



Library Resources Workflows Bulletin 5

Topic: Profiles/Circulation profiles

Related Topics: User/Patron ID's bulletin #3, Community Patron bulletin #4

Introduction: The Library Committee recommended Elementary, Middle and High school user profiles.

Circulation Profiles

Elementary

K - 2 = S3

3 - 6 = S4

Middle and High School = S6

Faculty = F3

Community = C1

Type	Circulation				Number of items	Hold Priority
	Books	AV	Reference	Equipment		
S3	1 week	n/a	n/a	n/a	1	150
S4	2 weeks	1 week	1 day	n/a	3	150
S6	3 weeks	1 week	1 day	n/a	4	150
F3	18 weeks	18 weeks	1 week	EOY	unlim.	125
C1	2 weeks	1 week	1 day	n/a	3	175

User profiles **S** is designed with Students in mind.

User profiles **F** is designed with Faculty in mind.

User profiles **C** is designed with Non ASD users (the Community) in mind.

Books are item types: Biography, Book, Braille, Everybody, Fiction, Magazine, Newspaper, Nonfiction, Pamphlet, Paperback, Periodical, Story Coll.

AV is item types: AV, CD, CDI, Chart, Comp-File, Diorama, Film, Filmstrips, Globe, Kit, Map, Microform, Optical, Print, Recording, Slide, Snd-Cass, Software, Units, Video, Video-C, Videodisc.

Reference is item type Reference.

Equipment is item type Equipment.

Number of items is the total number of items the profile can have out before being prompted for an override.

Hold Priority numbers means the priority a given user is assigned if more than one person has a book on hold.

Users with a lower priority number have precedence over users with a higher priority number.

N/A means this item type will not circulate to a profile without an override.

EOY is End Of the school Year due date.

Unlim. (unlimited) can have any number of items checked out without an override.