

Polaris Housekeeping

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Why Housekeeping Articles?

CLC Action Plan Item

Provide a guide for when to review settings and what reports and documentation could assist libraries in the review



Why Housekeeping Articles?

- A reference tool for finding documentation, CLC reports, and related information in one place
- Tailor to the information staff wants to know and include CLC specific settings
- Tool for discovering gaps in documentation and reporting
- Starting point for additional training

CLC's Current Housekeeping List

Permissions

Material types

Borrow by Mail

Offline Mode

Notices

Shelf Locations

Holds

Receipts and Slips

Collection Agency

Fines

Due Dates/Loan Period Codes

Offline Mode

Dates Closed/Hours of Operation

Collection Codes

Patron Codes

In Progress:

Overdrive Integration

Lost Item Recovery

Inn-Reach

EDI

The Platform

CLC posts the articles in Discourse

Listserv/knowledge base for libraries

Software is free

Easy to edit

Easy to add links, photos, and documents

Easy to search by keyword or tag



Material Type Codes Overview

Knowledge Base housekeeping, mega-meta



wosborn Wes Osborn

11 Jan 27

Material type codes allow libraries to identify items that should follow some of the same circulation rules. Generally, they are named so they identify the items that are being assigned the material type code (book, video, periodical, etc.) Each item record is required to have one material type code assigned to it.

Polaris uses material type codes to:

- Control how many items with a particular material type code can be checked out or **how many active holds** ¹ are allowed for items with that material type.
- Within the CLC, **the transacting library's settings for Material Type Codes are used, regardless of where the patron is registered** ¹.
- Regardless of the settings for the individual material types, **patrons still cannot exceed the maximum hold and loan limit totals for their patron code** ¹.
- Material type codes determine the processing fee and the default replacement cost (if the price is not in the item record)
 - The item's owning location determines the processing fee amount. Polaris will ONLY charge processing fees based upon the item's OWNING location - this cannot currently be changed. (Enhancement: 160930975310798)

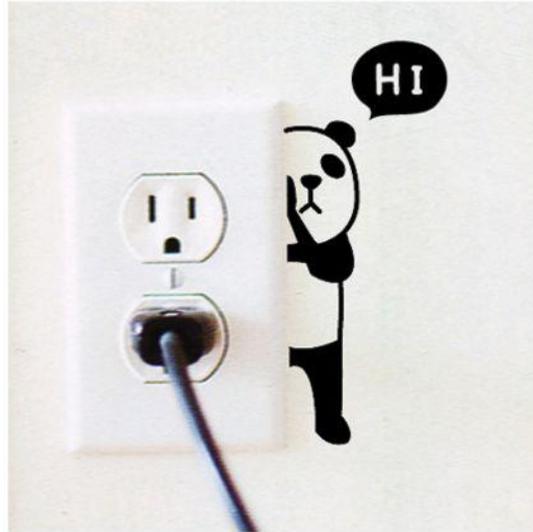
The loan and hold limits for each material type code can be **different per patron code** ³. For instance, some libraries limit checkout for video material type codes for minors, but don't limit them for adults. **This report will show you the current hold and loan limits** ² for each material type and patron code combination. You can also **use this report if you have a specific patron and item barcode you'd like to check**. If you need help interpreting either report, please open a HelpDesk ticket.

Below is an example of material type codes in Polaris System Administration. This illustrates how material type codes are separated by patron code, and also shows the total limits for that patron code at the top.

Organization	Patron Code	1st Level Fine	2nd Level Fine	Total Item Limit	Total Overdue	Total Holds	Total ILL	Total Reserve Items
Alexandria Public...	Full Access	\$0.99	\$49.99	100	0	25	0	0

Organization	Patron Code	Material Type	Maximum Item Limit	Hold Limit
Alexandria Public Library	Full Access	Audio Book	10	25
Alexandria Public Library	Full Access	Video G	4	25
Alexandria Public Library	Full Access	Video BG	4	25

housekeeping.clcoho.org



Topic List

[Polaris Permissions Overview](#)

👉 housekeeping, mega-meta

[Borrow By Mail Overview](#)

👉 housekeeping, mega-meta

[Material Type Codes Overview](#)

👉 housekeeping, mega-meta

[Offline Mode Overview](#)

👉 housekeeping, mega-meta

[Polaris Notices Overview](#)

👉 resolved-in-upgrade, housekeeping, mega-meta

[Shelf Locations Overview](#)

👉 housekeeping

[Holds Overview](#)

👉 housekeeping, mega-meta

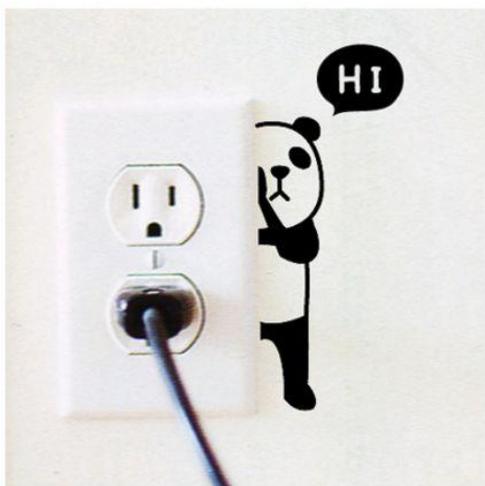
[Receipts and Slips Overview](#)

👉 housekeeping, mega-meta

[Collection Agency Overview](#)

👉 housekeeping, mega-meta

reportdefs.clcohoio.org



CLC Report Definitions

The information on this site is from the Central Library Consortium's Internal Polaris ILS Report documentation. There are report definitions and samples for more than 100 canned and custom Polaris reports. **Some of the links on the site will only work if you are a CLC member library.** If you have questions about information on this site, please [contact the CLC](#).

Note: Many of the reports on this page are custom reports built by the CLC. If you are interested in the code for any of these custom reports, use the contact link above to get in touch with us. Please include the URL and title of the report to help expedite your request.

Report Definition List

[Using date parameters in the SSRS web interface](#)

[Polaris Reports Primer](#)

mega-meta

[About the Report Definitions category](#)

[Bib Overlap Information](#)

by-library

[State Report - Circulation and Counts](#)

customreports

[Hourly Circulation Report](#)

by-branch, circulation

[Turnover Rate by Dewey Class](#)

by-branch

[Branch Summary](#)

by-library

[Deleted Item Transaction History](#)

circulation

[Financial Transaction Summary by Fee Reason](#)

financial, circulation

[Lost Item Recovery Settings](#)

by-library

I won't torture you with all of them

Overview of each topic

The different options/variables that affect the workflow

Related reports

What the options look like in SA

How the CLC has made updates to settings

Material Type Codes

When to review material types:

- When you're using material types for something other than the description
- When you're mixing and matching material types and fine codes
- When staff don't know what some material types mean – too generic? Outdated?
- Check yearly
- Consider rebuilding every 3-5 years

Material Type Codes

Identify items that should follow the same loan and hold limit rules

Can be named whatever you want.

- CLC named for type of material (book, video, etc.) for flexibility

Each item record is required to have one material type code assigned to it.

You can tell Polaris how to know which branch's settings to follow.

