

PINES Circulation Matrix

Circulation modifiers (circ mods or circ modifiers) set the loan duration and fine levels for each item in PINES. They are added to items as an item attribute during cataloging.

Circulation modifiers and their associated circulation rules and policies are governed by the PINES Executive Committee and any changes or additions require their approval. Requests for changes should be made by the library system director, in writing, to the PINES Program Director. In consultation with PINES staff, the Director will evaluate the proposal in regard to PINES policies and consortial needs. Proposals may be sent back to the library system director or forwarded to the PINES subcommittee for discussion. The PINES team may make suggestions on streamlining additions to the circ matrix for consortial benefit. The subcommittee discussion is then forwarded to the Executive Committee for further discussion and a vote for or against approval.

PINES staff may develop a project to implement and create the circulation modifier changes, either as a part of the proposal or after Executive Committee approval.

Fine Levels

Every item has an attribute called "Fine Level" that determines the level of recurring fine with which the item circulates, within a pre-determined range of levels. By default, copies are set to "normal". If a copy has been manually altered in the copy editor to "high" or "low", the fine level will change according to the table below. For example, if a given item circulates at \$.20/day and the item flag is changed to have a "high" fine_level, then it will circulate at \$.50 / day.

Fine level options are not enabled for all item types.

Duration Rules

Every item also has a "Loan Duration" attribute, which affects the length of time an item circulates with the options of "short", "normal" (the default setting), and "long".

Loan duration options are not enabled for all item types.

Circulation Matrix

- Use of circulation modifiers for specific item types should be in compliance with PINES policies.
- When an item has a circulation modifier, that modifier takes precedence over the MARC item type when determining circulation rules.
- PINES libraries should no longer use MARC item Type for circulation rules. All new items should be assigned an appropriate circulation modifier.

* [Click here for Circulation Modifier list and definitions.](#)

Circ Modifier	Recurring Fine (Normal)	Recurring Fine (Low)	Recurring Fine (High)	Short Duration	Normal Duration	Extended Duration	Renewal Count
art	.20				3 months		1
audiobook	.20				14 days		2
audiobook-ff	none	none	none	none	14 days	none	2
bestseller	.50	.20			7 days		2
book	.20				14 days		2
book-ff	none				14 days		2
e-device	10.00	5.00	50.00	1 day	7 days	14 days	0
e-device-local	10.00	5.00	50.00	1 day	7 days	14 days	0
equipment	10.00	5.00	50.00	1 day	3 days	7 days	0
equipment-local	10.00	5.00	50.00	1 day	3 days	7 days	0
high-demand	\$1.00				7 days		0
Ill item	.20				14 days		0
kit	.20	5.00	50.00		14 days		2
localpass	3.00	1.00	5.00	3 days	7 days	14 days	1
magazine	.20				14 days		2
map	.50				3 days		1
microform	.20				14 days		2
music	.20				14 days		2
music-ff	none	none	none	none	14 days	none	2
realia-0	10.00	3.00	25.00	3 days	7 days	14 days	0
realia-1	10.00	3.00	25.00	3 days	7 days	14 days	1
realia-2	10.00	3.00	25.00	3 days	7 days	14 days	2
software	1.00	.20	5.00	3 days	7 days	14 days	2
statepass	3.00				7 days		1
talking-book	0				unlimited		0
toy	.20				14 days		2
video-0	.50	.20			7 days	14 days	0
video-0-ff	none	none	none	none	7 days	14 days	0
video-2	.50	.20			7 days	14 days	2
video-2-ff	none	none	none	none	7 days	14 days	2
videogame	1.00	.20	5.00	3 days	7 days	14 days	2

Circulation Matrix: MARC Types

PINES has discontinued using MARC types for circulation rules. All items should have the appropriate circulation modifier. This matrix is included here for those items not yet assigned a circulation modifier and still dependent on MARC type for fines and circulation duration. PreCats not assigned a circulation modifier at creation will follow circulation for language materials.

MARC Item Type	Recurring Fine	Recurring Fine (Low)	Recurring Fine (High)	Short Duration	Normal Duration	Long Duration	Renewal Count
a - Language Material	.20				14 days		2
c- Notated Music	.20				14 days		2
d - Manuscript Notated Music	.20				14 days		2
e - Cartographic Material	.50				7 days		2
f - Manuscript Cartographic Material	.50				3 days		1
g - Projected Medium	.50				7 days		0
i - Nonmusical Sound Recording	.20				14 days		2
j - Musical Sound Recording	.20				14 days		2
k - Two-dimensional Nonprojectable Graphic	.20				3 months		0
m - Computer File	.20				14 days		2
o - Kit	.20				14 days		2
p - Mixed Materials	.20				14 days		2
r -Three-dimensional artifact or naturally occurring object	.20				14 days		2
t - Manuscript Language Material	.20				14 days		2

Fines-free circulation modifiers

The circulation modifiers ending in “-ff” are applied to items in library systems that have opted to make their collections fines-free. These items will not accrue overdue fines, but will still charge the patron if they become lost, long overdue, or damaged.

