

SysAdmin for the UBIN Patron Group

PLEASE NOTE: Because the ILLINET and SYSTEM libraries do not incur Overdue fines but are responsible for Lost fees it is EXTREMELY IMPORTANT to pay attention to the following areas of the SysAdmin setup (see figures below):

Patron Rules

Fines/Lost Item Fees Apply Max Outstanding Balance: \$100.00 Min Balance For Notice: \$5.00

Courtesy Notice Apply Overdue Notice Apply

Max Items Borrowed in this Policy Group 50 Max Overdue Recalled Items Apply 3

Max Number Of Recalls Apply 10 Max Self-Shelf Returns Apply

Max Claimed Returns Apply Max Lost Items Apply

Max Call Slip Requests Apply 1 Max Short Loan Apply

Max Short Loan Titles Apply Max Short Loan Per Day App

Max Overdue Items Apply 20

Place Holds Using The OPAC Place Recalls Using The OPAC

Place Short Loans Using The OPAC Place Call Slip Requests Using The OPAC

Email Courtesy Notices Email Cancellation Notices Email Item Available Notices

Email Overdue Notices Email (Other) Overdue Notices

Email Recall Notices Email (Other) Recall Notices

OK Cancel

Figure 1: SysAdmin/Circ/Circ Policy Definitions/Patron tab

Circulation Policy Matrix Record Settings

Patron Group: Item Type:

Charge/Renew
 Recall
 Hold
 Call Slip
 UB

Loan Period:

Renewal Period:

Max # of Sequential Renewals:

Fine Interval:

Fine Rate:

Max Fine Amount:

Max Fine for Recalls:

Min Loan Period for Recalled Items: Days

Recall Fine Interval:

Recall Fine Rate:

Grace Period: Days

Recall Return Interval:

Recall Grace Period:

Max Items Borrowed for this Patron Group & Item Type

Renew From:
 Original Due Date
 Renewal Date

Make sure that fine rates and amounts are \$0.00 so Overdue and Recall fines do not accrue.

Figure 2: SysAdmin/Circ/Circ Matrix Definitions