

## SearchOhio Circulation

OhioLINK libraries will have access to borrow from SearchOhio libraries via Innovative's Peer-to-Peer software. This software allows the OhioLINK and SearchOhio systems to access patron databases for patron verification. There will be no Pickup-Anywhere borrowing between SearchOhio and OhioLINK.

Access will be via the consortium catalogs; OhioLINK borrowers can access SearchOhio via the OhioLINK catalog and SearchOhio borrowers can access OhioLINK via the SearchOhio catalog. Access will not be available via local site catalogs.

Wright State patrons who borrow OhioLINK items will be subject to OhioLINK loan rules. Patrons who borrow SearchOhio items will be subject to SearchOhio loan rules. Loan periods are the same (with the exception of audio books) but fine structures differ; the SearchOhio fines are less than OhioLINK's.

Below are details of the SearchOhio circulation policies.

### ***Patron Types and Blocks***

The following patron types should be added to the local system in the Patron Type table and the Patron Block table.

#### *Patron Types:*

230 – Testing  
231 – General  
232 – Limited  
233 – Visiting  
235 – No Media

#### *Patron Block (all entries are the same):*

Patron Type: 230  
Patron Agency: 999  
Patron Exp. Date: n  
Max Owed: 10.00  
Highest Level Odues: 1  
Max Items: 25  
Max Holds: 10  
Max ILL(at one time): 0  
Max ILL(per interval): 0  
Max ItemA: 0  
Max ItemB: 0  
Max ItemC: 0

Max ItemD: 0  
Max Programs: 0  
Highest Number Odue Points: 0  
Block Days: 0

***Item Types***

The following item types should be entered in the Item Types table.

*Items Types:*

230 – Requestable  
231 – Requestable Media  
232 – Non-Requestable

***Branch Locations***

The following branch location codes should be entered into the Branches table as well as any applicable Locations Served tables. For example, we centrally produce our inn-reach notices so we have a Locations Served table that contains all of the OhioLINK and SearchOhio branch location codes. Be sure to add the SearchOhio codes to all tables that currently contain the OhioLINK location codes.

*Branch Locations:*

9ascp ~Akron-Summit County PL  
9delo ~Delaware Co District Lib  
9loui ~Louisville PL  
9mass ~Massillon PL  
9ment ~Mentor PL  
9mrpl ~Mansfield-Richland PL  
9rodm ~Rodman PL  
9slic ~Stark Libs Info Consort  
9star ~Stark County DL  
cf2pl ~Cuyahoga Falls PL  
gc1pl ~Greene Co PL  
ke2pl ~Kent Free PL  
pc2pl ~Portage County PL  
re2pl ~Reed Memorial PL  
tl1pl – Toledo Lucas Public Library  
wa2pl ~Wadsworth Public Library  
wt2pl ~Warren-Trumbull  
ym2pl ~Youngstown-Mahoning

## **Loan Policies**

The following are SearchOhio loan rule examples from Wright State.

The SearchOhio Institutional Media loan rule governs the circulation of Wright State media materials to SearchOhio libraries.

### SearchOhio Institutional Media

Name: **SrchOhio Media Inst**

Code: R

Normal Loan Period: 7

Holdable: y

Bookable: n

Home Pickup: n

Shippable: n

Ship Time: 0

Time Remaining B4 Renew: 0

First Renewal Period: 0

Additional Renewal Period: 0

Max Number Of Renewals: 0

Minimum Use: 0

Eligib To Recall: 0

Time Return Recall: 0

Time To Pickup: 0

Max Number Of Odues: 0

Time First Odue: 0

Time Second Odue: 0

Time Third Odue: 0

Time Fourth Odue: 0

Time Fifth Odue: 0

Time Sixth Odue: 0

Text First Odue: 0

Text Second Odue: 0

Text Third Odue: 0

Text Fourth Odue: 0

Text Fifth Odue: 0

Odue Penalty: 0

Text First OdueR: 0

Text Second OdueR: 0

Text Third OdueR: 0

Text Fourth OdueR: 0

Text Fifth OdueR: 0

Courtesy Notice Text Number: 0

Number Of Days Before Odue: 0

Time 1ST Odue Recall: 0

Text Recall Notice: 0

Text Pickup Notice: 0

Text Cancel Pickup: 0

Grace Period For Fines: 0

Number Of D/HR 1st F Per: 0

Amount Of Fine 1st F Per: 0.00

Number Of D/HR 2nd F Per: 0

Amount Of Fine 2ND F Per: 0.00

Limit Fine To Price: n

Default Item Cost: 0.00

Replace Process Fee: 0.00

Replace Bll Service Charge: 0.00

Rental Fee: 0.00

Fine Incr If Recall: 0.00

Msg Fines: 0

Msg Bill: 0

Msg Adjustment: 0

Rental Cirttext: 0

Penalty Incr If Recall: 0

The SearchOhio Patron Media rule governs the circulation of SearchOhio media to Wright State patrons and visiting borrowers.

