

Action Item 1: Proposed new circulation modifier

For the December 2019 PINES Executive Committee Meeting

Proposed new circulation modifier name: *ILL Item*

For use with pre-cataloging record creation for ILL materials

Circulation rules: 14 day, no renewal, no holds, OPAC invisible

Fine: ?/day

Requested by: Elaine Hardy

Questions:

- 1) Should we establish a new ILL item circulation modifier with 14 day loan duration, no renewals, no holds, OPAC invisible?

- 2) What should the daily overdue fine be:
 - .20
 - .50
 - \$1.00
 - \$2.00
 - Other

Currently, the best practice for associating an item borrowed through OCLC ILL with the requesting patron is for local ILL staff to create a temporary, precataloging or precat, record in the database for items and use the book circulation modifier to set circulation rules. Since the lending library establishes the ability to renew and the due dates, ILL staff check the item out to the patron, renew it twice to prevent the patron or other staff from renewing it, and then edit the due date to accommodate the lending library's return date. If you need more information, instructions for processing ILL items in PINES are at

https://pines.georgialibraries.org/dokuwiki/doku.php?id=cat:creating_and_processing_precats_for_ill_items

In order to stream line creation of the ILL precat record, I am proposing that we create a circulation modifier named ***ILL item***. This modifier will be 14 day, no renewal, no holds, OPAC invisible. The circulation modifier would also be another way for library staff to identify the item on a patron record, or the precat record in reports.

The loan duration is set by the lending library and adjusted so that there is sufficient time to return the materials. The date the item is checked out by the patron has no bearing on this due date so ILL staff generally edit the date to reflect when it needs to be returned for processing back to the lending library. However, since most PINES materials circulate for 14 days and most lending libraries allow more time than that for return, 14 days is a good compromise for the circ mod.

Overdue fines for ILL materials sometimes are set by the lending library. Some PINES libraries charge an additional fee: either the standard .20/day for books or as much as \$2.00/day as per their local policy. Since the fine differs, I also would like to solicit recommendations for a fine amount than between .20/day and \$2.00/day.

Since this circulation modifier is designed for use with a precat record, only normal recurring fine and duration attributes need to be defined. The process of creating a precat record only allows a circ mod to be assigned, it cannot be further refined by changing the fine or duration rules.