- At the CLC, the transacting library's settings are used, regardless of where the patron is registered; part of Shared Patron philosophy

Material Type Codes

Organization	Patron Code	1st Level Fine	2nd Level Fine	Total Item Limit	Total Overdue	Total Holds	Total ILL	T
 Alexandria Public...	Full Access	\$0.99	\$49.99	100	0	25	0	

Organization	Patron Code	Material Type	Maximum Item Limit	Hold Limit
 Alexandria Public Library	Full Access	Audio Book	10	25
 Alexandria Public Library	Full Access	Video G	4	25
 Alexandria Public Library	Full Access	Video PG	4	25
 Alexandria Public Library	Full Access	Video PG-13	4	25
 Alexandria Public Library	Full Access	Video R	4	25
 Alexandria Public Library	Full Access	Video Non-Fiction ...	4	25
 Alexandria Public Library	Full Access	Video Non-Fiction ...	4	25
 Alexandria Public Library	Full Access	Book	100	25
 Alexandria Public Library	Full Access	Computer Software	5	25

Material Type Codes

Determine the processing fee and the default replacement cost (if the price is not in the item record)

- Processing fees determined by OWNING location - this cannot currently be changed.
(Enhancement: 160930975310798)

Replacement Fee Defaults

Use item record price field or default Use defaults only

Material Type	Replacement Cost	Processing Fee
Acq Material On Order	\$20.00	\$1.00
Audio Book	\$40.00	\$1.00
Book	\$25.00	\$1.00
Computer Software (CDROM)	\$25.00	\$1.00
eAudiobook	\$20.00	\$5.00
eBook	\$20.00	\$5.00
eMusic	\$20.00	\$5.00
Equipment and Misc	\$100.00	\$1.00
eVideo	\$20.00	\$5.00
Historical Photo	\$25.00	\$1.00
Juvenile Audio Book	\$40.00	\$1.00
Juvenile Board Book	\$10.00	\$1.00
Juvenile Book	\$28.00	\$1.00
Juvenile Kit	\$90.00	\$1.00
Juvenile Music CD/Cassette	\$16.00	\$1.00
Juvenile Periodical	\$5.00	\$0.00
Juvenile Video Non-Fiction	\$30.00	\$1.00
Kit	\$90.00	\$1.00
Local A/V Material	\$20.00	\$5.00

OK Cancel Help

Material Type Codes

Used in Floating to limit:

- Number of items attached to same bib in “in” status at branch
- Total number of items attached to same bib in any circ status

Received Branch	Material Type	Maximum I...	Maximum T...
 Pickerington Sycamore ...	Audio Book	5	10
 Pickerington Sycamore ...	Video G	5	10
 Pickerington Sycamore ...	Video PG	5	10
 Pickerington Sycamore ...	Video PG-13	5	10
 Pickerington Sycamore ...	Video R	5	10
 Pickerington Sycamore ...	Video Non-Fiction and Ot...	5	10
 Pickerington Sycamore ...	Video Non-Fiction and Ot...	5	10
 Pickerington Sycamore ...	Book	5	10
 Pickerington Sycamore ...	Computer Software (CDR...	5	10
 Pickerington Sycamore ...	Local Short Term Loan	5	10
 Pickerington Sycamore ...	Equipment and Misc	5	10
 Pickerington Sycamore ...	Historical Photo	5	10
 Pickerington Sycamore ...	Juvenile Audio Book	5	10
 Pickerington Sycamore ...	Juvenile Board Book	5	10
 Pickerington Sycamore ...	Juvenile Book	5	10
 Pickerington Sycamore ...	Juvenile Kit	5	10
 Pickerington Sycamore ...	Juvenile Music CD/Cassette	5	10
 Pickerington Sycamore ...	Juvenile Video Non-Fiction	5	10
 Pickerington Sycamore ...	Juvenile Periodical	5	10
 Pickerington Sycamore ...	Kit	5	10
 Pickerington Sycamore ...	Music CD/Cassette	5	10
 Pickerington Sycamore ...	New Book	5	10
 Pickerington Sycamore ...	New Periodical	5	10
 Pickerington Sycamore ...	Paperback	5	10
 Pickerington Sycamore ...	Periodical	5	10

What Material Types are NOT

Material type codes are not the same as **Type of Material codes or TOMs** which are assigned at the bib level.

Not intended to locate items in the library; solely intended to govern circulation for items.

Material type codes do NOT control the loan period or fine amount for an item. These are controlled separately by **Loan Period Codes** and **Fine Codes**.

Material Type Groups

Applies **CKO** limit rules to the *group in addition* to limits for the individual material types.

The **lower valued setting**, either the individual material type limit or the group limit **will always be enforced**.

Only for limiting checkouts. **NOT** for limiting hold requests.

Material Type Groups [Alexandria (lib)]

Settings defined at: Alexandria (lib)

Group Name: Videos

Group definition: Name: Videos

Material Type Assignment:

- Periodical
- Playaway
- Puppet, Poster or Toy
- Vertical File
- Video G
- Video PG
- Video PG-13
- Video R
- Videogame E
- Videogame M
- Videogame T

Patron Code	Limit
<input checked="" type="checkbox"/> Full Access	4
<input checked="" type="checkbox"/> Homebound	4
<input type="checkbox"/> ILL/MORE	0
<input type="checkbox"/> In House	0
<input type="checkbox"/> Institutions	0
<input type="checkbox"/> Key Customers	0
<input type="checkbox"/> Newly Registered	0
<input type="checkbox"/> Newly Registered Minor	0
<input type="checkbox"/> Restricted 1	0
<input type="checkbox"/> Restricted 2	0

Select All 1 Apply Unselect All

OK Cancel Help

Material Type Groups

Example: Video checkout limits for Full Access patrons are 4 for each video material type

Without material type group, a Full Access patron could have 4 Video G + 4 Video PG + 4 Video PG-13 + 4 Video R = 24 videos checked out at one time

Organization	Patron Code	1st Level Fine	2nd Level Fine	Total Item Limit
Alexandria Public...	Full Access	\$0.99	\$49.99	100

Organization	Patron Code	Material Type	Maximum Item Limit
Alexandria Public Library	Full Access	Audio Book	10
Alexandria Public Library	Full Access	Video G	4
Alexandria Public Library	Full Access	Video PG	4
Alexandria Public Library	Full Access	Video PG-13	4
Alexandria Public Library	Full Access	Video R	4
Alexandria Public Library	Full Access	Video Non-Fiction ...	4
Alexandria Public Library	Full Access	Video Non-Fiction ...	4
Alexandria Public Library	Full Access	Book	100
Alexandria Public Library	Full Access	Computer Software	5

} Can have 100 total items out

} 24 Videos Total

Material Type Groups

Example:

Video Material Type group limits to 4 TOTAL videos with the checked material types

Could be 4 Video G, or 2 Video G and 2 Video PG, etc.