SearchOhio Patron Media

Name: <b>SrchOhio Media Patr</b>	Text First OdueR: 0
Code: R	Text Second OdueR: 0
Normal Loan Period: 7	Text Third OdueR: 0
Holdable: y	Text Fourth OdueR: 0
Bookable: n	Text Fifth OdueR: 0
Home Pickup: n	Courtesy Notice Text Number: 45 ( <i>local system</i> )
Shippable: n	Number Of Days Before Odue: 2
Ship Time: 0	Time 1ST Odue Recall: 0
Time Remaining B4 Renew: 3	Text Recall Notice: 0
First Renewal Period: 7	Text Pickup Notice: 52 ( <i>local system</i> )
Additional Renewal Period: 7	Text Cancel Pickup: 5 ( <i>local system</i> )
Max Number Of Renewals: 3	Grace Period For Fines: 0
Minimum Use: 7	Number Of D/HR 1st F Per: 50
Eligib To Recall: 0	Amount Of Fine 1st F Per: 0.50
Time Return Recall: 0	Number Of D/HR 2nd F Per: 0
Time To Pickup: 5	Amount Of Fine 2ND F Per: 0.00
Max Number Of Odues: 3	Limit Fine To Price: n
Time First Odue: 10	Default Item Cost: 25.00
Time Second Odue: 10	Replace Process Fee: 0.00
Time Third Odue: 10	Replace Bill Service Charge: 25.00
Time Fourth Odue: 0	Rental Fee: 0.00
Time Fifth Odue: 0	Fine Incr If Recall: 0.00
Time Sixth Odue: 0	Msg Fines: 72 ( <i>local system</i> )
Text First Odue: 92 ( <i>local system</i> )	Msg Bill: 94 ( <i>local system</i> )
Text Second Odue: 93 ( <i>local system</i> )	Msg Adjustment: 34 ( <i>local system</i> )
Text Third Odue: 0	Rental Circrtext: 0
Text Fourth Odue: 0	Penalty Incr If Recall: 0
Text Fifth Odue: 0	
Odue Penalty: 0	

Fine Structure:

- Patrons are charged \$.50 per day for the first 50 days overdue for a maximum fine of \$25.00
- The default item cost is \$25.00; if a patron loses a SearchOhio media item, they will be billed \$25.00 after 30 days overdue.
- If the patron returns a billed item, they are charged the larger of the fine or billing fee— for SearchOhio items, they will be charged the fine, which is \$25.00.

The SearchOhio Institutional rule governs the circulation of Wright State materials to SearchOhio libraries.

