

# Loan Rules Run Amok: An Overview of Circulation Parameters

Leigh French, Wright State University  
EGL-IUG 2004

## 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

```
ITYPES

LABEL
000 > BOOK
001 > RAREBOOK
002 > JOURNAL
003 > REFERENCE
004 > INDEX
005 > GOVERNMENT DOC
006 > MAP
007 > MANUSCRIPT
008 > SCORE
009 > PHOTO
010 > UNCATALOGED
011 > OTHER PRINT
012 > MINISCORE
013 > OVERSCORE
014 > ANNUAL REPORT

Key a number or
F > FORWARD          J > JUMP          Q > QUIT
B > BACKWARD         P > PRINT
Choose one (0-255,F,B,J,P,Q)
```

## 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

```
PATRON TYPE

  LABEL
000 > OTHER
001 > PHYSICIAN
002 > FACULTY
003 > POSTGRAD
004 > RESIDENT
005 > Student - Hospital
006 > Student - WSU
007 > Andrews - AUPT Faculty
008 > Alumni - WSU
009 > Andrews - AUPT
010 > Andrews - Student
011 > Community
012 > Corporate
013 > Courtesy - CMC
014 > Courtesy - GS

Key a number or
F > FORWARD          J > JUMP                Q > QUIT
B > BACKWARD         P > PRINT
Choose one (0-255,F,B,J,P,Q) █
```

## 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

	PATRON TYPE	PATRON AGENCY	PATRON EXP. DATE	MAX OWED	HIGHEST LEVEL ...	MAX ITEMS	MAX I...
1	0	999	y	\$4.99	1	30	0
2	1	999	y	\$4.99	1	200	100
3	2	999	y	\$10.00	2	200	100
4	3	999	y	\$4.99	1	200	50
5	4	999	y	\$4.99	1	30	10
6	5	999	y	\$4.99	1	30	10
7	6	999	y	\$4.99	1	50	30
8	7	999	y	\$4.99	1	25	10
9	8	999	y	\$4.99	1	5	10
10	9	999	y	\$4.99	1	25	10
11	10	999	y	\$4.99	2	30	10
12	11	999	y	\$4.99	1	5	10
13	12	999	y	\$4.99	1	50	50
14	13	999	y	\$4.99	1	5	10
15	14	999	y	\$4.99	1	5	10
16	15	999	y	\$4.99	1	5	10
17	16	999	y	\$4.99	1	5	10
18	17	999	y	\$4.99	1	5	10
19	19	999	y	\$4.99	1	5	10
20	20	999	y	\$4.99	1	5	10
21	21	999	y	\$999.99	6	300	50
22	22	999	y	\$4.99	1	30	10
23	24	999	y	\$4.99	1	100	50
24	26	999	y	\$4.99	1	30	10
25	27	999	y	\$10.00	1	200	100

# Patron Blocks Table

**Edit**

PATRON TYPE:

PATRON AGENCY:

PATRON EXP. DATE:

MAX OWED:

HIGHEST LEVEL ODUES:

MAX ITEMS:

MAX HOLDS:

MAX ILL:

MAX ITEMA:

MAX ITEMB:

MAX ITEMC:

MAX ITEMD:

HIGHEST # OVERDUE POINTS:

BLOCK DAYS:

# 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	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 # ODDUES        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 CIARTEXT         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
10706*		21	000-180	7
10806000		02-04,27-29	000-180	103
10906000		01,05-09,11-17,19,20,22,2...	000-180	104
11006000		02-04,06,27-29	015	105
11106001		01-09,11-17,19,20,22,25-33	000-180	25
11206006		02-04,27-29	000-180	103
11306006		01,05-09,11-17,19,20,22,2...	000-180	104
11406008		02-04,27-29	000-180	103
11506008		01,05-09,11-17,19,20,22,2...	000-180	104
11606009		02-04,27-29	000-180	103
11706009		01,05-09,11-17,19,20,22,2...	000-180	104
11806011		02-04,27-29	000-180	103
11906011		01,05-09,11-17,19,20,22,2...	000-180	104
12006012		000-205,212-215	060	42
12106021		01-09,11-17,19,20,22,25-33	018	26
12206022		01-09,11-17,19,20,22,25-33	018	28
12306023		01-09,11-17,19,20,22,25-33	018	29
12406024		01-09,11-17,19,20,22,25-33	018	30
12506025		27	061	102
12606030		02-04,27-29	000-180	103
12706030		01,05-09,11-17,19,20,22,2...	000-180	104
12806101		02-04,27-29	000-180	103
12906101		01,05-09,11-17,19,20,22,2...	000-180	104
13006110		02-04,27-29	000-180	103
13106110		01,05-09,11-17,19,20,22,2...	000-180	104
13206111		02-04,27-29	000-180	103
13306111		01,05-09,11-17,19,20,22,2...	000-180	104
13406112		02-04,27-29	000-180	103
13506112		01,05-09,11-17,19,20,22,2...	000-180	104
13606113		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
    - write over it the next time you add a new rule, rather than creating a new one

## 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
180	10*	21	000-116	5
181	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
182	11001	01-11,17,20,22-24,26-28,70	000-003,014,016,020-115	10
183	11002	01-11,17,20,22-24,26-28,70	000-003,014,016,020-115	10
184	11003	01-11,17,20,22-24,26-28,70	000-003,014,016,020-115	10
186	11013	01-10,17,22-24,26-28,70	000-003,014,016,020-115	10
187	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




## 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

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 Fordhaml	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

## 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


The screenshot shows the 'Query Editor' window with the following configuration:

- Saved Query Name:** Item Types and Locations
- Results File Name:** Item Types and Locations
- Range:** Start: i10000008, Stop: i2509614x
- Report On:** Item
- Query Type:** Cross Tab (selected)
- Limit the results by a time range
- Fastest accumulation
- Split multi
- Base the orders report on:** Paid dates (selected)
- Time Resolution:** Yearly (selected)
- Date Range:** Last Year vs. the Year Before (selected)
- Cross Tab Field Selection:** Vertical: LOCATION, Horizontal: I TYPE
- Year:** Use Fiscal Year (selected)

Buttons at the bottom: 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/circtroubleshooter.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](mailto:leigh.french@wright.edu)  
(937) 775-2570

Presentation available at:

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