

PINES Circulation Matrix

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 (based on the circ modifier, MARC, etc.) and the item flag is changed to have a “high” fine_level, then it will circulate at \$.50 / day.

The low/normal/high 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 “extended”. 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 is transiting away from using MARC item Type for circulation rules. All new items should be assigned the 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
av	.50				7 days		2
bestseller	.50	.20	.50		7 days		2
book	.20				14 days		2
book-ff	no fines				14 days		2
cd	.20				14 days		2
dvd-0	.50	.20			7 days	14 days	0
dvd-2	.50	.20			7 days	14 days	2

Circ Modifier	Recurring Fine (Normal)	Recurring Fine (Low)	Recurring Fine (High)	Short Duration	Normal Duration	Extended Duration	Renewal Count
e-book	.50				3 days		1
e-device	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
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
record	.20				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	.50				7 days		0
video-mid	.50				7 days		2
video-long	.20				14 days		2
videogame	1.00	.20	5.00	3 days	7 days	14 days	2

Circulation Matrix: MARC Types

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

MARC Item Type	Recurring Fine	Recurring Fine (Low)	Recurring Fine (High)	Short Duration	Normal Duration	Long Duration	Renewal Count
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

ILL item is used for items borrowed through OCLC ILL **ONLY**. See [Processing Interlibrary Loan Items in PINES: Best Practices](#) for more information.

Circulation Exceptions

Item Circ System	Circ Mod, Etc.	Recurring Fine	Short Duration	Normal Duration	Long Duration	Renewal Count
STATELIB	book	default	35 days	35 days	35 days	1
STATELIB	ref flag set	based on circ-mod	14 days	14 days	14 days	2

NOTE: There should be no STATELIB-L items with the reference flag set, but the circulation policy exists to catch ones that do.



STATELIB-L A/V items are holdable by any patron in PINES.

Age Protection

See: [Age Protection](#)

Holds

Only items with the 'book' or 'book-ff' circulation modifiers are holdable throughout the consortium. Items with all other circulation modifiers are holdable only within their own systems.

Max Fine Levels

See [Max Fines vs. Max Bills](#)

Systems using the medium max-fine level of \$10.00

- Augusta-Richmond County Library System (ARCPLS)
- Athens Regional Library System (ARL)
- Cherokee Regional Library (CHRL)
- Dougherty County Public Library (DCPL)
- Flint River Regional Library (FRRLS)
- Henry County Library System (HCLS)
- Houston County Public Libraries (HOU)
- Marshes of Glynn Libraries (MOGL)
- Newton County Library System (NCLS)
- Oconee Regional Library (OCRL)
- Ohoop Regional Library (OHOOP)
- Okefenokee Regional Library System (OKRL)
- 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

Special User Groups

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

- Staff
- Trustee
- Institution
- GLASS
- Homebound

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

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