SearchOhio Institution

Name: **SrchOhio Institution**

Code: R

Normal Loan Period: 21

Holdable: y

Bookable: n

Home Pickup: n

Shippable: n

Ship Time: 0

Time Remaining B4 Renew: 0

First Renewal Period: 0

Additional Renewal Period: 0

Max Number Of Renewals: 0

Minimum Use: 0

Eligib To Recall: 0

Time Return Recall: 0

Time To Pickup: 0

Max Number Of Odues: 0

Time First Odue: 0

Time Second Odue: 0

Time Third Odue: 0

Time Fourth Odue: 0

Time Fifth Odue: 0

Time Sixth Odue: 0

Text First Odue: 0

Text Second Odue: 0

Text Third Odue: 0

Text Fourth Odue: 0

Text Fifth Odue: 0

Odue Penalty: 0

Text First OdueR: 0

Text Second OdueR: 0

Text Third OdueR: 0

Text Fourth OdueR: 0

Text Fifth OdueR: 0

Courtesy Notice Text Number: 0

Number Of Days Before Odue: 0

Time 1ST Odue Recall: 0

Text Recall Notice: 0

Text Pickup Notice: 0

Text Cancel Pickup: 0

Grace Period For Fines: 0

Number Of D/HR 1st F Per: 0

Amount Of Fine 1st F Per: 0.00

Number Of D/HR 2nd F Per: 0

Amount Of Fine 2ND F Per: 0.00

Limit Fine To Price: n

Default Item Cost: 0.00

Replace Process Fee: 0.00

Replace Bll Service Charge: 0.00

Rental Fee: 0.00

Fine Incr If Recall: 0.00

Msg Fines: 0

Msg Bill: 0

Msg Adjustment: 0

Rental Circtext: 0

Penalty Incr If Recall: 0

The SearchOhio Patron rule governs the circulation of SearchOhio materials to Wright State patrons.

SearchOhio Patron

Name: <b>SrchOhio Patron</b>	Text First OdueR: 0
Code: R	Text Second OdueR: 0
Normal Loan Period: 21	Text Third OdueR: 0
Holdable: y	Text Fourth OdueR: 0
Bookable: n	Text Fifth OdueR: 0
Home Pickup: n	Courtesy Notice Text Number: 45 ( <i>local system</i> )
Shippable: n	Number Of Days Before Odue: 2
Ship Time: 0	Time 1ST Odue Recall: 0
Time Remaining B4 Renew: 7	Text Recall Notice: 0
First Renewal Period: 21	Text Pickup Notice: 4 ( <i>local system</i> )
Additional Renewal Period: 21	Text Cancel Pickup: 5 ( <i>local system</i> )
Max Number Of Renewals: 3	Grace Period For Fines: 0
Minimum Use: 21	Number Of D/HR 1st F Per: 50
Eligib To Recall: 0	Amount Of Fine 1st F Per: 0.50
Time Return Recall: 0	Number Of D/HR 2nd F Per: 0
Time To Pickup: 10	Amount Of Fine 2ND F Per: 0.00
Max Number Of Odues: 3	Limit Fine To Price: n
Time First Odue: 10	Default Item Cost: 25.00
Time Second Odue: 10	Replace Process Fee: 0.00
Time Third Odue: 10	Replace Bill Service Charge: 25.00
Time Fourth Odue: 0	Rental Fee: 0.00
Time Fifth Odue: 0	Fine Incr If Recall: 0.00
Time Sixth Odue: 0	Msg Fines: 72 ( <i>local system</i> )
Text First Odue: 92 ( <i>local system</i> )	Msg Bill: 94 ( <i>local system</i> )
Text Second Odue: 93 ( <i>local system</i> )	Msg Adjustment: 34 ( <i>local system</i> )
Text Third Odue: 0	Rental Circtext: 0
Text Fourth Odue: 0	Penalty Incr If Recall: 0
Text Fifth Odue: 0	
Odue Penalty: 0	

Fine Structure:

- Patrons are charged \$.50 per day for the first 50 days overdue for a maximum fine of \$25.00
- The default item cost is \$25.00; if a patron loses a SearchOhio media item, they will be billed \$25.00 after 30 days overdue plus \$25.00 as the Replace Bill Service Charge for a total of \$50.00
- If the patron returns a billed item, they are charged only the Replace Bill Service Charge of \$25.00.

### ***Loan Rule Determiner Entries***

Add appropriate loan rule determiner entries for SearchOhio. They should mirror your OhioLINK entries.

#### SearchOhio Media Patron-Initiated:

Location: ?????  
Patron Type: *[local patron types eligible to borrow]*  
Item Type: 231  
Rule Number: *[locally assigned]*  
Active: Y

#### SearchOhio Patron-Initiated for Non-Media:

Location: ?????  
Patron Type: *[local patron types eligible to borrow]*  
Item Type: 231  
Rule Number: *[locally assigned]*  
Active: Y

#### SearchOhio Media Institutional:

Location: *[local locations that lend media—if all locations lend media, enter ??????. If only certain locations lend media, you'll need multiple entries—one for each location]*  
Patron Type: 230-233  
Item Type: *[local media itypes that map to requestable media itypes]*  
Rule Number: *[locally assigned]*  
Active: Y

#### SearchOhio Institutional for Non-Media:

Location: ?????  
Patron Type: 230-233, 235  
Item Type: *[local itypes that map to requestable non-media itypes]*  
Rule Number: *[locally assigned]*  
Active: Y