

LINC Policy Council's Circulation Committee has been meeting for six months and submits these recommendations for consideration by LPC. The committee is proposing that changes to the Shared Itype Policy be made in the following manner:

•The recommended changes and settings apply to what is defined as the 'majority' of a library's collection. The committee understands that a library has the need to make changes to the recommended settings for special collections, for new materials, for unusual formats, for promotional events and materials, etc..

•The committee believes that the recommended changes are intended to be a compromise agreement for everyone. The committee constantly revisited the charge given of lessening confusion to the borrower as the uppermost reason for making settings more consistent and predictable across the consortium. The committee also realizes that the different circumstances in elementary and junior high libraries dictates a different group of settings.

Other benefits from these changes would be more consistency for circulation staff system-wide. Fewer variations on the Itype policies will help create more stable patron interactions for anyone performing circulation functions involving other system libraries. Also, management of the ILS in the most efficient way possible and potential issues with migration to a different system necessitate the need to examine more consistent policies.

•Timeline for implementation is that changes should be made by libraries by January 1, 2009. In order to answer questions or expedite this timeline, the committee suggests that at least two 'town hall' meetings be held with LINC Directors to explain these changes.

### Recommended Changes to Shared Itype Policy

**Library-Specific Settings** - Individual library-specific settings will be chosen from the values below for the shared itypes listed here. All libraries will be responsible for mapping these values to the itypes they choose to use:

	Existing Rules covered in Shared Itype Policy	Existing settings	Recommended Settings	Recommended Settings
			*Public, Academic, Special, HS	*Elementary/ JH
Loan Period (days or hours)	The number of days that materials with this itype can be checked out (ex: 14)	0,1,2,3,5,7,14,21,28 days	Books = 21 Video/DVD = 7	Books = 7 Video/DVD = 7
Renewal Period (days or hours)	The number of days that materials with this itype can be renewed (ex: 14)	Same period as original loan period	Books = 21 Video/DVD = 7	Books = 7 Video/DVD = 7
Maximum Number of Renewals	The maximum number of times materials with this itype can be renewed (ex: 1)	0,1,2,3,5 times	Max # of Renewals = 3	Max # Renewals = 3
Hold Shelf Period	The number of days that materials with this itype should sit on a hold shelf waiting for pickup, before becoming an	3,5,7 (days), with items with	7	7

	expired hold (ex: 5)	short loan period having shorter hold shelf 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)	0	0
Fine Rate	The amount (in pennies) of each daily fine (ex: 10)	0, 5, 10, 25, 50, 100 (pennies)	Continue with existing	Continue with existing
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)	Continue with existing	Continue with existing
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)	Continue with existing	Continue with existing
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)	Continue with existing	Continue with existing
Max # Out	The maximum number of items that can be checked out in this itype.	2,5,10,25,50,75, 100, <del>500</del> , <del>9999</del> (items)	50 or 100	Continue with changes to existing
Lost Processing Fee	A processing fee (in pennies) that is assessed when items with this itype are lost (ex: 300)	0, 300, 500, 1000	0, 500, 1000	0, 500, 1000
	<a href="#">New Settings Added to Shared Itype Policy</a>			
Max # Overdue			15	0
Max Unpaid Fines			5.00	0
Max Days Overdue			30	0
Max Claimed Return			2	1
Max Lost			1	1
MAX OPAC RENEWALS			3	3
MAX AMT			5.00	Local decision

BEFORE BILLING NOTICE				
MAX # OF REQUESTS BY BORROWER			100	Local decision