

# Loan Rules Run Amok: An Overview of Circulation Parameters

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## Circulation Parameters

- Days Closed
- Hours Open
- **Loan Rules**
- **Rule Selection Table**
- Maintaining Branch Request Order
- Update Floating Collection Table
- **Automatic Patron Blocks**
- Text of Circulation Notices
- Hold Pickup Locations
- Locations Served
- Time to Reshelve an Item

## Circulation Parameters

- Circulation Parameters allow libraries to specify how the ILL system will work to carry out their circulation policies

## What is a Loan Rule?

- Each loan rule consists of a set of variables which govern such things as the normal loan period, whether and when a loan is renewable, overdue fine rates, the text of circulation notices, fees assessed if the item is not returned, etc.
  - (ILL manual – page 102614)

## How are loan rules assigned?

- Loan rules are assigned based on three factors:
  - Item location
  - Patron type
  - Item type

## Branch (item) Location Codes

- The location codes can be used to differentiate between physical locations or specific collections
  - main = Main Library
  - child = Children's Collection

## Branch (item) Location Codes

BRANCH CODES	
115 > 05300	FordhamHSL CD-ROM
116 > 053ma	Fordham Media
117 > 05400	FordhamHSL Journal
118 > 05412	FordhamHSL Hist Jrnl
119 > 05600	Fordham Reserve
120 > 05601	Fordham Reserve
121 > 05701	Ellis Office
122 > 05702	Research Park Office
123 > 05703	St E Dermatology
124 > 05704	St E Psychiatry
125 > 06000	Dunbar 3rd Floor
126 > 06001	Dunbar Reserve
127 > 06002	Dunbar Offices
128 > 06003	Dunbar Arch/Spc
129 > 06004	Dunbar Cataloging
130 > 06005	Dunbar IntLibLoan
131 > 06006	Dunbar Oversize
132 > 06007	Dunbar Hold
133 > 06008	Dunbar Child Lit

F > FORWARD      B > BACKWARD      J > JUMP      P > PRINT      Q > QUIT  
Choose one (F,B,J,P,Q)

## Item Types

- Item types define the form of the item and are used to differentiate between items that will circulate for different time periods
  - 000 = book
  - 002 = journal
  - 020 = videocassette

## Item Types

	LABEL
0	BOOK
1	RAREBOOK
2	JOURNAL
3	REFERENCE
4	INDEX
5	GOVERNMENT DOC
6	MAP
7	MANUSCRIPT
8	SCORE
9	PHOTO
10	UNCATALOGED
11	OTHER PRINT
12	MINISCORE
13	OVERSCORE
14	ANNUAL REPORT
15	COLLECTED SCORES
16	OTHER AV
17	AUDIO CD
18	RESERVES
19	NONPUB

## Patron Types

- Patron types define the different patron groups who have borrowing privileges at your library
  - 001 = physicians
  - 002 = faculty
  - 006 = student
  - 027 = staff

## Patron Types

	LABEL
0	OTHER
1	PHYSICIAN
2	FACULTY
3	POSTGRAD
4	RESIDENT
5	Student - Hospital
6	Student - WSU
7	Andrews - AUPT Faculty
8	Alumni - WSU
9	Andrews - AUPT
10	Andrews - Student
11	Community
12	Corporate
13	Courtesy - CMC
14	Courtesy - GS
15	Courtesy - CMI

## Patron Blocks Table

- Patron blocks are used to specify the conditions that block patrons from checking out materials. These conditions include:
  - number of items checked out
  - number of holds
  - amount of fines
  - level of overdues

# Patron Blocks Table

File Tools

Append Save Delete Copy Insert Edit Move Pri

/	PATRON TYPE	PATRON AGENCY	PATRON EXP. DATE	MAX OWED	HIGHEST LEVEL O...	MAX ITEMS
1	0	999	y	\$10.00	2	30
2	1	999	y	\$10.00	2	50
3	2	999	y	\$10.00	2	200
4	3	999	y	\$10.00	2	200
5	4	999	y	\$10.00	2	200
6	5	999	y	\$10.00	2	30
7	6	999	y	\$10.00	2	50
8	7	999	y	\$10.00	2	25
9	8	999	y	\$10.00	2	5
10	9	999	y	\$10.00	2	25
11	10	999	y	\$10.00	2	30
12	11	999	y	\$10.00	2	5
13	12	999	y	\$10.00	2	50
14	13	999	y	\$10.00	2	5
15	14	999	y	\$10.00	2	5
16	15	999	y	\$10.00	2	5

