



Libraries In
Cooperation

Horizon Shared Item Loan Type Form

Itype Code (choose from the attached list of shared itypes)				
Description				
Loan Period (days or hours)				
Renewal Period (days or hours)				
Maximum Number of Renewals				
Hold Shelf Period				
Grace Period				
Fine Rate				
First Notice Delay (Days)				
Notice Interval (Days)				
Maximum # of Notices				
Max Loans per Itype				
Lost Processing Fee				

Library

Director's Signature

Date

Return to:
LTLS Automation
1704 W. Interstate Drive
Champaign, IL 61822

Shared Itype Instructions

→1. Choose as many shared itype codes from this list as needed. If any library-specific setting is different for a particular group of items, you will need to choose more than one shared itype.

Shared Itype code	description	allow requests	allow circ	group charge
CR1	Circ Request 1	x	x	
CR2	Circ Request 2	x	x	
CR3	Circ Request 3	x	x	
CR4	Circ Request 4	x	x	
CR5	Circ Request 5	x	x	
CR6	Circ Request 6	x	x	
CR7	Circ Request 7	x	x	
CR8	Circ Request 8	x	x	
CR9	Circ Request 9	x	x	
CR10	Circ Request 10	x	x	
NCNR1	No Circ No Request 1			
NCNR2	No Circ No Request 2			
NCNR3	No Circ No Request 3			
NCNR4	No Circ No Request 4			
NCNR5	No Circ No Request 5			
CNR1	Circ No Request 1		x	
CNR2	Circ No Request 2		x	
CNR3	Circ No Request 3		x	
CNR4	Circ No Request 4		x	
CNR5	Circ No Request 5		x	
CNRGC	Circ No Request Group Charge		x	x
CRGC	Circ Request Group Charge	x	x	x

→2. Complete the Shared Itype Form by filling in your individual library-specific settings for each of the shared itypes you have chosen

Loan Period (days or hours)	The number of days that materials with this itype can be checked out (ex: 14)	0,1,2,3,5,7,14,21
Renewal Period (days or hours)	The number of days that materials with this itype can be renewed (ex: 14)	Same period as ori period
Maximum Number of Renewals	The maximum number of times materials with this itype can be renewed (ex: 1)	0,1,2,3,5 times
Hold Shelf Period	The number of days that materials with this itype should sit on a hold shelf waiting for pickup, before becoming an expired hold (ex: 5)	3,5,7 (days), with with short loan pe having shorter hol period
Grace Period	The number of days Horizon waits, after an item is overdue, before it begins assessing overdue fines on items with this itype. In Horizon, if the item is returned after this period, fines will still be assessed for all grace days. If the item is returned during this period, no fines will be assessed. (ex: 3)	0,3,7 (days)
Fine Rate	The amount (in pennies) of each daily fine (ex: 10)	0, 5, 10, 25, 50, :

		(pennies)
First Notice Delay (Days)	The number of days after an item is overdue that Horizon waits before Day End processes an overdue notice (ex: 7)	1,3,7,14 (days)
Notice Interval (Days)	The number of days between notices that Horizon waits before Day End processes another overdue notice (Second, Third, Fourth, etc.)	3,7,14 (days)
Maximum # of Notices	The maximum number of notices that will be generated once items in this itype are overdue (this does not include the Final Notice). This can be no higher than 5.	2,3,4,5 (notices)
Max # Out	The maximum number of items that can be checked out in this itype.	2,5,10,25,50,75, 9999 (items)
Lost Processing Fee	A processing fee (in pennies) that is assessed when items with this itype are lost (ex: 300)	0, 300, 500, 1000 (pennies)