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.

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

**SearchOhio Patron Media**

Name: **SrchOhio Media Patr**
Code: R
Normal Loan Period: 7
Holdable: y
Bookable: n
Home Pickup: n
Shippable: n
Ship Time: 0
Time Remaining B4 Renew: 3
First Renewal Period: 7
Additional Renewal Period: 7
Max Number Of Renewals: 3
Minimum Use: 7
Eligib To Recall: 0
Time Return Recall: 0
Time To Pickup: 5
Max Number Of Odues: 3
Time First Odue: 10
Time Second Odue: 10
Time Third Odue: 10
Time Fourth Odue: 0
Time Fifth Odue: 0
Time Sixth Odue: 0
Text First Odue: 92 (local system)
Text Second Odue: 93 (local system)
Text Third Odue: 0
Text Fourth Odue: 0
Text Fifth Odue: 0
Odue Penalty: 0

**Fine Structure:**

- Patrons are charged $0.50 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**

<table>
<thead>
<tr>
<th>Name: SearchOhio Institution</th>
<th>Odue Penalty: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code: R</td>
<td>Text First OdueR: 0</td>
</tr>
<tr>
<td>Normal Loan Period: 21</td>
<td>Text Second OdueR: 0</td>
</tr>
<tr>
<td>Holdable: y</td>
<td>Text Third OdueR: 0</td>
</tr>
<tr>
<td>Bookable: n</td>
<td>Text Fourth OdueR: 0</td>
</tr>
<tr>
<td>Home Pickup: n</td>
<td>Text Fifth OdueR: 0</td>
</tr>
<tr>
<td>Shippable: n</td>
<td>Courtesy Notice Text Number: 0</td>
</tr>
<tr>
<td>Ship Time: 0</td>
<td>Number Of Days Before Odue: 0</td>
</tr>
<tr>
<td>Time Remaining B4 Renew: 0</td>
<td>Time 1ST Odue Recall: 0</td>
</tr>
<tr>
<td>First Renewal Period: 0</td>
<td>Text Recall Notice: 0</td>
</tr>
<tr>
<td>Additional Renewal Period: 0</td>
<td>Text Pickup Notice: 0</td>
</tr>
<tr>
<td>Max Number Of Renewals: 0</td>
<td>Text Cancel Pickup: 0</td>
</tr>
<tr>
<td>Minimum Use: 0</td>
<td>Grace Period For Fines: 0</td>
</tr>
<tr>
<td>Eligible To Recall: 0</td>
<td>Number Of D/HR 1st F Per: 0</td>
</tr>
<tr>
<td>Time Return Recall: 0</td>
<td>Amount Of Fine 1st F Per: 0.00</td>
</tr>
<tr>
<td>Time To Pickup: 0</td>
<td>Number Of D/HR 2nd F Per: 0</td>
</tr>
<tr>
<td>Max Number Of Odues: 0</td>
<td>Amount Of Fine 2ND F Per: 0.00</td>
</tr>
<tr>
<td>Time First Odue: 0</td>
<td>Limit Fine To Price: n</td>
</tr>
<tr>
<td>Time Second Odue: 0</td>
<td>Default Item Cost: 0.00</td>
</tr>
<tr>
<td>Time Third Odue: 0</td>
<td>Replace Process Fee: 0.00</td>
</tr>
<tr>
<td>Time Fourth Odue: 0</td>
<td>Replace Bill Service Charge: 0.00</td>
</tr>
<tr>
<td>Time Fifth Odue: 0</td>
<td>Rental Fee: 0.00</td>
</tr>
<tr>
<td>Time Sixth Odue: 0</td>
<td>Fine Incr If Recall: 0.00</td>
</tr>
<tr>
<td>Text First Odue: 0</td>
<td>Msg Fines: 0</td>
</tr>
<tr>
<td>Text Second Odue: 0</td>
<td>Msg Bill: 0</td>
</tr>
<tr>
<td>Text Third Odue: 0</td>
<td>Msg Adjustment: 0</td>
</tr>
<tr>
<td>Text Fourth Odue: 0</td>
<td>Rental Circtext: 0</td>
</tr>
<tr>
<td>Text Fifth Odue: 0</td>
<td>Penalty Incr If Recall: 0</td>
</tr>
</tbody>
</table>
The SearchOhio Patron rule governs the circulation of SearchOhio materials to Wright State patrons.

**SearchOhio Patron**

Name: **SrchOhio Patron**
Code: **R**
Normal Loan Period: **21**
Holdable: y
Bookable: n
Home Pickup: n
Shippable: n
Ship Time: 0
Time Remaining B4 Renew: 7
First Renewal Period: 21
Additional Renewal Period: 21
Max Number Of Renewals: 3
Minimum Use: 21
Eligib To Recall: 0
Time Return Recall: 0
Time To Pickup: 10
Max Number Of Odues: 3
Time First Odue: 10
Time Second Odue: 10
Time Third Odue: 10
Time Fourth Odue: 0
Time Fifth Odue: 0
Text First Odue: 92 (local system)
Text Second Odue: 93 (local system)
Text Third Odue: 0
Text Fourth Odue: 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