

What is the CIRCULATION MAP?

The circ map is a table that is comprised of links to library, patron, and item type that instructs the system how materials should circulate.

System Policies used by the Circulation Map

Library

- Loan period (for fixed due dates)
- Closed days, closed dates
- Authorized circulating library or library group.

Item record

- Item type
- Circ/nocirc option
- Owning library
- Current location (status)

Patron record

- Maximum charges allowed (override required if exceeds)
- Expiration (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)

The library, patron profile type, and item type are considered to determine if the checkout is to be allowed. If the policies allow the checkout to continue, the system consults the circulation map to locate a **circulation rule** that is matched to the library, patron profile and item type. The circulation rule determines if the material is allowed to be checked out and if so, the loan period, billing/fine structure, renewal and checkout limits. Standard MSC policies for the circulation rules were established and approved by the membership in October, 2009.

Circulation Rules are comprised of:

- Loan Periods (hourly, daily, weekly, minutes, date list - for fixed due dates)
 - MSC standard loan periods are: 24 hour, 7, 14 and 28 day
- Fine structure (fine increment and maximum fee)
 - MSC standard 0, .10, .25 or 1.00 per day fine and \$5 or \$10 max fee
- Number of renewals allowed
 - MSC standard is 0, 2 or unlimited

- Maximum item charges (max checkout limit on item type)
 - MSC standard is 2, 5, 10, unlimited
- Grace period
 - MSC members voted to not use grace periods
- Whether the charge is override-able

If no matching rule is found in the circulation map, the checkout will not be allowed. If the circulation rule is set to load period of “non-circulating”, the checkout will not be allowed unless the rule is set to allow override. The circulation map is also consulted when holds are placed. If an item is not allowed to circulate or if a matching circulation rule is not found, the hold will not be allowed.

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.

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.