Lifting a library sanction from a student

More information about ISIS are available through the ISIS website at www.isis.unimelb.edu.au. For comprehensive ISIS User Assistance, log in to ISIS, click on the Help icon in the icon panel, and browse or search for the help topic you want.

What, Why, When?
This task is performed by library staff to manually lift a library sanction from an individual student. This is only required when the sanction must be lifted ahead of the scheduled daily interface by the ISIS-INNOPAC feed to enable the student to access ISIS resources such as their results. Library staff will need to manually lift the borrowing block in INNOPAC also.

Note: Library staff are not to apply library sanctions to individual students as this is done in bulk by the daily ISIS-INNOPAC interface.

Step-By-Step Instructions
1. Navigate to the Student Sanctions screen.
2. Retrieve the student’s details by completing the Student Id field and clicking Retrieve.
3. Find the LBD sanction in the Sanctions section:
   ![Sanctions Table]
4. Enter a date in the Expiry Date field.
   ![Entry Example]

Warning: You must enter an Expiry Date one day before today’s date so that the student has immediate access to their resources again.

Example: (DDMMYYYY – 1 day = DDMMYYYY) today is 27-05-10 enter 26-05-10

5. Click Save.