



Introduction: TLC circulation rules are by holdings code, then location, and then borrower type. Requests to modify circulation rules will require documentation of all holdings codes by circulation rule and borrower type. The following table is essential to process modification requests. Modifications are in place for 2 school years before reevaluation. Note: The circulation rule is only as good as the data, Library Resources recommends reviewing all collections holdings codes through reports, Shelf List and Call Number clean up. http://www.asdk12.org/depts/library_resources/help/

Collection groupings for this form: se table HC

Books include all collections highlighted yellow, see table HC

Reference = 1 Day, Limit 2, Renew 2- all profiles

Audio/Visual includes: Audio Books, Software, Sound Recordings & Video Collection

Periodicals = Varies by grade level, see table circulation rules

Display is titles moved from true HC to “Display collection” and you may want a shorter circulation time for them, varies by grade level see table circulation rules

Highlighted in Red: Does not apply to students without an override and are set at district level or don’t circulate

Identify each color group with:

1. Circulation rule, located at end of document, page 4. Note: Must select circ rule from list
2. Borrower type, located at end of document, page 4. Note: Current circ rules by borrower type is also listed
3. Email completed circulation modification request table to johnstone_suzette@asdk12.org
4. Email completed exceptions table , page 3 to johnstone_suzette@asdk12.org

Table Circulation Modification Request					
School:		Contact Name:			
Circulation rule by holdings code grouped into 5 collections below (see table HC)					
Grade Levels	Books	Reference	Audio/Visual	Periodicals	Display
P					
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Example

Table Circulation Modification Request					
School: Your locations name here		Contact Name: Name of person to answer questions that may arise			
Circulation rule by holdings code grouped into 5 collections below (see table HC)					
Grade Level	Books	Reference	Audio/Visual	Periodicals	Display
10	3 weeks Limit 6 Renew 2	1 week Limit 1	1 week Limit 3	1 week Limit 3	1 weeks Limit 1 Renew 0



Table HC Display	Holdings Code Long Description	Circ rule
6TRA	6 Straights	
AK	Alaskana	
ANTQ	Antiquity	
AUDB	Audio Book	
BAGB	Book Bag	
BEGC	Beginning Chapter Book	
BIGB	Big Book	
BIO	Biography	
BOB	Battle of the Books	
BRDB	Board Books	
DISP	Display - special collection on display	
EB	Everybody Books	
EBOK	E-Books - electronic reference/books (password protected by location)	Non circ
EDM	Everyday Math	
ELL	English Language Learners - only Curriculum Library	Non circ
EQ	Equipment – shadowed in PAC	Non circ
FACT	First Fact	
FIC	Fiction	
FLNG	Foreign Language	
GRNV	Graphic Novel	
ILL	Inter Library Loans	Circ by grade level
INED	Indian Education - only Curriculum Library	Non circ
KIT	Kit	
LITY	Literacy	
LSET	Literature Set	
MEM	Memorials	
NF	Nonfiction	
OVSZ	Oversize	
PBK	Paperback	
PER	Periodical	
PRC	Parent Resource Center	
PRO	Professional	
READ	Read Strategy	
REF	Reference	1 DAY
SC	Story Collection	
STFD	Staff Development	
STOR	Storage - shadowed collection for items not on shelf	Non circ
SPLC	Special Collection	
SW	Software	
SR	Sound Recording	
TTL1	Title One -	
VCOL	Video Collection	
VISM	Visually Impaired - only Curriculum Library	Non circ
WD	Withdrawn - shadowed collection of deleted items	Non circ
YRC	Young Readers Choice	





If you would like a particular collection from BOOKS to have a different circulation rule (e.g. Graphic Novels) please note all exceptions below including which grade level(s) the exception(s) apply to:

Table Exception: Identify collection by holdings code			
School:		Contact Name:	
Grade Level	Holdings Code Long Description	Circ rule	Note:
P			
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			





The profiles highlighted are currently assigned.

Table Circulation Rules			
1 day Reference	1 Day Limit 2 Renew 2 - All borrowers		
1 week	Limit 1	Renew 0	Preschool
1 week	Limit 2	Renew 0	Kinder,1 Grade
1 week	Limit 3	Renew 0	~
1 week	Limit 4	Renew 0	~
18 weeks	Unlimited	Renew 0	STAFF ONLY /F18
2 week	Limit 1	Renew 2	~
2 week	Limit 2	Renew 2	2,3,Community 1 (C1)
2 week	Limit 3	Renew 1	~
2 week	Limit 3	Renew 2	4,5
2 week	Limit 4	Renew 1	C2
3 week	Limit 1	Renew 2	~
3 week	Limit 2	Renew 2	~
3 week	Limit 3	Renew 1	~
3 week	Limit 3	Renew 2	6,7,8,9
3 week	Limit 4	Renew 2	12
3 week	Limit 5	Renew 2	~
3 week	Limit 6	Renew 1	~
3 week	Limit 6	Renew 2	10,11,C3
3 week	Limit 7	Renew 1	~
3 week	Limit 8	Renew 1	~
9 week	Unlimited	Renew 0	STAFF ONLY/F9
Non- Circ			

