Circulation Profiles

Profile Name: *CircCat*

☐ Charge/Renew	☐ Add Fines/Fees
☐ Discharge	
☐ Add/Update Recall/Hold Requests	☐ Forgive/Error/Refund Fines/Fees
☐ Resequence Recall/Hold Request Queues	☐ Accept Payments
☐ Change Due Date	☐ Lost item return: refund overdue
☐ Backdate Due Date/Time at Discharge	☐ Lost item return: refund replacement fee
☐ Mask Patron Social Security Number	☐ Lost item return: refund processing fee
	☐ Lost item return: decrement patron lost counter

☐ Add/Update Patron Records	✓ Process Course Reserve
☐ Update PIN	☐ View Patron Info in Item Circulation History
☐ View-Only Patron Records	✓ Add/Update Item Records
☐ Delete Patron Records	✓ Set/Change Item Status
☐ Add/Update Proxy Patron	✓ Attach Holdings To Any Bibliographic Record
☐ Reset Patron Record Counters	✓ Update Holding Location With Pick And Scan
☐ Edit Stub Patrons	✓ Delete Item Records
☐ Manually Map Remote Patrons	

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *CircItemView*

☐ Charge/Renew	☐ Add Fines/Fees
☐ Discharge	
☐ Add/Update Recall/Hold Requests	☐ Forgive/Error/Refund Fines/Fees
☐ Resequence Recall/Hold Request Queues	☐ Accept Payments
☐ Change Due Date	☐ Lost item return: refund overdue
☐ Backdate Due Date/Time at Discharge	☐ Lost item return: refund replacement fee
☐ Mask Patron Social Security Number	☐ Lost item return: refund processing fee
	☐ Lost item return: decrement patron lost counter

☐ Add/Update Patron Records	☐ Process Course Reserve
☐ Update PIN	✓ View Patron Info in Item Circulation History
☐ View-Only Patron Records	☐ Add/Update Item Records
☐ Delete Patron Records	☐ Set/Change Item Status
☐ Add/Update Proxy Patron	☐ Attach Holdings To Any Bibliographic Record
☐ Reset Patron Record Counters	☐ Update Holding Location With Pick And Scan
☐ Edit Stub Patrons	☐ Delete Item Records
☐ Manually Map Remote Patrons	

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *CircOperSpecColl*

✓	Charge/Renew		Add Fines/Fees
✓	Discharge		
	Add/Update Recall/Hold Requests		Forgive/Error/Refund Fines/Fees
	Resequence Recall/Hold Request Queues		Accept Payments
	Change Due Date		Lost item return: refund overdue
	Backdate Due Date/Time at Discharge		Lost item return: refund replacement fee
✓	Mask Patron Social Security Number		Lost item return: refund processing fee
			Lost item return: decrement patron lost counter

	Add/Update Patron Records		Process Course Reserve
	Update PIN		View Patron Info in Item Circulation History
	View-Only Patron Records	✓	Add/Update Item Records
	Delete Patron Records	✓	Set/Change Item Status
	Add/Update Proxy Patron		Attach Holdings To Any Bibliographic Record
	Reset Patron Record Counters		Update Holding Location With Pick And Scan
	Edit Stub Patrons		Delete Item Records
	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *CircOperW/PatronEdit_tmp*

✓ Charge/Renew	☐ Add Fines/Fees
✓ Discharge	
✓ Add/Update Recall/Hold Requests	☐ Forgive/Error/Refund Fines/Fees
☐ Resequence Recall/Hold Request Queues	☐ Accept Payments
✓ Change Due Date	☐ Lost item return: refund overdue
☐ Backdate Due Date/Time at Discharge	☐ Lost item return: refund replacement fee
✓ Mask Patron Social Security Number	☐ Lost item return: refund processing fee
	☐ Lost item return: decrement patron lost counter

✓ Add/Update Patron Records	☐ Process Course Reserve
☐ Update PIN	☐ View Patron Info in Item Circulation History
✓ View-Only Patron Records	✓ Add/Update Item Records
☐ Delete Patron Records	✓ Set/Change Item Status
☐ Add/Update Proxy Patron	☐ Attach Holdings To Any Bibliographic Record
☐ Reset Patron Record Counters	☐ Update Holding Location With Pick And Scan
☐ Edit Stub Patrons	☐ Delete Item Records
✓ Manually Map Remote Patrons	

Distribute Item: No Access

Operator may override the following Item Blocks:

Item does not circulate.

