

What is the CIRCULATION MAP?

The circ map is a table that is comprised of links to library, patron, and item information that tells the system how items should circulate.

System Policies used by the Circulation Map

### **Library**

- Loan period (for fixed due dates)
- Closed days, closed dates

### **Item record**

- Item type
- Circ/nocirc option

### **Patron record**

- Maximum charges allowed (override required if exceeds)
- Life of card (override required if card is expired; loan period may be shortened)
- Overdue threshold (user is blocked if number exceeded)
- Bill threshold (when the user meets or exceeds the bill threshold amount the user is blocked)
- Library precedence (for fixed due dates)

Once the library, patron profile type, and item type have been considered, the map assigns a **circulation rule** to the item which determines the loan period and the bill structure.

Circulation Rules are comprised of:

- Loan Periods (hourly, daily, weekly, minutes, date list - for fixed due dates)
  - MSC allows 24 hour, 7, 14 and 28 day
- Fine structure (fine increment and maximum fee)
  - MSC allows 0, .10, .25 or 1.00 per day fine and \$5 or \$10 max fee
- Number of renewals allowed
  - MSC allows 0, 2 or unlimited
- Maximum charges (no MSC restrictions)
- Grace period
  - MSC allows no grace period
- Whether the charge is override-able (no MSC restrictions)

## Troubleshooting your Map & Requesting Changes

When an item circulates in a way that seems incorrect, you should double check the item type and the patron's profile. If you've verified that these are correct, contact MSC Staff with the item barcode and the patron barcode in question.

## Recommendations for simplifying the Map with Item Type Changes

- Review loan periods, number of items allowed, fine structures, etc.
- There is no need to specify unused item types
- Statistical item categories may be used instead of item types to reduce the total number of item types (see example below)

## Recommendations for simplifying the Map with Patron Profile Changes

- Reduce patron profiles used (if all their parameters are the same) and use demographic categories to differentiate for statistical reasons.