# Patron Blocks Table

Edit

PATRON TYPE: 0

PATRON AGENCY: 999

PATRON EXP. DATE: y

MAX OWED: \$10.00

HIGHEST LEVEL ODUES: 2

MAX ITEMS: 200

MAX HOLDS: 100

MAX ILL: 0

MAX ITEM A: 200

MAX ITEM B: 200

MAX ITEM C: 10

MAX ITEM D:

HIGHEST # OVERDUE POINTS: 0

BLOCK DAYS: 0

OK Cancel Print

## What is a Loan Rule?

- Each loan rule consists of a set of variables which govern such things as the normal loan period, whether and when a loan is renewable, overdue fine rates, the text of circulation notices, fees assessed if the item is not returned, etc.
  - (ILL manual – page 102614)

## Loan Rules

NAME	CODE	NORMAL LOAN	HOLDABLE	BOOKABLE	HOMEPIKUP	SHIPPABLE
1 Non Circulating	N	0	Y	N		
2 Hospital 1-day	R	1	Y	N		
3 Hospital 7-day	R	7	Y	N		
4 Hospital 14-day	R	14	Y	N		
5 Hosp ILL-21day	R	21	Y	N		
6 Hospital 28-day	R	28	Y	N		
7 ILL-35 day	R	35	Y	N		
8 ILL 3hr W/O Fl...	J	3	Y	N		
9 Not in use	R	14	N	N		
10 MVH 14-day	R	14	Y	N		
11 ZZZZZ 77-day	R	77	Y	N		
12 ZZZZZ 28 day	R	28	Y	N		
13 KCMA 2-day	R	2	Y	N		
14 KCMA 7-day	R	7	Y	N		
15 KCMA 14-day	R	14	Y	N		
16 Not in use	R	21	Y	N		
17 KCMA 28-day	R	28	Y	N		
18 GVH 1-day	R	1	Y	N		
19 GVH 7-day	R	7	Y	N		
20 Not in use	R	14	Y	N		
21 GVH 21-day	R	21	Y	N		
22 Not in use	R	28	Y	N		
23 DUN/FHSL 28-...	R	28	Y	N		
24 DUN/FHSL 77-...	R	77	Y	N		
25 DUN 2HR	J	2	N	N		
26 DUN/FHSL 24HR	J	24		N		
27 FHSL 2HR	J	2	N	N		

## Loan Rule - example

```

01 > NAME                NEW UL 28 day
02 > CODE                R
03 > NORMAL LOAN PERIOD  28
04 > HOLDABLE           Y
05 > BOOKABLE           N
06 > HOMEPIKUP          N
07 > SHIPPABLE          N
08 > SHIP TIME          0
09 > TIME REMAINING B4 RENEW 28
10 > FIRST RENEWAL PERIOD 28
11 > ADDITIONAL RENEWAL PERIOD 28
12 > MAX NUMBER OF RENEWALS 2
13 > MINIMUM USE         28
14 > ELIGIB TO RECALL   0
15 > TIME RETURN RECALL  7
16 > TIME TO PICKUP     10
17 > MAX # ODUES        6
18 > TIME FIRST OD      1
19 > TIME SECOND OD     13
20 > TIME THIRD OD      7
21 > TIME FOURTH OD    14
22 > TIME FIFTH OD     15
23 > TIME SIXTH OD     15
24 > TEXT FIRST ODR    65
25 > TEXT SECOND ODR   66
26 > TEXT THIRD ODR    67
27 > TEXT FOURTH ODR   68
28 > TEXT FIFTH ODR    69
29 > OD PENALTY         0
30 > TEXT FIRST ODR     73
31 > TEXT SECOND ODR    74
32 > TEXT THIRD ODR     67
  
```

```

33 > TEXT FOURTH ODR    68
34 > TEXT FIFTH ODR    69
35 > TIME 1ST OVERDUE RECALL 0
36 > TEXT RECALL NOTICE 75
37 > TEXT PICKUP NOTICE 4
38 > TEXT CANCEL PICKUP 5
39 > GRACE PERIOD FOR FINES 21
40 > NUMBER OF D/HR 1st F PER 50
41 > AMOUNT OF FINE 1st F PER $0.20
42 > NUMBER OF D/HR 2nd F PER 15
43 > AMOUNT OF FINE 2ND F PER $1.00
44 > LIMIT FINE TO PRICE N
45 > DEFAULT ITEM COST $50.00
46 > REPLACE PROCESS FEE $25.00
47 > REPLACE BILL SERVICE CHARGE $0.00
48 > RENTAL FEE $0.00
49 > FINE INCR IF RECALL $0.00
50 > MSG FINES 72
51 > MSG BILL 70
52 > MSG ADJUSTMENT 71
53 > RENTAL CIRCTEXT 0
54 > PENALTY INCR IF RECALL 0
  