Material Type Groups [Alexandria (lib)]

Settings defined at: Alexandria (lib)

Group Name: Videos

Group definition: Name: Videos

Material Type Assignment:

- Periodical
- Playaway
- Puppet, Poster or Toy
- Vertical File
- Video G
- Video PG
- Video PG-13
- Video R
- Videogame E
- Videogame M
- Videogame T

Patron Code Limit

Patron Code	Limit
<input checked="" type="checkbox"/> Full Access	4
<input checked="" type="checkbox"/> Homebound	4
<input type="checkbox"/> ILL/MORE	0
<input type="checkbox"/> In House	0
<input type="checkbox"/> Institutions	0
<input type="checkbox"/> Key Customers	0
<input type="checkbox"/> Newly Registered	0
<input type="checkbox"/> Newly Registered Minor	0
<input type="checkbox"/> Restricted 1	0
<input type="checkbox"/> Restricted 2	0

Any Combination

Select All 1 Apply Unselect All

OK Cancel Help

Loan and Hold Limit Reference

Library Name	Patron Code	Mat Type	Max Items	Max Request Items
SPL Grove City	Full Access	Audio Book	30	30
SPL Grove City	Homebound	Audio Book	200	30
SPL Grove City	ILL/MORE	Audio Book	30	30
SPL Grove City	In House	Audio Book	999	999
SPL Grove City	Institutions	Audio Book	200	30
SPL Grove City	Key Customers	Audio Book	30	30
SPL Grove City	Restricted 1	Audio Book	30	30
SPL Grove City	Restricted 2	Audio Book	30	30
SPL Grove City	Restricted 3	Audio Book	0	0
SPL Grove City	Newly Registered	Audio Book	10	30
SPL Grove City	Newly Registered Minor	Audio Book	10	30
SPL Grove City	Self Registered	Audio Book	0	30
SPL Grove City	Senior	Audio Book	30	30
SPL Grove City	Staff	Audio Book	30	30
SPL Grove City	Teachers/Educators	Audio Book	30	30
SPL Grove City	Full Access	Video G	10	5
SPL Grove City	Homebound	Video G	200	5
SPL Grove City	ILL/MORE	Video G	10	5
SPL Grove City	In House	Video G	999	999
SPL Grove City	Institutions	Video G	200	5
SPL Grove City	Key Customers	Video G	10	5
SPL Grove City	Restricted 1	Video G	0	0

Patron Loan Limits

Patron Code	Branch	Max Fine	Min Fine	Total Items	Total Over Due	Total Holds	Total ILL	Total Reserve Items
<input checked="" type="checkbox"/> Full Access								
	Fairfield County Baltimore Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Bremen Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Johns Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Main Library	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Northwest Branch	\$999.99	\$1.99	50	4	35	0	0
	FCDL Outreach Services	\$999.99	\$1.99	50	4	35	0	0
<input checked="" type="checkbox"/> Homebound								
	Fairfield County Baltimore Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Bremen Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Johns Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Main Library	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Northwest Branch	\$999.99	\$1.99	50	4	35	0	0
	FCDL Outreach Services	\$999.99	\$1.99	50	4	35	0	0

Patron Limits For Material Type

Enter the item barcode or ID

Enter the checkout branch

Results:

Material type of the item

Max checkouts per patron code

Max holds per patron code

Whether the item is
holdable/circulating

Patron Limits for

Item: 3

Item Material Type: Book

Patron Branch: Alexandria Public Library

See <https://discourse.clcoho.org/t/2117> for more details

Patron Code	Max Checkouts	Max Requests	Holdable*	Circulating*
Full Access	100	25	Yes	Yes
Homebound	100	25	Yes	Yes
ILL/MORE	100	25	Yes	Yes
In House	100	25	Yes	Yes
Institutions	100	25	Yes	Yes
Key Customers	100	25	Yes	Yes
Restricted 1	100	25	Yes	Yes
Restricted 2	100	25	Yes	Yes
Restricted 3	2	25	Yes	Yes
Newly Registered	100	25	Yes	Yes
Newly Registered Minor	100	25	Yes	Yes
Self Registered	100	25	Yes	Yes
Senior	100	25	Yes	Yes
Staff	100	50	Yes	Yes
Teachers/Educators	100	50	Yes	Yes

***Note:** These two columns represent the Holdable & Non-Circulating flags on the item record. It is possible that an item may not be holdable by a particular branch based upon OTHER rules and still show a Yes in one of these two columns. Please see <https://discourse.clcoho.org/t/2117> for more details.

Material Type Groups for Alexandria

Group Limits		
Group Name	Patron Code	Limit
Videos	Full Access	4
Videos	Homebound	4
Videos	Senior	4
Videos	Staff	4
Videos	Teachers/Educators	4
Videos Other	Full Access	4
Videos Other	Homebound	4
Videos Other	Senior	4
Videos Other	Staff	4
Videos Other	Teachers/Educators	4

Group Definitions	
Group Name	Material Type
Videos	Video G
Videos	Video PG
Videos	Video PG-13
Videos	Video R
Videos Other	Video Non-Fiction and Other
Videos Other	Video Non-Fiction and Other Restricted
Videos Other	Juvenile Video Non-Fiction

Updating Material Type Codes

Created a spreadsheet with:

- Collection codes used per material type for each library
- Library-Reported usage of each material type
- Tab with mismatched material type, loan period, and fine codes

Libraries reviewed and used as a guide for updated material type list

Material Type	Loan Period	Fine Code	# items	Libraries Using & example item ID
Audio Book	Book	Book	1489	MPL, CML, GHPL - 1105039
Audio Book	Book	Audio Book	744	Wagnalls- 6094342
Audio Book	Juvenile Audio Book	Juvenile Audio Book	134	CML - 6973223
Book	Kit	Book	2888	FCD - 8131025
Book	Periodical	Periodical	746	SPL - 1796798, WPL - 1848600
Book	Juvenile Book	Juvenile Book	617	CML - 7873885
Book	Paperback	Paperback	547	CML - 7289082
Book	Book	Audio Book	25	
Book	Audio Book	Audio Book	12	WL, PCL - 7702854, FCD
Book	Book	Juvenile Book	12	
Book	Book	Computer Software (CDROM)	11	
Equipment and Misc	Video G	Equipment and Misc	30	Lon - 7044550
Equipment and Misc	Book	Book	20	Wag - 6542654
Juvenile Audio Book	Juvenile Audio Book	Juvenile Book	64	ALE - 970999
Juvenile Audio Book	Audio Book	Audio Book	55	ALE - 1324373
Juvenile Audio Book	Book	Juvenile Audio Book	32	
Juvenile Audio Book	Juvenile Book	Juvenile Book	19	
Juvenile Board Book	Juvenile Book	Juvenile Book	269	CML - 7452849
Juvenile Book	Juvenile Book	Book	3173	Bexley - 5452685
Juvenile Book	Book	Book	761	CML - 4560549 , Wag - 565207, FCD
Juvenile Book	Juvenile Board Book	Juvenile Board Book	90	FCD - 602538, CML - 6580980
Juvenile Book	Juvenile Book	Juvenile Kit	90	PPL - 7615055
Juvenile Book	Juvenile Book	Juvenile Board Book	50	
Juvenile Book	Paperback	Paperback	48	
Juvenile Book	Juvenile Board Book	Juvenile Book	39	
Juvenile Book	Juvenile Kit	Juvenile Book	26	
Juvenile Book	Juvenile Periodical	Juvenile Periodical	16	
Juvenile Book	Book	Juvenile Book	11	
Juvenile Book	Juvenile Book	Juvenile Audio Book	10	
Juvenile Kit	Juvenile Book	Juvenile Book	13	
Juvenile Music CD/Cassette	Music CD/Cassette	Music CD/Cassette	13	
Juvenile Periodical	Juvenile Video Non-Fiction	Periodical	219	PCL - 1506126
Juvenile Periodical	Juvenile Book	Juvenile Periodical	143	Wag - 162867
Juvenile Periodical	Periodical	Periodical	69	
Juvenile Video Non-Fiction	Video Non-Fiction & Other	Video Non-Fiction & Other	57	WPL 4682162
Juvenile Video Non-Fiction	Video R	Video R	41	
Local A/V Material	Music CD/Cassette	Music CD/Cassette	164	GHP - 7165065
Local A/V Material	Video G	Video G	21	
Music CD/Cassette	Juvenile Music CD/Cassette	Juvenile Music CD/Cassette	31	

