

Create New Item Status for Circulation

Institution: _____ Date: _____

Name of individual completing form: _____

Campus: _____ Phone: _____ Email: _____

Instructions: Please complete the following information needed to set up a new item status.

Note: This represents the most commonly needed information and is not a comprehensive list of all available options. Additional information may be necessary to complete the process.

General

Sublibrary: _____

Collection: _____

Display name for the item status: _____

Will the item be loaned (i.e., not for library use only)? Yes ___ No ___

Will the item be renewed? Yes ___ No ___

Will requests (Holds or Recalls) be allowed? Yes ___ No ___

Circulation Policy

Will all patrons be allowed to borrow the item? Yes ___ No ___

If not, which patron statuses are allowed to borrow the item? _____

What is the Loan period? _____

Same loan period for every patron status? Yes ___ No ___

If not, please clarify: _____

Is there a limit on the number of loans/renewals for all or certain patron statuses? Yes ___ No ___

If yes, please clarify: _____

Overdue and Lost Fines

Charge overdue fines for this item? Yes ___ No ___ If yes, how much? _____

Allow a grace period? Yes ___ No ___ If yes, how long? _____

If Recalls are allowed, is there an additional fine for overdue recalled items (in addition to the regular overdue fine)? Yes ___ No ___ If yes, how much? _____

Bill the fine to Lost after a certain period of time? Yes ___ No ___

If yes, how long after the due date should the item be billed as Lost? _____

If yes, what is the replacement fee? _____

FORM SUBMISSION INSTRUCTIONS

Click Submit to email the completed form to the Help Desk.