```

## Loan Rule Determiner Table

- AKA Rule Selection Table
- Brings together the three variables (Item location, Patron type, Item type) and assigns the appropriate loan rule

## Loan Rule Determiner Table

	LOCATION	PATRON TYPE	ITEM TYPE	RULE NUMBER
107	06*	21	000-180	7
108	06000	02-04,27-29	000-180	103
109	06000	01,05-09,11-17,19,20,22,2...	000-180	104
110	06000	02-04,06,27-29	015	105
111	06001	01-09,11-17,19,20,22,25-33	000-180	25
112	06006	02-04,27-29	000-180	103
113	06006	01,05-09,11-17,19,20,22,2...	000-180	104
114	06008	02-04,27-29	000-180	103
115	06008	01,05-09,11-17,19,20,22,2...	000-180	104
116	06009	02-04,27-29	000-180	103
117	06009	01,05-09,11-17,19,20,22,2...	000-180	104
118	06011	02-04,27-29	000-180	103
119	06011	01,05-09,11-17,19,20,22,2...	000-180	104
120	06012	000-205,212-215	060	42
121	06021	01-09,11-17,19,20,22,25-33	018	26
122	06022	01-09,11-17,19,20,22,25-33	018	28
123	06023	01-09,11-17,19,20,22,25-33	018	29
124	06024	01-09,11-17,19,20,22,25-33	018	30
125	06025	27	061	102
126	06030	02-04,27-29	000-180	103
127	06030	01,05-09,11-17,19,20,22,2...	000-180	104
128	06101	02-04,27-29	000-180	103
129	06101	01,05-09,11-17,19,20,22,2...	000-180	104
130	06110	02-04,27-29	000-180	103
131	06110	01,05-09,11-17,19,20,22,2...	000-180	104
132	06111	02-04,27-29	000-180	103
133	06111	01,05-09,11-17,19,20,22,2...	000-180	104
134	06112	02-04,27-29	000-180	103
135	06112	01,05-09,11-17,19,20,22,2...	000-180	104
136	06113	02-04,27-29	000-180	103

## Streamlining

- How to clean up the loan rule determiner table . . .
- Are all the loan rules being used?
- Are patron types being used?
- Are there any obsolete location codes?
- Obsolete item types?

## Streamlining - Loan Rules

- Sort the Loan Rule Determiner Table by loan rule
  - Read the rule numbers—are any numbers skipped? If so, that rule is no longer in use
  - DO NOT DELETE A LOAN RULE
    - label it “Not In Use” and keep it as a placeholder
    - when it is no longer in use, write over it to add a new rule, rather than creating a new one
    - run a list of item to make sure there are none in “billed-not-paid” status using that loan rule

## Streamlining - Loan Rules

	LOCATION	PATRON TYPE	ITEM TYPE	RULE NUMBER
1	?????	999,206	999	1
33	02202	1,4	003	2
10	020'	01-06,08-10,16,23,24,26-28	002	3
172	14'	01-11,19,20,23,24,26-28,70	002,020,022,024-031,051-...	3
9	020'	01-06,08-10,16,23,24,26-28	000,020-022,024-025,027-...	4
31	022'	1-7,9-11,16,20,22-24,26-28...	000,020,024,027,028,036	4
32	02200	02,05,26	23	4
173	14'	01-11,19,20,23,24,26-28,70	000	4
160	10'	21	000-116	5
161	11'	21	000-116	5
171	13'	21	000-116	5
174	14'	21	000-116	5
159	10000	01-11,13,20,23,24,26-28,70	000-115	6
107	06'	21	000-180	7
98	05205	01-04,06,26-29	000-180	8
180	951'	21	000	8
181	9540'	01-33	002	8
185	9620'	01-33	002	8
189	9720'	01-33,70	002	8
162	11001	01-11,17,20,22-24,26-28,70	000-003,014,016,020-115	10
163	11002	01-11,17,20,22-24,26-28,70	000-003,014,016,020-115	10
164	11003	01-11,17,20,22-24,26-28,70	000-003,014,016,020-115	10
166	11013	01-10,17,22-24,26-28,70	000-003,014,016,020-115	10
167	11014	01-10,17,22-24,26-28,70	000-003,014,016,020-115	10
175	zzzzz	02,04,27,28	000,006,010-015,017-035,...	11
176	zzzzz	01,03,05,06,10,12,22-26,70	000,006,010-015,017-035,...	12
177	zzzzz	07-09,11,13-20,30-33	000,006,010-015,017-035,...	12
28	02107	01-06,08-10,16,23,24,26,2...	002	13
12	021'	021	020	14
15	02100	01-06,08-11,16,20,23,24,2...	024,027,028	14