Updating Material Type Codes

TS and PS committee members vote to approve

Not renaming existing codes even if it's a similar use

Libraries bulk change the material type then CLC suppresses old ones

Proposed Material Type Changes		
Current	Proposed New	Description
	Audio Book	
Audio Book	Book	
Book	Book Club Kits	Longer loan periods for book club items
Computer Software	eAudiobook	For Overdrive Integration
ebook	eBook	For Overdrive Integration
equipment & Misc.	Games and Toys	Replaces Puppet/Poster/Toy
Historical Photo	Hotspots	
Juvenile Board Book	In House Equipment	Equipment that's not loanable outside the building
Juvenile Book	Juvenile Audio Book	
Juvenile Kit	Juvenile Book	
Juvenile Music CD/Cassette	Juvenile Kit	
Juvenile Periodical	Juvenile Music CD/Cassette	
Juvenile Audio Book	Juvenile Periodical	
Juvenile Video Non-Fiction	Juvenile Video Non-Fiction	Any TV-G, TV-Y, TV-PG, TV-Y7 (includes TV-Y7 FV) docu
Kit	Juvenile Video un-rated	This would be juvenile titles (animated) that do not have i Generally agreed that this is something a child could watch this might include Dora the Explorer or Lego Ninjago.
Local A/V Material	Kit	
Local Short Term Loan	Loanable Equipment 1	Equipment that is loanable
	Loanable Equipment 2	Equipment that is loanable (extra for future use)
New Book	Local A/V Material	Keeping per Discourse post
Music CD/Cassette	Local Short Term Loan	Quick Picks

Trends in Material Types

Added TV ratings to video material types

Mobile Hotspots

Board Games

Additional material types for circulating and noncirculating equipment (tablets, laptops, launchpads, “binge” movie kits)

Book Club Kits

Fines

When to review:

- If you're considering a change in:
 - Fine amounts (or going fine free)
 - Days closed or hours of operation
 - Patron codes and material types (need matching fine code)
- Or every 3 years

Fines Overview

Fines are calculated in real-time when an item is checked in or renewed.

At the CLC, Fine settings for the lending branch are always used, regardless of where the *patron account was registered* or where the *item is returned*.

EXCEPT: The system always uses the Free Days setting of the transacting (*check-in*) branch.

How much is my fine?

Fine Codes

- Max Fine
- Grace Periods

Free Days

Lost and Claimed

Fine Blocks

Dates closed/Hours of Operation/Days Not Fineable

Fine Free

Fine Codes

Fine amounts are set by Fine Codes

- The fine code is part of the item record
- At the CLC, Fine Codes are named the same as material type codes and Loan Period Codes, except No Charge

Fine amounts for Fine Codes are assigned by Patron Code for each branch

Fine Codes – Max Fine

The Max Fine setting determines the maximum amount a patron can be charged for an overdue item.

The Max Fine setting is set for each Fine and Patron Code for each branch.

Fine Codes – Grace Periods

If the patron returns an item within the Grace Period, they will not be charged an overdue fine.

- But if the patron returns the item after the Grace Period ends, they will be charged the *full* overdue fine amount.

The length of a Grace Period, if any, is assigned by Fine and Patron Code for each branch.

...	Organization	Patron Code	Fine Code	Amount	Maximum Fine	Grace Units
	Grandview Hei...	Full Access	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Homebound	Audio Book	\$0.00	\$0.00	0
	Grandview Hei...	ILL/MORE	Audio Book	\$0.00	\$0.00	0
	Grandview Hei...	In House	Audio Book	\$0.00	\$0.00	0
	Grandview Hei...	Institutions	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Key Customers	Audio Book	\$0.00	\$0.00	0
	Grandview Hei...	Restricted 1	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Restricted 2	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Restricted 3	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Newly Register...	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Newly Register...	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Self Registered	Audio Book	\$0.20	\$5.00	0
	Grandview Hei...	Senior	Audio Book	\$0.00	\$0.00	0
	Grandview Hei...	Staff	Audio Book	\$0.00	\$0.00	0
	Grandview Hei...	Teachers/Educ...	Audio Book	\$0.20	\$5.00	0

Fine Codes

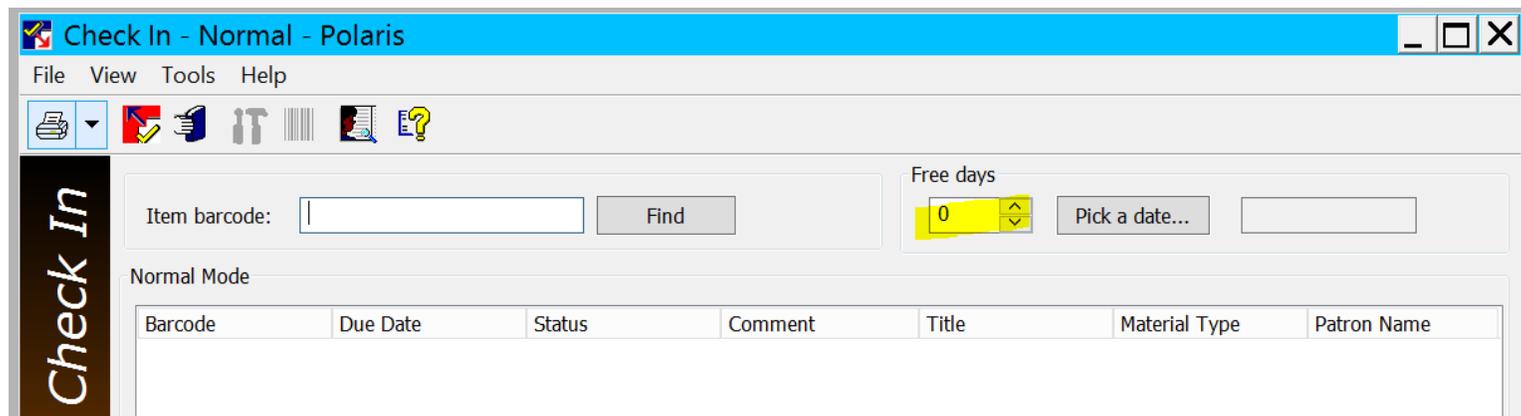
Fine Code	Patron Code	Branch	Amount	Maximum Fine	Grace Units
Audio Book	Full Access	Alexandria Public Library	\$1.00	\$10.00	0
	Homebound	Alexandria Public Library	\$1.00	\$10.00	0
	ILL/MORE	Alexandria Public Library	\$0.00	\$0.00	0
	In House	Alexandria Public Library	\$0.00	\$0.00	0
	Institutions	Alexandria Public Library	\$0.00	\$0.00	0
	Key Customers	Alexandria Public Library	\$1.00	\$10.00	0
	Restricted 1	Alexandria Public Library	\$1.00	\$10.00	0
	Restricted 2	Alexandria Public Library	\$1.00	\$10.00	0
	Restricted 3	Alexandria Public Library	\$0.00	\$0.00	0
	Newly Registered	Alexandria Public Library	\$1.00	\$10.00	0
	Newly Registered Minor	Alexandria Public Library	\$1.00	\$10.00	0
	Self Registered	Alexandria Public Library	\$1.00	\$10.00	0
	Senior	Alexandria Public Library	\$1.00	\$10.00	0
	Staff	Alexandria Public Library	\$0.00	\$0.00	0
	Teachers/Educators	Alexandria Public Library	\$1.00	\$10.00	0
Book					

Free Days

Free Days are designed to cover book drop check-ins and unexpected closings.