Item has a loan period of 0.

End-of-term date not found for TERM loan.

TERM renewal precedes permitted renewal period.

Renewal due date precedes current due date.

Renewal due date in the past.

Item is damaged.

Item has been withdrawn.

Item not allowed to circulate from this location.

Item not authorized for discharge at this location.

Circulation Profiles

Profile Name: *CircOperator*

✓	Charge/Renew		Add Fines/Fees
✓	Discharge		
✓	Add/Update Recall/Hold Requests		Forgive/Error/Refund Fines/Fees
	Resequence Recall/Hold Request Queues		Accept Payments
	Change Due Date		Lost item return: refund overdue
	Backdate Due Date/Time at Discharge		Lost item return: refund replacement fee
✓	Mask Patron Social Security Number		Lost item return: refund processing fee
			Lost item return: decrement patron lost counter

	Add/Update Patron Records		Process Course Reserve
	Update PIN		View Patron Info in Item Circulation History
	View-Only Patron Records		Add/Update Item Records
	Delete Patron Records	✓	Set/Change Item Status
	Add/Update Proxy Patron		Attach Holdings To Any Bibliographic Record
	Reset Patron Record Counters		Update Holding Location With Pick And Scan
	Edit Stub Patrons		Delete Item Records
	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *CircOperatorPlus*

✓ Charge/Renew

✓ Discharge

✓ Add/Update Recall/Hold Requests

    Resequence Recall/Hold Request Queues

✓ Change Due Date

    Backdate Due Date/Time at Discharge

✓ Mask Patron Social Security Number

    Add Fines/Fees

    Forgive/Error/Refund Fines/Fees

    Accept Payments

    Lost item return: refund overdue

    Lost item return: refund replacement fee

    Lost item return: refund processing fee

    Lost item return: decrement patron lost counter

    Add/Update Patron Records

    Update PIN

✓ View-Only Patron Records

    Delete Patron Records

    Add/Update Proxy Patron

    Reset Patron Record Counters

    Edit Stub Patrons

✓ Manually Map Remote Patrons

    Process Course Reserve

    View Patron Info in Item Circulation History

✓ Add/Update Item Records

✓ Set/Change Item Status

    Attach Holdings To Any Bibliographic Record

    Update Holding Location With Pick And Scan

    Delete Item Records

Distribute Item: No Access

Operator may override the following Item Blocks:

Item does not circulate.

Item has a loan period of 0.

End-of-term date not found for TERM loan.

TERM renewal precedes permitted renewal period.

Renewal due date precedes current due date.

Renewal due date in the past.

Item is damaged.

Item has been withdrawn.

Item not allowed to circulate from this location.

Item not authorized for discharge at this location.

Circulation Profiles

Profile Name: *CircPatronViewOnly*

☐	Charge/Renew	☐	Add Fines/Fees
☐	Discharge		
☐	Add/Update Recall/Hold Requests	☐	Forgive/Error/Refund Fines/Fees
☐	Resequence Recall/Hold Request Queues	☐	Accept Payments
☐	Change Due Date	☐	Lost item return: refund overdue
☐	Backdate Due Date/Time at Discharge	☐	Lost item return: refund replacement fee
✓	Mask Patron Social Security Number	☐	Lost item return: refund processing fee
		☐	Lost item return: decrement patron lost counter

☐	Add/Update Patron Records	☐	Process Course Reserve
☐	Update PIN	☐	View Patron Info in Item Circulation History
✓	View-Only Patron Records	☐	Add/Update Item Records
☐	Delete Patron Records	☐	Set/Change Item Status
☐	Add/Update Proxy Patron	☐	Attach Holdings To Any Bibliographic Record
☐	Reset Patron Record Counters	☐	Update Holding Location With Pick And Scan
☐	Edit Stub Patrons	☐	Delete Item Records
☐	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *CircSelector/Acq Gifts*

☐	Charge/Renew	☐	Add Fines/Fees
☐	Discharge		
☐	Add/Update Recall/Hold Requests	☐	Forgive/Error/Refund Fines/Fees
☐	Resequence Recall/Hold Request Queues	☐	Accept Payments
☐	Change Due Date	☐	Lost item return: refund overdue
☐	Backdate Due Date/Time at Discharge	☐	Lost item return: refund replacement fee
✓	Mask Patron Social Security Number	☐	Lost item return: refund processing fee
		☐	Lost item return: decrement patron lost counter