## Loan Rules

	NAME	CODE	NORMAL LOAN	HOLDABLE	BOOKABLE	HOME PICKUP	SHIPPABLE
1	Non Circulating	N	0	Y	N		
2	Hospital 1-day	R	1	Y	N		
3	Hospital 7-day	R	7	Y	N		
4	Hospital 14-day	R	14	Y	N		
5	Hosp ILL-21day	R	21	Y	N		
6	Hospital 28-day	R	28	Y	N		
7	ILL-35 day	R	35	Y	N		
8	LUL 3hr W/O FL...	J	3	Y	N		
9	Not in use	R	14	N	N		
10	MVH 14-day	R	14	Y	N		
11	ZZZZZ 77-day	R	77	Y	N		
12	ZZZZZ 28 day	R	28	Y	N		
13	KCMA 2-day	R	2	Y	N		
14	KCMA 7-day	R	7	Y	N		
15	KCMA 14-day	R	14	Y	N		
16	Not in use	R	21	Y	N		
17	KCMA 28-day	R	28	Y	N		
18	GVH 1-day	R	1	Y	N		
19	GVH 7-day	R	7	Y	N		
20	Not in use	R	14	Y	N		
21	GVH 21-day	R	21	Y	N		
22	Not in use	R	28	Y	N		
23	DUN/FHSL 28-...	R	28	Y	N		
24	DUN/FHSL 77-...	R	77	Y	N		
25	DUN 2HR	J	2	N	N		
26	DUN/FHSL 24HR	J	24		N		
27	FHSL 2HR	J	2	N	N		

## Streamlining – Patron Types

- Use MilStats to run a report on patron records
  - Range – all patron records
  - Cross tab report
    - Home library
    - Patron Type

## Streamlining - Patron Types

Query Editor

Saved Query Name:

Results File Name:

Range:

Report On:

Query Type:  Field Statistics  Periodic Report  Cross Tab

Limit the results by a time range  Fastest accumulation

Base the orders report on  Paid dates  Invoice dates

Time Resolution - Date Range:

Yearly  Quarterly  Monthly  Day Range

Last Year vs. the Year Before  Select One Year

Cross Tab Field Selection

Pick Two Fields

Vertical:

Horizontal:

Year:  Use Fiscal Year  Use Calendar Year

## Streamlining - Patron Types

	A	B	C	D	E	F	G	H
1	Code	Meaning	05000 Fordham	06000 Dunbar	07000 Lake	08000 Music	13000 Grand	Totals
2		0 OTHER	2	5	0	0	1	8
3		1 PHYSICIAN	0	0	0	0	3	3
4		2 FACULTY	40	138	4	0	1	183
5		3 POSTGRAD	48	116	3	0	0	167
6		4 RESIDENT	1	0	0	0	1	2
7		5 Student - Hospita	0	0	0	0	3	3
8		6 Student - WSU	11	311	14	0	0	336
9		7 Andrews - AUPT	0	0	0	0	0	0
10		8 Alumni - WSU	0	9	0	0	0	9
11		9 Andrews - AUPT	0	0	0	0	0	0
12		10 Andrews - Studer	0	0	0	0	0	0
13								
14								

- Look for "0" totals
- Can those patron types be deleted?
- If so, remove them from the loan rule determiner table entries

