

HIDOE Borrower Types & Circulation Rules

Based on the types of borrowers that were in the previous system, the following borrower types have been established in LS2. This will allow more accurate reporting, leverage data provided from the Student Information System (SIS) and consistent terminology used across schools.

The default circulation rules below were established based on the most commonly used rules in the previous system. Schools can request changes to their circulation rules by submitting a ticket to TLC. *See below for a list of circulation rule options available.*

Borrower Code*	Description	Checkout Limit	Borrowing Period
PK	PreK/PreSchool	1	14 days
K	Kindergarten	1	14 days
01	1st Grade	1	14 days
02	2nd Grade	2	14 days
03	3rd Grade	3	14 days
04	4th Grade	4	14 days
05	5th Grade	4	14 days
06	6th Grade	4	14 days
07	7th Grade	4	14 days
08	8th Grade	4	14 days
09	9th Grade	10	21 days
10	10th Grade	10	21 days
11	11th Grade	10	21 days
12	12th Grade	10	21 days
13	13th Grade	4	14 days
Borrower Code+	Description		
FAC	Faculty/Staff	999	365 days
PV	Parent/Volunteer	5	14 days
SUB	Substitute Teacher	5	14 days
COMM	Community Borrower	5	14 days
LOC	Location/Textbook	999	1095 days
ILL	InterLibrary Loan	n/a	n/a
ERR	Unidentified Borrower Type	n/a	n/a

* Data pulled nightly from ESIS

+ Manual entry at school level

When requesting changes, please be sure to indicate what borrower types you are requesting the changes for.

Circulation Rule Options

1. 1 checkout 7 days
2. 2 checkouts 7 days
3. 1 checkouts 14 days
4. 2 checkouts 14 days
5. 2 checkouts 21 days
6. 3 checkouts 14 days
7. 3 checkouts 21 days
8. 4 checkouts 14 days
9. 5 checkouts 14 days
10. 5 checkouts 21 days
11. 10 checkouts 14 days
12. 10 checkouts 21 days
13. 20 checkouts 90 days
14. 999 checkouts 14 days
15. 999 checkouts 365 days
16. 999 checkouts 1095 days (3 years)
17. Non-Circulating

Holds/No Holds

1. Holds in PAC and Circulation
2. Holds in Circulation Only
3. No Holds

Overdue to Lost

1. Currently set 6 months
2. Turn off Overdue to Lost
3. Select a different timeframe