

5-1-2005

Loan Rules Run Amok: An Overview of Circulation Parameters

Leigh Ann Duncan

Wright State University - Main Campus, leigh.duncan@wright.edu

Follow this and additional works at: https://corescholar.libraries.wright.edu/ul_pub



Part of the [Information Literacy Commons](#)

Repository Citation

Duncan, L. A. (2005). Loan Rules Run Amok: An Overview of Circulation Parameters. .
https://corescholar.libraries.wright.edu/ul_pub/186

This Presentation is brought to you for free and open access by the University Libraries at CORE Scholar. It has been accepted for inclusion in University Libraries' Staff Publications by an authorized administrator of CORE Scholar. For more information, please contact corescholar@www.libraries.wright.edu, library-corescholar@wright.edu.

Loan Rules Run Amok: An Overview of Circulation Parameters

Leigh French, Wright State University
IUG 2005

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.
 - (III 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

File Tools	
Append Save Delete Copy Insert Edit Move Print Close	
	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	NONCIRC

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

File Tools	
 Append  Save  Delete  Copy  Insert  Edit  Move	
	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 - CMU

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



Print

/	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 [Close]

PATRON TYPE	2
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 ITEMA	200
MAX ITEMB	200
MAX ITEMC	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.
 - (III 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	UL 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 OD	65
25 > TEXT SECOND OD	66
26 > TEXT THIRD OD	67
27 > TEXT FOURTH OD	68
28 > TEXT FIFTH OD	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

Edit Mode

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



Edit Mode

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	UL 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 MiStats 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 Stop

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 Resolutor Yearly
 Quarterly
 Monthly
 Day Range

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

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


Edit Mode

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: 

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: Yearly Quarterly Monthly Day Range

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

Cross Tab Field Selection

Pick Two Fields

Vertical:

Horizontal:

Year: Use Fiscal Year Use Calendar Year

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

Leigh French

Systems Librarian

Wright State University

leigh.french@wright.edu

(937) 775-2570

Presentation available at:

<http://www.wright.edu/~leigh.french/>