack; Charters, Stephen](Image)

There are a large number of parameters in OLIB Web that control whether a user is able to place reservations and which copies are reservable by that user.

Sometimes this results in the Reserve button not being displayed in Folio for that user. For example the user may have reached their maximum number of permitted reservations.

If there are no reservable copies for that user, OLIB does not allow the reservation to go ahead. A message is displayed explaining why the reservation is not allowed, e.g. no reservable copies at the user's location.

If the user tries to reserve an item but he/she is not already logged in, Folio immediately displays the login form when the user clicks Reserve.

After logging in, Folio displays the user's chosen item to reserve as normal.

Within the above constraints, if the Reservation can go ahead, Folio displays the following:

![Reservation](Image)

By default Folio responds with:

**Thank you for your reservation. You will be notified in due course when the item is available for you to collect.**
The user can track their reservation by going to User Services> View / Update Account:

<table>
<thead>
<tr>
<th>Res. No.</th>
<th>Title</th>
<th>Date Reserved</th>
<th>Status</th>
<th>Hold Expires</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>323</td>
<td>Global wine tourism / Carlson, Jack; Charters, Stephen</td>
<td>5 October 2020</td>
<td>Unconfirmed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By default Folio allows users to cancel their reservation. When the **Cancel** reservation icon is clicked, the reservation is removed from the table as it is no longer an active reservation.

### Configure Collect From and Deliver To fields

These fields can be included on the reservation hitlist so that the user can specify:

- which location he/she would like to collect the item from
- which of his/her addresses he/she would like the item to be delivered to

Up to 5 settings can be configured to enable this:

1. Decide which settings are required and create them with the values as shown in the table below.
2. Go to OPAC> Configuration Settings and search by Configuration Block - **g_reserve**. If the setting does not already exist, click New Record.
3. Enter the details below and save.

<table>
<thead>
<tr>
<th>CONFIG BLOCK</th>
<th>SETTING</th>
<th>DESCRIPTION</th>
<th>VALUE / EXAMPLE</th>
<th>SEQUENCE 1</th>
<th>SEQUENCE 2</th>
<th>INCLUDE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>g_reserve</td>
<td>show_coll_loc</td>
<td>&quot;Y&quot; OR &quot;N&quot;</td>
<td>22</td>
<td>0</td>
<td>Y</td>
</tr>
</tbody>
</table>

https://help.oclc.org/Library_Management/OLIB/Folio/Reservations
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<table>
<thead>
<tr>
<th>CONFIG BLOCK</th>
<th>SETTING</th>
<th>DESCRIPTION</th>
<th>VALUE / EXAMPLE</th>
<th>SEQUENCE 1</th>
<th>SEQUENCE 2</th>
<th>INCLUDE?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From field is displayed. This becomes a drop down of locations to select from. If this setting is not included, the Collection Location field will not be displayed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>g_reserve</td>
<td>l_coll_loc</td>
<td>&quot;Collect From:&quot;</td>
<td>23</td>
<td>0</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Label for the Collect From field. Defaults to &quot;Collect From:&quot; if the setting is not included.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>g_reserve</td>
<td>coll_locs</td>
<td>&quot;;MAIN;B1;&quot;</td>
<td>24</td>
<td>0</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List of location key IDs. A semi-colon-separated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONFIG BLOCK</td>
<td>SETTING</td>
<td>DESCRIPTION</td>
<td>VALUE / EXAMPLE</td>
<td>SEQUENCE 1</td>
<td>SEQUENCE 2</td>
<td>INCLUDE?</td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>-----------------</td>
<td>------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>g_reserve</td>
<td>show_del_addr</td>
<td>“Y” or “N”</td>
<td>25</td>
<td>0</td>
<td>Y</td>
</tr>
</tbody>
</table>

and delimited list of location key IDs.

Sorted by location Long Description (case-insensitive).

If this setting is not included, all locations will be included in the list (except for the XXXXX location).

Whether the Deliver To field is displayed. This becomes a drop down addresses from the user's record.

If this setting is
<table>
<thead>
<tr>
<th>CONFIG BLOCK</th>
<th>SETTING</th>
<th>DESCRIPTION</th>
<th>VALUE / EXAMPLE</th>
<th>SEQUENCE 1</th>
<th>SEQUENCE 2</th>
<th>INCLUDE?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>not included, the Deliver To field will not be displayed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>g_reserve</td>
<td>Label for the Deliver To field.</td>
<td>&quot;Address To Deliver To:&quot; if this setting is not included.</td>
<td>26</td>
<td>0</td>
<td>Y</td>
</tr>
</tbody>
</table>

When you reload Folio, changes take effect immediately.