☐	Add/Update Patron Records	☐	Process Course Reserve
☐	Update PIN	☐	View Patron Info in Item Circulation History
☐	View-Only Patron Records	☐	Add/Update Item Records
☐	Delete Patron Records	☐	Set/Change Item Status
☐	Add/Update Proxy Patron	☐	Attach Holdings To Any Bibliographic Record
☐	Reset Patron Record Counters	☐	Update Holding Location With Pick And Scan
☐	Edit Stub Patrons	☐	Delete Item Records
☐	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *CircSupervisor*

✓ Charge/Renew	✓ Add Fines/Fees
✓ Discharge	
✓ Add/Update Recall/Hold Requests	✓ Forgive/Error/Refund Fines/Fees
✓ Resequence Recall/Hold Request Queues	✓ Accept Payments
✓ Change Due Date	Lost item return: refund overdue
✓ Backdate Due Date/Time at Discharge	Lost item return: refund replacement fee
✓ Mask Patron Social Security Number	Lost item return: refund processing fee
	Lost item return: decrement patron lost counter

✓ Add/Update Patron Records	✓ Process Course Reserve
Update PIN	View Patron Info in Item Circulation History
View-Only Patron Records	✓ Add/Update Item Records
✓ Delete Patron Records	✓ Set/Change Item Status
✓ Add/Update Proxy Patron	Attach Holdings To Any Bibliographic Record
✓ Reset Patron Record Counters	Update Holding Location With Pick And Scan
✓ Edit Stub Patrons	Delete Item Records
✓ Manually Map Remote Patrons	

Distribute Item: No Access

Operator may override the following Item Blocks:

Item on hold for another patron.

Item does not circulate.

Item has a loan period of 0.

End-of-term date not found for TERM loan.

TERM renewal precedes permitted renewal period.

Renewal due date precedes current due date.

Renewal due date in the past.

Item is damaged.

Item has been withdrawn.

Item not allowed to circulate from this location.

Items with hold requests may not be renewed.

Items with recall requests may not be renewed.

Overdue items may not be renewed.

Item not authorized for renewal.

Item scheduled, cannot be charged or renewed.

Item scheduled for a short loan request.

Item has call slip request for another patron.

Item not authorized for discharge at this location.

Item is at renewal limit.

Circulation Profiles

Profile Name: *CircSupervisorSSN*

✓ Charge/Renew	✓ Add Fines/Fees
✓ Discharge	
✓ Add/Update Recall/Hold Requests	✓ Forgive/Error/Refund Fines/Fees
✓ Resequence Recall/Hold Request Queues	✓ Accept Payments
✓ Change Due Date	Lost item return: refund overdue
✓ Backdate Due Date/Time at Discharge	Lost item return: refund replacement fee
Mask Patron Social Security Number	Lost item return: refund processing fee
	Lost item return: decrement patron lost counter

✓ Add/Update Patron Records	✓ Process Course Reserve
✓ Update PIN	✓ View Patron Info in Item Circulation History
✓ View-Only Patron Records	✓ Add/Update Item Records
✓ Delete Patron Records	✓ Set/Change Item Status
✓ Add/Update Proxy Patron	✓ Attach Holdings To Any Bibliographic Record
✓ Reset Patron Record Counters	✓ Update Holding Location With Pick And Scan
✓ Edit Stub Patrons	✓ Delete Item Records
✓ Manually Map Remote Patrons	

Distribute Item: No Access

Operator may override the following Item Blocks:

Item on hold for another patron.

Item does not circulate.

Item has a loan period of 0.

End-of-term date not found for TERM loan.

TERM renewal precedes permitted renewal period.

Renewal due date precedes current due date.

Renewal due date in the past.

Item is damaged.

Item has been withdrawn.

Item not allowed to circulate from this location.

Items with hold requests may not be renewed.

Items with recall requests may not be renewed.

Overdue items may not be renewed.

Item not authorized for renewal.

Item scheduled, cannot be charged or renewed.

Item scheduled for a short loan request.

Item has call slip request for another patron.

Item not authorized for discharge at this location.

Item is at renewal limit.

