

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	no fines	35 days	35 days	35 days	1
STATELIB	ref flag set	no fines	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. 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 only place title or part 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 print 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. PINES has only implemented part level holds for print materials.

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.

Metaholds (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](#)

Systems using the 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 (OHOOPL)
- 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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