## Loan Rule Determiner Table

	LOCATION	PATRON TYPE	ITEM TYPE	RULE NUMBER
107	06*	21	000-180	7
108	06000	02-04,27-29	000-180	103
109	06000	01,05-09,11-17,19,20,22,2...	000-180	104
110	06000	02-04,06,27-29	015	105
111	06001	01-09,11-17,19,20,22,25-33	000-180	25
112	06006	02-04,27-29	000-180	103
113	06006	01,05-09,11-17,19,20,22,2...	000-180	104
114	06008	02-04,27-29	000-180	103
115	06008	01,05-09,11-17,19,20,22,2...	000-180	104
116	06009	02-04,27-29	000-180	103
117	06009	01,05-09,11-17,19,20,22,2...	000-180	104
118	06011	02-04,27-29	000-180	103
119	06011	01,05-09,11-17,19,20,22,2...	000-180	104
120	06012	000-205,212-215	060	42
121	06021	01-09,11-17,19,20,22,25-33	018	26
122	06022	01-09,11-17,19,20,22,25-33	018	28
123	06023	01-09,11-17,19,20,22,25-33	018	29
124	06024	01-09,11-17,19,20,22,25-33	018	30
125	06025	27	061	102
126	06030	02-04,27-29	000-180	103
127	06030	01,05-09,11-17,19,20,22,2...	000-180	104
128	06101	02-04,27-29	000-180	103
129	06101	01,05-09,11-17,19,20,22,2...	000-180	104
130	06110	02-04,27-29	000-180	103
131	06110	01,05-09,11-17,19,20,22,2...	000-180	104
132	06111	02-04,27-29	000-180	103
133	06111	01,05-09,11-17,19,20,22,2...	000-180	104
134	06112	02-04,27-29	000-180	103
135	06112	01,05-09,11-17,19,20,22,2...	000-180	104
136	06113	02-04,27-29	000-180	103

## Streamlining – Item Codes

- Use MilStats to run a report on item location codes
  - Range – all item records
  - Cross tab report
    - Location
    - Item type

## Streamlining - Item Codes

Query Editor

Saved Query Name: Item Types and Locations

Results File Name: Item Types and Locations

Range: Start i10000008 Stop i2509614x

Report On: Item

Query Type:  Field Statistics  Periodic Report  Cross Tab

Limit the results by a time range  Fastest accumulation Split multi

Base the orders report on  Paid dates  Invoice dates

Time Resolution:  Yearly  Quarterly  Monthly  Day Range

Date Range:  Last Year vs. the Year Before  Select One Year  Select Two Years

Year: 2003 2002 2003

Cross Tab Field Selection

Pick Two Fields

Vertical: LOCATION

Horizontal: ITEM TYPE

Use Fiscal Year  Use Calendar Year

Save the Query Save as Schedule the Query Run the Query!

## Streamlining - Item Codes

	A	B	C	D	E	F	G	H
1	Code	0 BOOK	1 RARE	2 JOURNAL	3 REFERENCE	4 INDEX	5 GOV	Totals
2	6000	349927	5	10	167	8	0	350117
3	6001	1	0	0	1	0	0	2
4	6002	3	0	0	2	0	0	5
5	6003	8602	17	478	108	6	0	9211
6	6004	21	0	0	0	0	0	21
7	6005	9	0	0	6	0	0	15
8	6006	1017	0	53	2	0	0	1072
9	6008	4900	0	0	0	0	0	4900
10	6009	17	0	0	2	0	0	19
11	6010	889	0	0	0	0	0	889
12	6011	4296	0	1	1	0	0	4298
13	6012	0	0	0	0	0	0	0
14	6014	13	0	0	1	0	0	14
15	Totals	369695	22	542	290	14	0	370563
16								

- Look for "0" totals
- Can those locations or item types be deleted?
- If so, remove them from the loan rule determiner table

## Detailed Help . . .

- CSDirect documentation:
  - Introduction to Circulation Parameters
    - <http://csdirect.iii.com/documentation/cir/introcircparam.shtml>
  - Before You Make Changes
    - <http://csdirect.iii.com/documentation/cir/circroubleshooter.shtml>

## Detailed Help . . .

- Online Manual
  - Circulation Parameters
    - page #102608
  - Branch (item) Location Codes
    - page #101813
  - Item Types
    - page #101827
  - Patron Types
    - page #101826

## Detailed Help . . .

- Patron Block Table
  - page #105402
- Loan Rules
  - page #105408
- Notes on Changing Loan Rules
  - page #102615
- Loan Rule Determiner Table
  - page #105407

## Detailed Help . . .

- **NOTE:** Do not randomly delete codes (location, patron, item, etc) . . . check all places in the system where that code may still be in use!!
  - Deleting Location Codes
    - page #103100

## Questions/Comments

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