

Loans - How do I ... ?

... define or change the default loan period?

This is defined at the Library level, in [Library Maintenance](#).

... define the number of days before a user leaves that items are due back from loan?

This is defined at the Office level, in [Office Maintenance](#).

... set the maximum loans for users?

This is set in [Access Permissions](#), which are then assigned to each user.

... set the maximum number of renewals?

This is defined at the Office level, in [Office Maintenance](#).

... see the loan history for a particular item?

If you search for the item in [Item Search](#), this shows you the loan history for that copy, and lists the other copies for that title.

There is also a report in Modules > [Reports](#) > Old Loans, called Item Usage History, where you enter the CID and Title and date range. This shows you the number of times each copy of a title has been loaned.

... get notified when a user submits a request?

When defining the task to send the [request confirmations](#) to the user, enter the library's email address in the BCC field.

... cancel a request?

This is done in [Requests Maintenance](#).

See Also

Loans - [Loans Overview](#)