Free Days are omitted from the overdue fine calculation during normal, bulk, or offline check in.

- **Example:** an item could be 3 days overdue or 6 days overdue. In both cases, if Free Days are set to 2, both items will have 2 days' worth of fines omitted from their overdue fine calculation.



Free Days

Items with checked in with a Free Days setting will always have the number of Free Days applied, regardless of the item's Fine Code.

- *Except When an item is declared lost, no Free Days are applied to the overdue fine calculation.*

Free day settings:

- Libraries can have a default number of Free Days by Library or Branch pre-set in System Administration, for normal check-in, bulk check-in, or both.
- Staff with appropriate permissions can manually change the Free Day from the default in the check-in and/or bulk check-in workforms.

Fines for Claimed Items

At the system level, you can choose to charge fines for claimed items

The CLC is set to No, so overdue fines for Claimed items are automatically waived.

Parameter	Value
 ORS: Include other library items in selection list processing	Yes
 ORS: Prompt for update during normal check-out	Yes
 Outreach title rating	Setup ...
 Outreach title rating enabled	No
 Overdues: # of days until long overdue	30
 Overdues: Add closed days/dates to grace days	No
 Overdues: Block for long overdue items	No
 Overdues: Charge fines for claimed items	No
 Overdues: Clear fine if recovered at check-out	No

Fines for Lost items

When a Lost item is returned, fines can be charged, or waived.

- Each library's Lost Item Recovery and Lost-and-paid Recovery settings control this behavior.

Libraries set a time limit for automatically charging/waiving fines. If the item was returned after the date, staff must manually charge/waive fines.

Lost Item Recovery Settings- SA

Lost item recovery **Lost-and-paid recovery**

Default action if recovered in: 99 Years

	Auto waive/charge lost item fees	Overdue fine	Processing fee	Replacement cost
Check-in: Bulk mode	<input checked="" type="checkbox"/>	Charge <input type="text"/>	Waive <input type="text"/>	Waive <input type="text"/>
Check-in: Normal mode	<input checked="" type="checkbox"/>	Charge <input type="text"/>	Waive <input type="text"/>	Waive <input type="text"/>
Check-out	<input checked="" type="checkbox"/>	Waive <input type="text"/>	Waive <input type="text"/>	Waive <input type="text"/>

Lost item charge options [Alexandria (lib)]

Overdues: Billed items set to lost (System level only)

Charge overdue with bill

Charge overdue when declared lost

Charge overdue when returned

Default action if recovered in: 3 Months

	Auto credit lost item fees	Overdue fine	Processing fee	Replacement cost
Check-in: Bulk mode	<input checked="" type="checkbox"/>	Leave as is <input type="text"/>	Leave as is <input type="text"/>	Credit patron account <input type="text"/>
Check-in: Normal mode	<input checked="" type="checkbox"/>	Leave as is <input type="text"/>	Leave as is <input type="text"/>	Credit patron account <input type="text"/>
Check-out	<input checked="" type="checkbox"/>	Leave as is <input type="text"/>	Leave as is <input type="text"/>	Credit patron account <input type="text"/>

Lost Item Recovery Settings Report

Select Branch

1 of 1 Find | Next

Lost item recovery settings

This report shows the lost item recovery settings for the library selected. Please see [HelpDesk FAQ #237](#) for more details.

Name	Recovery Type	Recovery Period	Recovered During	Enabled	Overdue Fine	Processing Fee	Replacement Charge
Alexandria	Lost item recovery	99 Years	Check-in: Bulk mode	Yes	Charge	Waive	Waive
Alexandria	Lost item recovery	99 Years	Check-in: Normal mode	Yes	Charge	Waive	Waive
Alexandria	Lost item recovery	99 Years	Check-out	Yes	Waive	Waive	Waive
Alexandria	Lost and PAID recovery	3 Months	Check-in: Bulk mode	Yes	Leave as is	Leave as is	Credit Pat Account
Alexandria	Lost and PAID recovery	3 Months	Check-in: Normal mode	Yes	Leave as is	Leave as is	Credit Pat Account
Alexandria	Lost and PAID recovery	3 Months	Check-out	Yes	Leave as is	Leave as is	Credit Pat Account

Setting*	Value
ChargeOverdueWhenLost	YES Charge overdue fine when declared lost
ChargeOverdueWhenReturned	Do NOT Charge overdue fine when lost item RETURNED
ChargeOverdueWithBill	YES Charge overdue fine with bill

Blocking for Fines

1st Level Fine Block: A warning pops up alerting the staff to fines on the patron account.

2nd Level Fine Block: The patron is stopped from circulating materials. Staff must have permission to override a 2nd Level Fine Block.

Libraries determine the Fine Block amounts by patron code per branch.

Blocking for Fines

Patron / Material Type Loan Limit Blocks

Organization	Patron Code	1st Level Fine	2nd Level Fine	Total Item Limit	Total Overdue	Total Holds	Total ILL	Total Items
Alexandria Public...	Full Access	\$0.99	\$49.99	100	0	25	0	
Alexandria Public...	Homebound	\$0.99	\$49.99	100	0	25	0	
Alexandria Public...	ILL/MORE	\$0.99	\$49.99	999	999	150	0	
Alexandria Public...	In House	\$0.99	\$49.99	999	999	0	0	
Alexandria Public...	Institutions	\$0.99	\$49.99	100	0	150	0	
Alexandria Public...	Key Customers	\$0.99	\$49.99	100	0	25	0	
Alexandria Public...	Restricted 1	\$0.99	\$49.99	100	0	25	0	
Alexandria Public...	Restricted 2	\$0.99	\$49.99	100	0	25	0	
Alexandria Public...	Restricted 3	\$0.99	\$49.99	2	0	0	0	

Blocking for Fines

Patron Loan Limits



Patron Code	Branch	Max Fine	Min Fine	Total Items	Total Over Due	Total Holds	Total ILL	Total Reserve Items
Full Access								
	Fairfield County Baltimore Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Bremen Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Johns Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Main Library	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Northwest Branch	\$999.99	\$1.99	50	4	35	0	0
	FCDL Outreach Services	\$999.99	\$1.99	50	4	35	0	0
Homebound								
	Fairfield County Baltimore Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Bremen Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Johns Branch	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Main Library	\$999.99	\$1.99	50	4	35	0	0
	Fairfield County Northwest Branch	\$999.99	\$1.99	50	4	35	0	0
	FCDL Outreach Services	\$999.99	\$1.99	50	4	35	0	0

Blocking for Fines

Block checkout from the PAC or from 3rd party applications using 3M SIP

- You can choose not to block for money owed
- block above the 2nd Level Fine Block amount
- A different amount.