Note: in Folio, the drop down list of locations is displayed in alphabetical order, but the user's home location is always displayed as the first option in the list, and it is the default value for the field.

### Disable "Reserve all"

You can configure whether or not the Reserve all link is displayed on the reservations page (with the message You have displayed an interest in the following items...)

To prevent the Reserve All link from displaying, add another setting to g_reserve:

- hide_reserve_all

<table>
<thead>
<tr>
<th>CONFIG BLOCK</th>
<th>SETTING</th>
<th>DESCRIPTION</th>
<th>VALUE / EXAMPLE</th>
<th>SEQUENCE 1</th>
<th>SEQUENCE 2</th>
<th>INCLUDE?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>g_reserve</td>
<td>Whether &quot;Y&quot; OR &quot;N&quot;</td>
<td></td>
<td>27</td>
<td>0</td>
<td>Y</td>
</tr>
</tbody>
</table>
Disable reservations in Folio

If you do not want to allow OPAC reservations in your library the following configuration choices will switch off the Reserve button on the title hitlist:

**Remove the Reserve button**

The hitlist contains the Reserve button by default. This is a setting in the `t_hitlist array` in `g_title_details`.

1. Go to Configuration Settings.
2. Search for `t_hitlist`.
3. Locate the setting "`action_resbutton`" and set `Include?=N`.

This prevents the Reserve button displaying in the hitlist.

**Remove the Reserve button from the hitlist for specific Media Types**

The `action_XXXXX` settings will determine whether the Reserve button is actually displayed on a media type by media type basis. There is an `action_XXXXX` setting in both the `g_title_hitlist` and `g_title_details`.

The Reserve button can be displayed depending on each media type. Use the `action_[media type]` setting in `g_title_hitlist` to configure this button.

1. Go to Configuration Settings.
2. Search for the setting e.g. `action_BKM` (`action_[media type]`) in `g_title_hitlist`.
3. Delete “res” from its Value field, just leaving “” (2x double quotes) remaining.

Other media types include - `action_SER`, `action_SREC`, and so on. You can create other `action_[media type]` settings as required, e.g. `action_conf`.

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Disable the Reserve button in title details

This is carried out for each Media Type using the “action_” settings in the g_title_details. For example the media type BKM:

1. Go to Configuration Settings.
2. Search for the setting action_BKM (action_[media type]) in g_title_details.
3. Delete “res” from its Value field, just leaving “” (2x double quotes) remaining.

Other media types include - action_SER, action_SREC, and so on. You can create other action_[media type] settings as required, e.g. action_conf].

Remove the Reserve option from the Actions drop down

There is an Actions on selected items drop down box at the top of the hitlist that lists the Reserve option in the standard system. The contents of this list are also configurable. As standard, Folio includes a Reserve option in the Actions on selected items box at the top of the hitlist:

The options that can be included in this list are from the action_array settings in g_title_hitlist:

<table>
<thead>
<tr>
<th>ID</th>
<th>Media Type</th>
<th>action_array</th>
<th>Description</th>
<th>Include</th>
<th>Action Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>603011</td>
<td>1</td>
<td>g_title_hitlist</td>
<td>action_array</td>
<td>Y</td>
<td>1</td>
</tr>
<tr>
<td>1000230</td>
<td>1</td>
<td>g_title_hitlist</td>
<td>action_array</td>
<td>Y</td>
<td>2</td>
</tr>
<tr>
<td>603019</td>
<td>1</td>
<td>g_title_hitlist</td>
<td>action_array</td>
<td>Y</td>
<td>5</td>
</tr>
</tbody>
</table>

To prevent an option from appearing in this list (i.e. Reserve):

1. Go to OPAC> Configuration Settings.
2. Search for action_array.
3. In the action_array setting with the Reserve value, set Include=No.

This will remove the option from display immediately when you reload Folio.

Disable the Cancel reservation button

In many library systems the preference will be for Folio to allow users to place reservations. When the users clicks View/update Account the standard Folio system displays a Cancel button for each reserved item in the Reservations tab:
If you want to prevent users cancelling reservations you can do this in the allow_cancel_res setting in g_user_details:

1. Go to Configuration Settings.
2. Search for `allow_cancel_res` in g_user_details.
3. Exclude the setting by `Include?=N`.

This removes the Cancel button from display.