Note that the fines-free designation is tied to the item, not to the circulation location or the patron.

[2023.09 - Between September 2020-September 2023, only the three library systems participating in the fines-free pilot project were allowed to use audiobook-ff, music-ff, video-0-ff, and video-2-ff. Upon completion of the pilot project, these circulation modifiers were opened up permanently to other library system wishing to make their collections fines-free.]

Circulation Exceptions

Item Circ System	Circ Mod, Etc.	Recurring Fine	Short Duration	Normal Duration	Long Duration	Renewal Count
------------------	----------------	----------------	----------------	-----------------	---------------	---------------

Item Circ System	Circ Mod, Etc.	Recurring Fine	Short Duration	Normal Duration	Long Duration	Renewal Count
STATELIB	book	no fines	35 days	35 days	35 days	1

Age Protection

See: [Age Protection](#)

Holds

Items with the audiobook, audiobook-ff, book, book-ff, music, music-ff, video-0, video-0-ff, video-2, video-2-ff, or videogame circulation modifiers are holdable throughout the consortium. Items with all other circulation modifiers are holdable only within their own systems. See [definitions of circulation modifiers for more details](#).

Hold Types or Levels

There are five levels or types of holds that can be placed in Evergreen. Library staff can place holds at all levels. Patrons can place title, metaholds, or part level holds. Only staff can place item/copy and call number/volume level holds.

Title level holds (T)

Designated by a T, title holds are placed on a single title/bibliographic record and can be filled by any copy in a holdable state on that record. Patrons and library staff can place title level from either the staff catalog or patron OPAC.

Part level holds (P)

Designated by a P, part level holds are placed when a specific volume or part of a multi-part work is needed. Parts are chosen at the time the hold is placed from a dropdown menu and apply to any volume or call number from any library with the same part label attached to the title record. Part level holds can be placed by either patron or library staff from either the staff catalog or patron OPAC.

Item/Copy level holds (C)

Designated by a C, Item/copy level holds are placed on a specific item on a bibliographic record and can only be filled by that specific item. Item/Copy holds should only be used by catalogers when they need to

resolve a cataloging problem. Item level holds placed for patrons can negatively impact hold fulfillment and should not be used for patron holds. Item level holds can only be placed by library staff from the staff catalog.

Call Number/Volume level holds (V)

Designated by a V, call number/volume level holds are used when any item attached to a specific library's call number or volume is needed. Call number/volume level holds should be rare since there are few occasions where a title or part level hold would not be a better option. Call number/volume level holds may also negatively impact hold fulfillment since the targetter will not look beyond that specific call number. Volume level holds can only be placed by library staff within the staff catalog.

Metarecord holds (M)

Designated by an M, metaholds are used when a patron will accept the first available copy of any format of a title, or any language available for a title. Placing a metahold groups titles together for hold availability using a machine-based algorithm that identifies like titles. Holds are not placed on all records in the group; but, will be fulfilled with the first available copy on one of the grouped records. At hold placement, patrons or staff can choose format and/or language under advanced options. Metaholds can be for all formats for the grouped records, only book formats (regular or large print) or editions, only sound recording formats, or only visual material formats. Metaholds can be placed by patron or library staff from either the staff catalog or patron OPAC.

Max Fine Levels

See [Max Fines vs. Max Bills](#) for an explanation of the difference between maximum fines and maximum bills.

Systems using the max-fine level of \$10.00

- Augusta-Richmond County Library System (ARCPLS)
- Athens Regional Library System (ARL)
- Cherokee Regional Library (CHRL)
- Coastal Plain Regional Library System (CPRL)
- Dougherty County Public Library (DCPL)
- Flint River Regional Library (FRRLS)
- Greater Clarks Hill Regional Library (GCHR)
- Henry County Library System (HCLS)
- Houston County Public Libraries (HOU)
- Marshes of Glynn Libraries (MOGL)
- Newton County Library System (NCLS)
- Oconee Regional Library (OCRL)
- Ochopee Regional Library (OHOOP)

- Okefenokee Regional Library System (OKRL)
- Piedmont Regional Library System (PIED)
- Pine Mountain Regional Library System (PMRLS)
- Screven-Jenkins Regional Library (SJRLS)
- Statesboro Regional Public Libraries (STRL)
- Three Rivers Regional Library System (TRRLS)

All other systems use the \$5.00 max-fine level

Library Processing fees

For processing fess at individual libraries, see [Library Processing Fees](#)

Special User Groups

Users in the following groups (or sub-groups) accrue no late fines on circulations:

- Staff
- Trustee
- Institution
- GLS
- Homebound
- PLAY Card

See [User Permission Groups](#) for more information.

From:

<https://pines.georgialibraries.org/dokuwiki/> - **PINES Documentation**

Permanent link:

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

Last update: **2024/01/19 14:10**