Item misrouted

Circulation Profiles

Profile Name: *CircWithReserve*

✓ Charge/Renew	Add Fines/Fees
✓ Discharge	
✓ Add/Update Recall/Hold Requests	Forgive/Error/Refund Fines/Fees
Resequence Recall/Hold Request Queues	Accept Payments
✓ Change Due Date	Lost item return: refund overdue
Backdate Due Date/Time at Discharge	Lost item return: refund replacement fee
✓ Mask Patron Social Security Number	Lost item return: refund processing fee
	Lost item return: decrement patron lost counter

Add/Update Patron Records	✓ Process Course Reserve
Update PIN	View Patron Info in Item Circulation History
✓ View-Only Patron Records	✓ Add/Update Item Records
Delete Patron Records	✓ Set/Change Item Status
Add/Update Proxy Patron	Attach Holdings To Any Bibliographic Record
Reset Patron Record Counters	Update Holding Location With Pick And Scan
Edit Stub Patrons	Delete Item Records
✓ Manually Map Remote Patrons	

Distribute Item: No Access

Operator may override the following Item Blocks:

Item does not circulate.

Item has a loan period of 0.

End-of-term date not found for TERM loan.

TERM renewal precedes permitted renewal period.

Renewal due date precedes current due date.

Renewal due date in the past.

Item is damaged.

Item has been withdrawn.

Item not allowed to circulate from this location.

Item not authorized for discharge at this location.

Circulation Profiles

Profile Name: *HS Circ*

✓	Charge/Renew		✓	Add Fines/Fees
✓	Discharge			
✓	Add/Update Recall/Hold Requests			Forgive/Error/Refund Fines/Fees
	Resequence Recall/Hold Request Queues		✓	Accept Payments
✓	Change Due Date			Lost item return: refund overdue
	Backdate Due Date/Time at Discharge			Lost item return: refund replacement fee
✓	Mask Patron Social Security Number			Lost item return: refund processing fee
				Lost item return: decrement patron lost counter

✓	Add/Update Patron Records			Process Course Reserve
	Update PIN			View Patron Info in Item Circulation History
	View-Only Patron Records		✓	Add/Update Item Records
	Delete Patron Records			Set/Change Item Status
	Add/Update Proxy Patron			Attach Holdings To Any Bibliographic Record
	Reset Patron Record Counters			Update Holding Location With Pick And Scan
	Edit Stub Patrons			Delete Item Records
✓	Manually Map Remote Patrons			

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *HS Circ Operator*

✓	Charge/Renew		Add Fines/Fees
✓	Discharge		
	Add/Update Recall/Hold Requests		Forgive/Error/Refund Fines/Fees
	Resequence Recall/Hold Request Queues	✓	Accept Payments
✓	Change Due Date		Lost item return: refund overdue
✓	Backdate Due Date/Time at Discharge		Lost item return: refund replacement fee
✓	Mask Patron Social Security Number		Lost item return: refund processing fee
			Lost item return: decrement patron lost counter

✓	Add/Update Patron Records		Process Course Reserve
	Update PIN		View Patron Info in Item Circulation History
✓	View-Only Patron Records		Add/Update Item Records
	Delete Patron Records		Set/Change Item Status
	Add/Update Proxy Patron		Attach Holdings To Any Bibliographic Record
	Reset Patron Record Counters		Update Holding Location With Pick And Scan
	Edit Stub Patrons		Delete Item Records
✓	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *HS Circ/Res*

✓	Charge/Renew	✓	Add Fines/Fees
✓	Discharge		
✓	Add/Update Recall/Hold Requests	✓	Forgive/Error/Refund Fines/Fees
✓	Resequence Recall/Hold Request Queues	✓	Accept Payments
✓	Change Due Date		Lost item return: refund overdue
✓	Backdate Due Date/Time at Discharge		Lost item return: refund replacement fee
	Mask Patron Social Security Number		Lost item return: refund processing fee
			Lost item return: decrement patron lost counter

✓	Add/Update Patron Records	✓	Process Course Reserve
	Update PIN		View Patron Info in Item Circulation History
✓	View-Only Patron Records	✓	Add/Update Item Records
✓	Delete Patron Records	✓	Set/Change Item Status
✓	Add/Update Proxy Patron		Attach Holdings To Any Bibliographic Record
✓	Reset Patron Record Counters		Update Holding Location With Pick And Scan
	Edit Stub Patrons		Delete Item Records
✓	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Item on hold for another patron.

Item does not circulate.

Item has a loan period of 0.

End-of-term date not found for TERM loan.

TERM renewal precedes permitted renewal period.

Renewal due date precedes current due date.

Renewal due date in the past.

Item is damaged.

Item has been withdrawn.

Item not allowed to circulate from this location.

Items with hold requests may not be renewed.

Items with recall requests may not be renewed.