Patron Initiated Circulation: Blocking Conditions

Patron Blocks | Item Blocks

Block if the patron has...

- Free text blocks
- Money owed
 - Over 2nd level fine amount
 - Over:
- Collection agency blocks
- Verify borrower blocks

Block if the patron is responsible for...

Blocking for Fines

Blocking from ExpressCheck

- You can choose not to block for money owed
- block above the 2nd Level Fine Block amount
- A different amount.

Patron blocks are controlled by the transacting branch.

Polaris ExpressCheck: Blocking Conditions

Patron Blocks

Item Blocks

Block the checkout if the patron has...

Free text blocks

Money owed

Over 2nd level fine amount

Over:

Collection agency blocks

Calculating Fines

Dates Closed (Holidays, unexpected closures, etc.): fines are NOT calculated for the closed date.

- **EXAMPLE:** a library has a closed date of 1/1. The item was due on 12/31, and is returned on 1/2. The patron will not be charged an overdue fine for 1/1.

Hours of Operation (Regular closed days each week; i.e. closed Sundays): Fines ARE calculated for the closed day

- **EXAMPLE:** if an item is due on a Saturday at a library closed Sundays, and the item is returned on a Monday, the patron will accrue fines for Sunday.

Calculating Fines

Hours Of Operation [X]

Pickerington Sycamore Plaza Library

Monday	<input type="checkbox"/> Closed	12:00:00 PM	7:00:00 PM
Tuesday	<input type="checkbox"/> Closed	12:00:00 PM	7:00:00 PM
Wednesday	<input type="checkbox"/> Closed	12:00:00 PM	7:00:00 PM
Thursday	<input type="checkbox"/> Closed	12:00:00 PM	7:00:00 PM
Friday	<input type="checkbox"/> Closed	12:00:00 PM	6:00:00 PM
Saturday	<input type="checkbox"/> Closed	12:00:00 PM	6:00:00 PM
Sunday	<input checked="" type="checkbox"/> Closed	12:00:00 AM	12:00:00 AM

OK Cancel Help

Library Calendar Information

This report displays the library's weekly schedule and the closed days that are listed in the Polaris system. If you would like to make any adjustments to the library's settings, please open up a CLC HelpDesk ticket.

Library	Setting	Value
CML Dublin Branch	Hours of operation	MON0900-2100 TUE0900-2100 WED0900-2100 THU0900-2100 FRI0900-1800 SAT0900-1800 SUN1300-1700

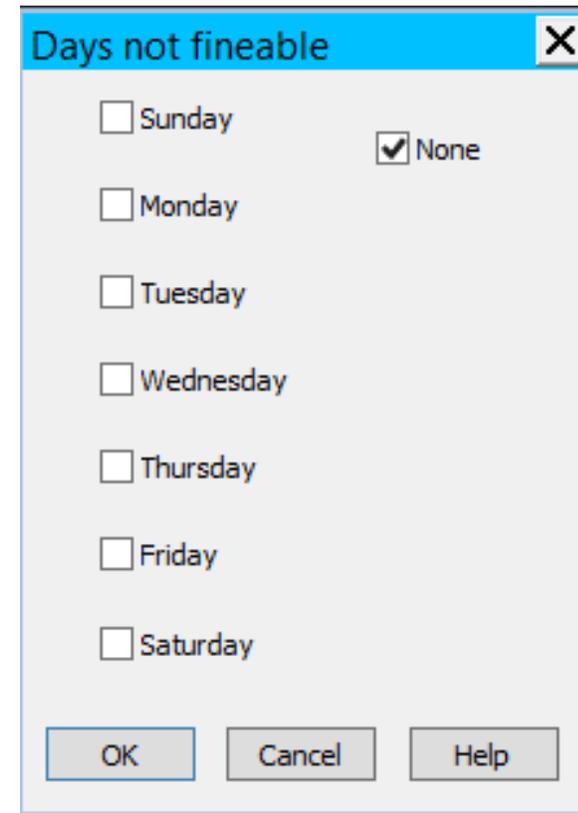
Library	Date Closed
CML Dublin Branch	5/23/2012 12:00:00 AM
CML Dublin Branch	1/1/2013 12:00:00 AM
CML Dublin Branch	1/6/2013 12:00:00 AM
CML Dublin Branch	1/13/2013 12:00:00 AM
CML Dublin Branch	1/20/2013 12:00:00 AM
CML Dublin Branch	1/21/2013 12:00:00 AM
CML Dublin Branch	1/27/2013 12:00:00 AM
CML Dublin Branch	2/3/2013 12:00:00 AM
CML Dublin Branch	2/10/2013 12:00:00 AM
CML Dublin Branch	2/17/2013 12:00:00 AM
CML Dublin Branch	2/18/2013 12:00:00 AM

Calculating Fines

Days not Fineable:

The selected day(s) will never be counted toward fine calculation for that library.

Days Not Fineable can be used with Hours of Operation so that regularly closed days won't be fineable:



The image shows a dialog box titled "Days not fineable" with a close button (X) in the top right corner. The dialog contains a list of days of the week, each with a checkbox: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The "None" option is checked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Day	Selected
Sunday	<input type="checkbox"/>
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Saturday	<input type="checkbox"/>
None	<input checked="" type="checkbox"/>

Fine Free

If a library has chosen to go fine-free, any patron in the CLC who **checks out or renews an item from the fine free library** will not be charged a fine for that item.

Fine Free setup:

- Fine amounts are cleared out for each fine code.
- Notices are reworded to remove mention of fines.
- Libraries can modify overdue notification timing and/or add a 3rd overdue notice.
- Libraries can modify when a bill is sent and change the Money Owed threshold

Permissions

When to review:

- Whenever you create new positions or do a reorganization
- The existing groups don't have the permissions needed for staff
- Permissions feel "out of control" or are unclear
- Review every 3 years

Permissions

Control what information and workflows staff can access

Permissions are granted, not denied

System, Library and Branch level permissions

Permission to override blocks in separate area

The permissions you have in Polaris are the same permissions you have in Leap. You can separately control access to Leap

Permissions in SA

Staff Member

Name: khock

Email Address:

Organization: Central Library Consortium Electronic Library

Affiliated Branch: CLC Electronic Library

Domain: ccdpc (ccdpc.org)

Account

Active

Suspend

Is Permitted To

Control Record	Permission	Subsystem
Authority records	Modify	Cataloging
Authority templates	Access	Cataloging
Authority templates	Create	Cataloging
Authority templates	Delete	Cataloging
Authority templates	Modify	Cataloging
Auto delete processing of reserve item ...	Allow	Cataloging
Bibliographic records	Access	Cataloging

Organization	Organization Type
Alexandria	Library
Alexandria Public Library	Branch
Bexley	Library
Bexley Public Library	Branch
Central Library Consortium	System
Central Library Consortiu...	Library
CLC Electronic Library	Branch

Membership

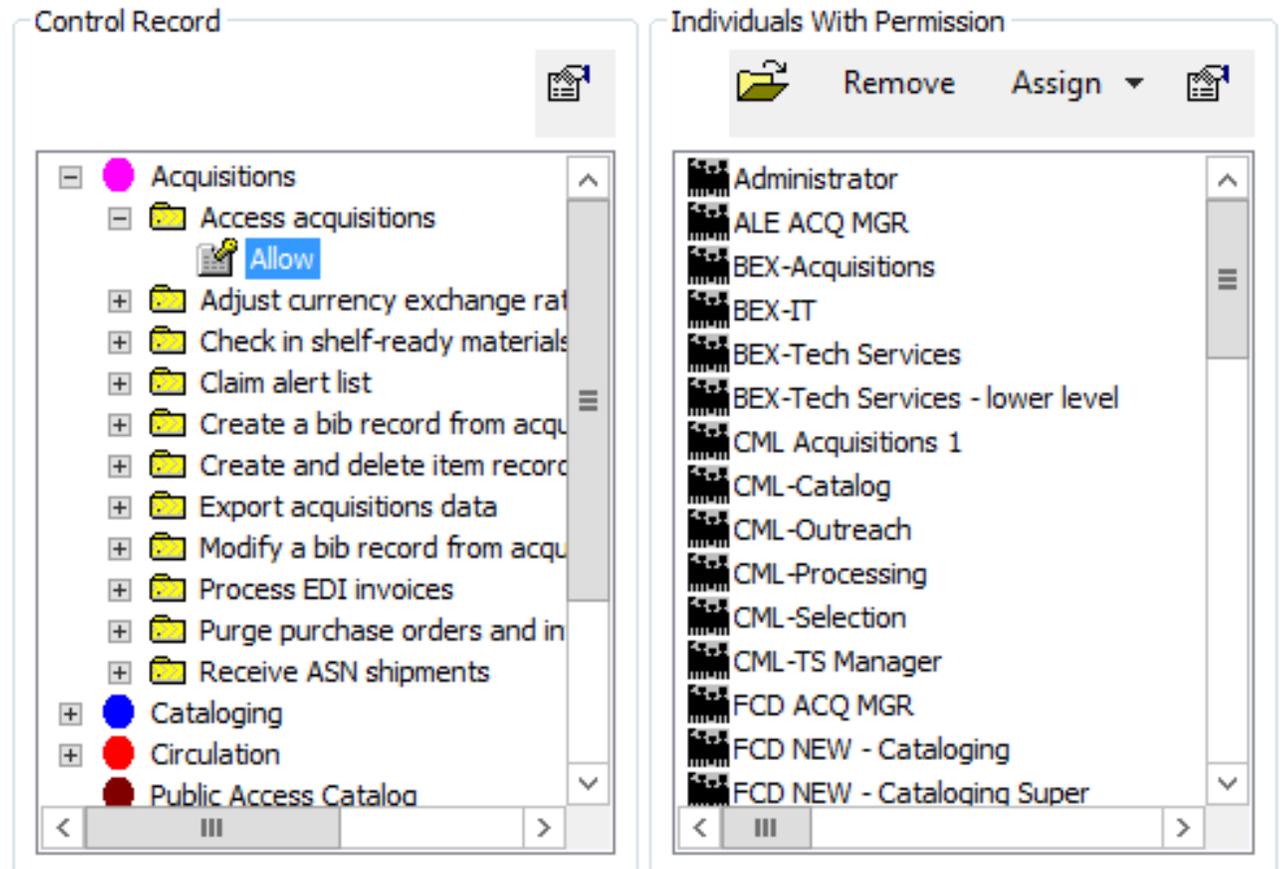
Permission Group Name	Description
Administrator	

For Help, press F1

Permissions in SA

Easy to find individually assigned permissions

Good comparison tool for finding groups where the permission doesn't belong



Permissions at the CLC

- Permissions are not individually assigned, they MUST be in a permission group
- Basic permissions all Polaris users need are granted in a CLC Base permission group
- Each staff member has been assigned the permission groups they need to perform their assigned tasks in Polaris. The groups themselves, and the permissions within the groups were determined by the member library.
- While libraries decide what permissions staff members get, the maintenance of permissions and any changes to permissions are performed by the CLC.
- Shared patron opened up permission to view and update patron records for patrons outside of library

Permissions we don't allow

Saving record sets to your username instead of System or Library level

Modify Postal Codes

Deny Holds

Updating Permissions

Start completely from scratch

Identify all needed groups. May have multiple groups for different levels of the same job

Use worksheet to identify all permissions needed for each job description

Pull out any permissions that all staff need into a Base group for your library

Updating Permissions

“Stack” permission groups, so that each permission is only used once in your library’s groups

Set up the new permissions in Production and add a few staff in each group to test

Move the rest of the staff all at once after hours

Group Name:	Volunteers	Base Circ	Money	Shelvers	Outreach	Reference	Serials	TS	ACQ	Manager	Admin/ IT
add'l groups:			Base Circ								
	CLC base				Shelvers	Shelvers	Shelvers	Shelvers	Shelvers	Shelvers	Circulation
	check in						Reference	Reference	Reference	Reference	Shelvers
	bulk check in							Serials	Serials	Serials	Outreach
									TS		Reference
											Serials
											TS
											ACQ
											Manager

Users - don't mind the color coding

	mstanton	mstanton	mstanton	mcallahan	mstanton	shintz	ssstahr	ssstahr	mstanton	shoffman
	lmcafee	lmcafee	shintz	kdavis	shintz	thepp	lspencer	shoffman	shintz	jguenther
	adunston	adunston	shiggins	bdietrich	shiggins	rbaumann	sdelong	jguenther	mglaviano	
	sturvey	sturvey	athomas	clogan	athomas	ssstahr	shoffman		thepp	
	evest	evest	aisaac	hwest	aisaac	lspencer	jguenther		rbaumann	
	lwhite	lwhite	edenofrio	mreed	edenofrio	sdelong			mcallahan	
	rhollingshead	rhollingshead	sfew	tmorgan	sfew	shoffman			kdavis	
	tmcelhinny	tmcelhinny	manderson	shoffman	mglaviano	jguenther			ssstahr	
	ameenach	ameenach	mkaiser	jguenther	sedgington				shoffman	
	shintz	shintz	mglaviano		momalley				jguenther	
	shiggins	thepp	sedgington		cenkler					
	athomas	rbaumann	momalley		thepp					
	aisaac	dmccain	cenkler		rbaumann					
	edenofrio	tmooore	thepp		mcallahan					
	sfew	vwise	rbaumann		kdavis					
	manderson	mcallahan	dmccain		ssstahr					
	mkaiser	kdavis	tmooore		lspencer					
	mglaviano	bdietrich	vwise		sdelong					
	sedgington	tmorgan	tcraig		shoffman					
	momalley	shoffman	mcallahan		jguenther					
	cenkler	jguenther	kdavis							
	thepp		bdietrich							
	rbaumann		clogan							
	dmccain		hwest							
	tmooore		mreed							
	vwise		tmorgan							
	tcraig		ssstahr							
	mcallahan		lspencer							
	kdavis		sdelong							
	bdietrich		shoffman							
	clogan		jguenther							
	hwest									
	mreed									
	tmorgan									
	ssstahr									
	lspencer									
	sdelong									
	shoffman									

(all but the 8 circ staff -- all could possibly use it -> rotating audiobooks; creating record sets of Juv "Christmas" DVDs, etc; Dis

4.1 Circulation and Patron Services



Permission Name	Control Record Name	Volunteers	Base Circ	Money	Shelvers	Outreach	Reference	Serials	TS	ACQ	Manager	Admin/IT
Allow	Access bookmobile offline circ		x									
Allow	Access circulation control		x									
Allow	Access hold request manager		x									
Allow	Access ILL request manager											x
Allow	Access patron record bulk change										x	
Allow	Access patron services		x									
Access Bulk mode	Circulation check-in workform	x	x									
Access In-house mode	Circulation check-in workform		x									
Access Inventory mode	Circulation check-in workform		x									
Access Normal mode	Circulation check-in workform	x	x									
Allow	Close ExpressCheck		x									
Allow	Create a patron account credit			x								
Allow	Create on-the-fly records		x									
Allow	Create patron associations											x
Allow	Create, return or forfeit a patron account deposit ??											x
Allow	Delete patron associations											x
Allow	Delete patron message		x									
Allow	Delete photo IDs (don't use photo ids)											x
Allow	Display hold-request queues		x									
Allow	Fines: Allow credit card payments (integrated???)			x								
Allow	Fines: Allow refunds										x	
Allow	Fines: override 2nd level fine block			x								
Allow	Fines: pay fines at circ			x								
Allow	Fines: waive fines at circ			x								
Access	Hold requests		x									
Create	Hold requests		x									
Modify	Hold requests		x									
Deny item request	Hold requests											x
Delete	Hold requests										x	
Modify PAC display note	Hold requests							x				
Delete	ILL requests											x
Modify	ILL requests											x

cancelled requests do NOT count towards hold limit

Permission Reports

List of Groups for a UserName

Please see HelpDesk FAQ #312 for more details.

Username query	wosborn
Library	Marysville
Account status	Enabled

Polaris Permissions Group Name

Administrator
CLC-Base



List of User Names in a group

Please see HelpDesk FAQ #312 for more details.

Group Name search text SPLPS

Name	Organization
agahm	Southwest
ayake	Southwest
bhaag	Southwest
cedwards	Southwest
cwolford	Southwest
ecastle	Southwest
ekilkenny	Southwest
gnance	Southwest
jmowery	Southwest
jparko	Southwest
Jwilliams	Southwest
kdunn	Southwest
kerbaugh	Southwest
klane	Southwest
lbils	Southwest
llitinger	Southwest
mlee	Southwest
pminton	Southwest
rmillspaugh2	Southwest

Settings in SA

Staff Member - 1400 - khock - Polaris

File Edit View Tools Help

Staff Member

Name: khock

Email Address:

Organization: Central Library Consortium Electronic Library

Affiliated Branch: CLC Electronic Library

Domain: dcdpc (dcdpc.org)

Account

Active

Suspend

Is Permitted To

Control Record	Permission	Subsystem	Organization	Organization Type
Authority records	Modify	Cataloging	Alexandria	Library
Authority templates	Access	Cataloging	Alexandria Public Library	Branch
Authority templates	Create	Cataloging	Bexley	Library
Authority templates	Delete	Cataloging	Bexley Public Library	Branch
Authority templates	Modify	Cataloging	Central Library Consortium	System
Auto delete processing of reserve item ...	Allow	Cataloging	Central Library Consortiu...	Library
Bibliographic records	Access	Cataloging	CLC Electronic Library	Branch

Membership

Permission Group Name	Description
Administrator	

For Help, press F1

Permission Group - PCL NEW - Base Circ - General

File Edit View Tools Help

Permission Group

Identification

Group name: PCL NEW - Base Circ

Description: Circ, including money permissions

Group Members

Member Name	Type
adunston	Staff
AISAAC	Staff
ameenach	Staff
araschella	Staff
asmallwood	Staff
Athomas	Staff
bdietrich	Staff
cdifton	Staff
Clogan	Staff
dfausnaugh	Staff
Dmccain	Staff
dtownsend	Staff
evest	Staff
hlogan	Staff
hwest	Staff
luenther	Staff

For Help, press F1

Permission Reports

Polaris Group Permissions Reference

Administrator permissions

Control Record Name	Permission Name	Organization
Access Access rules: Access control list management	Allow	Central Library Consortium
Access Access rules: Authentication method management	Allow	Central Library Consortium
Access acquisitions	Allow	Central Library Consortium
Access administration	Allow	Central Library Consortium
Access Attribute administration: Collection management	Allow	Central Library Consortium
Access bibliographic bulk change	Allow	Central Library Consortium
Access bibliographic fixed fields bulk change	Allow	Central Library Consortium
Access bookmobile	Allow	Central Library Consortium
Access carousel toolkit	Allow	Central Library Consortium

Permissions in SA

Permissions in a permission group

Permission Group - PCL NEW - Base Circ - Permissions

File Edit View Tools Help

Group name: PCL NEW - Base Circ

Description: Circ, including money permissions

Permissions

Control Record	Permis...	Subsystem
Access bookmobile	Allow	Circulation
Access circulation control	Allow	Circulation
Access hold request manager	Allow	Circulation
Access Leap remotely	Allow	Leap
Access logon branch	Allow	System Administration
Access patron services	Allow	Circulation
Bibliographic records	Access	Cataloging
Cataloging record sets	Access	Cataloging
Cataloging record sets	Create	Cataloging
Cataloging record sets	Delete	Cataloging
Cataloging record sets	Modify	Cataloging
Circulation check-in workform	Access...	Circulation
Circulation check-in workform	Access...	Circulation
Circulation check-in workform	Access...	Circulation
Circulation check-in workform	Access...	Circulation
Close ExpressCheck	Allow	Circulation

Organization	Organization Type
Central Library Consortium	System
PCL Cirdeville Middle Sch...	Branch
Pickaway County	Library
Pickaway Main Library Ci...	Branch
Pickaway Outreach	Branch
Pickaway Younkin Branc...	Branch

For Help, press F1

NUM

Permission Reports

Override	Staff Member
Override patron services blocks	arich
	emcneil
	jlawson
	kmuenchen
	mjackson
	mludlum
	rfelkner
	rhett
	rmcdonnell
	seck
	tmckeown
	wgreenwood
	wwise

Permissions in SA

Override permissions

The image shows two overlapping windows from a software application. The left window is titled "Staff Member - 1400 - khock - Polaris" and the right window is titled "Staff Member - 2455 - wosborn - Polaris". Both windows have a menu bar (File, Edit, View, Tools, Help) and a toolbar with icons for file operations. A vertical sidebar on the left of each window is labeled "Staff Member".

Staff Member - 1400 - khock - Polaris

Name: khock
Email Address: [empty]
Organization: Central Library Consortium Electronic Library
Affiliated Branch: CLC Electronic Library
Domain: cldpc (cldpc.org)

Profiles: Acquisitions / Serials

Profile	Value
Acq fund droplist setup	Setup ...
Override acquisitions blocks	No
Override serials blocks	No
Retain material type when copying line item segment data	Yes
Route list defaults	Setup ...
Selection list line item defaults	Setup ...

Staff Member - 2455 - wosborn - Polaris

Name: wosborn
Email Address: [empty]
Organization: Central Library Consortium Electronic Library
Affiliated Branch: CLC Electronic Library
Domain: cldpc (cldpc.org)

Account: Active Suspend

Profiles: Patron Services

Profile	Value
Override patron services blocks	No

Questions?

