

# OVERDUE ITEM

- item status is still 'o'
- circ record still exists
- 'od' block is created by day end 'deoverdu'
- 'od' block is basis for any notices going out

## OVERDUE RETURNED

- item checked in
- overdue block resolved
- grace applied
- fine applied

## LOST RETURNED

- lost block resolved
- proc. fee NOT resolved
- overdue fines assessed

## MISSING RETURNED

- lost block resolved
- fines NOT assessed

## NOTICE CYCLE

- First notice delay (circ\_privilege)
- Notice interval (circ\_privilege)
- Max number of notices (circ\_privilege)
- Telecirc settings (circ\_parameter)

## ITEM AGES TO LOST

- circ record is removed
- circ\_history is created
- 'od' block is moved to burb\_history
- lost & proc. fee blocks created in burb
- item status is set to 'l', borrower# and due date remain on item record

## ITEM AGES TO MISSING

- item status is set to 'm', borrower# and due\_date are removed from item record
- lost block remains in burb

NOTHING TO PAY IF ITEM IS STILL OVERDUE. MUST RETURN OR RENEW THE ITEM TO BE CHARGED OVERDUE FINE.

## PAID LOST

- lost and proc. fee blocks resolved to burb\_history
- item status is set to 'm', borrower# and due date are removed from item

## PAID MISSING

- lost and proc. fee blocks resolved to burb\_history

ITEM RETURNED

ITEM PAID FOR / CHARGES WAIVED

## HOW EVERYTHING LINKS TOGETHER FOR REFUNDS / CREDITS:

1. Item status = Lost (If the status of an item is lost, a lost block MUST exist)
  - Burb lookup for lost block by item#
2. Item status = Missing – circ history exists (get\_missing\_lost\_block)
  - Join with burb and circ history to find partially paid lost block
  - Join with burb and circ history to find non paid lost block
  - Join with burb history and circ history to find fully paid lost block
3. Item status = Missing – no circ history (get\_lost\_block\_no\_c\_h)
  - Find max reference# in burb or burb history for items with no circ history
4. No refund / credit if there is no circ or burb history or if the item is deleted

## ITEM PAID FOR AND RETURNED

## RETURNED PAID LOST / MISSING ITEM

- lost charge refunded
- fine NOT assessed