Overdue items may not be renewed.

Item not authorized for renewal.

Item scheduled, cannot be charged or renewed.

Item scheduled for a short loan request.

Item has call slip request for another patron.

Item not authorized for discharge at this location.

Item is at renewal limit.

Circulation Profiles

Profile Name: *MediaCenterStudents*

☐	Charge/Renew	☐	Add Fines/Fees
☐	Discharge		
☐	Add/Update Recall/Hold Requests	☐	Forgive/Error/Refund Fines/Fees
☐	Resequence Recall/Hold Request Queues	☐	Accept Payments
☐	Change Due Date	☐	Lost item return: refund overdue
☐	Backdate Due Date/Time at Discharge	☐	Lost item return: refund replacement fee
☐	Mask Patron Social Security Number	☐	Lost item return: refund processing fee
		☐	Lost item return: decrement patron lost counter

✓	Add/Update Patron Records	☐	Process Course Reserve
☐	Update PIN	☐	View Patron Info in Item Circulation History
✓	View-Only Patron Records	☐	Add/Update Item Records
☐	Delete Patron Records	✓	Set/Change Item Status
☐	Add/Update Proxy Patron	☐	Attach Holdings To Any Bibliographic Record
☐	Reset Patron Record Counters	☐	Update Holding Location With Pick And Scan
☐	Edit Stub Patrons	☐	Delete Item Records
☐	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *Selfchk*

✓ Charge/Renew	Add Fines/Fees
Discharge	
Add/Update Recall/Hold Requests	Forgive/Error/Refund Fines/Fees
Resequence Recall/Hold Request Queues	Accept Payments
Change Due Date	Lost item return: refund overdue
Backdate Due Date/Time at Discharge	Lost item return: refund replacement fee
✓ Mask Patron Social Security Number	Lost item return: refund processing fee
	Lost item return: decrement patron lost counter

Add/Update Patron Records	Process Course Reserve
Update PIN	View Patron Info in Item Circulation History
View-Only Patron Records	Add/Update Item Records
Delete Patron Records	Set/Change Item Status
Add/Update Proxy Patron	Attach Holdings To Any Bibliographic Record
Reset Patron Record Counters	Update Holding Location With Pick And Scan
Edit Stub Patrons	Delete Item Records
✓ Manually Map Remote Patrons	

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *WRCStaff*

✓	Charge/Renew		Add Fines/Fees
✓	Discharge		
✓	Add/Update Recall/Hold Requests		Forgive/Error/Refund Fines/Fees
	Resequence Recall/Hold Request Queues		Accept Payments
	Change Due Date		Lost item return: refund overdue
	Backdate Due Date/Time at Discharge		Lost item return: refund replacement fee
✓	Mask Patron Social Security Number		Lost item return: refund processing fee
			Lost item return: decrement patron lost counter

	Add/Update Patron Records		Process Course Reserve
	Update PIN		View Patron Info in Item Circulation History
✓	View-Only Patron Records		Add/Update Item Records
	Delete Patron Records	✓	Set/Change Item Status
	Add/Update Proxy Patron		Attach Holdings To Any Bibliographic Record
	Reset Patron Record Counters		Update Holding Location With Pick And Scan
	Edit Stub Patrons		Delete Item Records
	Manually Map Remote Patrons		

Distribute Item: No Access

Operator may override the following Item Blocks:

Circulation Profiles

Profile Name: *WRCStudent*

✓	Charge/Renew	
✓	Discharge	
✓	Add/Update Recall/Hold Requests	
	Resequence Recall/Hold Request Queues	
	Change Due Date	
	Backdate Due Date/Time at Discharge	
✓	Mask Patron Social Security Number	

	Add Fines/Fees
	Forgive/Error/Refund Fines/Fees
	Accept Payments
	Lost item return: refund overdue
	Lost item return: refund replacement fee
	Lost item return: refund processing fee
	Lost item return: decrement patron lost counter

	Add/Update Patron Records
	Update PIN
	View-Only Patron Records
	Delete Patron Records
	Add/Update Proxy Patron
	Reset Patron Record Counters
	Edit Stub Patrons
	Manually Map Remote Patrons

	Process Course Reserve
	View Patron Info in Item Circulation History
	Add/Update Item Records
✓	Set/Change Item Status
	Attach Holdings To Any Bibliographic Record
	Update Holding Location With Pick And Scan
	Delete Item Records

Distribute Item: No Access

Operator may override the following Item Blocks: