ALS CIRCULATION POLICIES AND PROCEDURES MANUAL

MISSION STATEMENT

The Arrowhead Library System Shared Integrated Library System provides member libraries with efficient and effective access to library materials owned by the member libraries.

I. General Policies

STAFF AUTHORIZATIONS
The ALS Shared System Administrator will work with supervisors and/or library directors to determine the authorizations that are to be allowed by the library staff for circulation, cataloging, serials, and acquisitions.

The ALS Shared System Administrator will set the authorizations as recommended by the supervisors and/or library directors. The supervisors will be notified of any changes and are responsible for checking to see that the authorizations are set as requested.

Supervisors and/or library directors will notify the ALS Shared System Administrator of any staff changes that require changes in authorization.   This may include changes in staff duties, additions of staff, retirement of staff, or staff no longer employed by the library.

PATRON PINS
PINs are required for patrons who want to access their accounts online via RockCat to view checked out materials, fines, to place holds, and have "My Reading History" access. PINs are not required to search library holdings in RockCat.

ALS RESOURCE SHARING POLICY
In accordance with the ALS Resource Sharing Policy, member libraries agree to lend all circulating materials to other ALS libraries without restriction. However, the Circulation Committee may allow exceptions for specific types of materials or for specific formats. These exceptions have been formally agreed upon and can be found in Appendix D.

RENEWAL OF LIBRARY MATERIAL
ROCKCAT libraries agree to renew materials owned by other ALS libraries regardless of where they were borrowed. The system calculates the due date according to the owning library's parameters. Material cannot be renewed if the system indicates there is a hold for another patron. Patrons can also renew items in ROCKCAT if the items are eligible for renewal.

RETURN OF LIBRARY MATERIAL
1. ROCKCAT materials may be returned to any ALS library.
2. When damaged or incomplete material arrives follow damaged or missing procedure in section VII.

ITEMS LOANED FOR IN-HOUSE USE
When circulating materials for in-house use, the item must be marked for in-house use and the borrowing library must be notified that the material will be used in house.

OPEN HOLDS SHELF POLICY
Each library can determine if they will have an open holds shelf. If items are placed on an open holds shelf, every effort must be made to remove any patron identity information so that only staff and the patron will recognize that a hold belongs to a specific patron.

LIMITS ON CHECKOUTS AND HOLDS
Checkouts are unlimited, but individual libraries may limit specific items. DVDs are limited to 15. Holds are limited to 50.

PURCHASE POLICY FOR HOLDS RATIO
Patrons may reserve or place holds on materials with staff at an ALS library, from an ALS library computer, by calling an ALS library or via the Internet from a remote computer. ALS libraries agree to purchase a copy of materials when demand warrants. The library maintains a 6:1 hold ratio for books, 10:1 for audios, and 15:1 for DVDs. Unlike the three-week loan period for most materials, most DVDs have a one week loan period. The shorter loan period results in a more rapid turn-around time and justifies the higher "hold to purchase" ratio.

II.   Patron Registration and Maintenance Policies

PATRON IDENTIFICATION
A form of identification is required and must include valid identification and proof of current resident address.

Acceptable forms of identification include but are not limited to: driver's license, Wisconsin identification card, school identification card, fishing license, check book, bank account, change of address form from post office, credit card bill, and medical bill.

Required Fields
Identification must include: current name, date of birth and valid current resident address. All patrons must supply these to be given a card.

Minor Cards
Libraries will need to verify a minor's parent/legal guardian. Parent/legal guardian's name must be put in the Guardian Field in the minor's record.

PATRON HOME LIBRARY
According to ALS policy, a resident of a Rock County municipality with a library can have a valid library card from any library in the county, but their Home Library, Patron Agency, PCode 4 and Patron Type should reflect the municipality in which they live. Rock County townships, Footville residents and those residing outside the ALS system boundaries may choose their home library. If the individual has more than one residence, determine which residence is considered the primary residence.

PROPERTY OWNERS
For patrons that do not live in a library's municipality but own property in that municipality, that library may determine whether or not they will allow these patrons access to their library.

OUT OF STATE BORROWERS
Libraries may issue a local library card to a nonresident who does not qualify for an ALS member library card, e.g., or residents of another state. Local library nonresident cards are not required to be honored by all ALS member libraries.

EXPIRATION DATE
Each library will make a decision about whether or not to have an expiration date. Libraries can update any patron's expiration date if expired. Staff should also update current address, phone, patron type if no a longer juvenile card, and other information as necessary. Extend the expiration date for three years.

DUPLICATE CARDS
Patrons may not hold more than one ALS card, with the exception of children with divorced parents. Children with divorced parents may have two cards. The cards must have the same name and clearly indicate "Card 1" and "Card 2" in the name field.

MERGING PATRON RECORDS

Each library will be responsible for determining who is allowed to merge patron records. The library will then notify the ALS Shared System Administrator to establish the appropriate settings for merging records. Staff without the permissions will not be authorized to merge patron records.

DELETING PATRON RECORDS

Only the home library may delete a patron record. Each library will be responsible for determining who is allowed to delete patron records.

Patron records with outstanding transactions or stops or blocks shall not be deleted. Outstanding transactions must be cleared before deleting. Place a block on the card and an explanation in the notes field. Library staff creating the note shall put library and personal initials and date of note at the end of the note.

ALS TEMPORARY CARDS

ALS Temporary cards will no longer be issued (May 2015). Libraries can issue their own library card for new patrons that live in another city/village within the system. The issuing library will verify that Pcode 4, Patron Agency, Patron Type and Home Library within the patron record match the municipality in which the patron lives. If a patron moves from one municipality to another, they may keep the card, but all municipality fields need to be reflect the change in address. A form of identification is still required for new patrons and must include valid identification and proof of current resident address.

Library Temporary Cards

Individual libraries may give out temporary cards. These temp cards are honored at other libraries.

INSTITUTION CARDS

ALS libraries may issue Institution cards to schools, staff, business and other organizations. Individual libraries can determine what identification is required, the loan periods and fines. The institution is responsible for any lost or damaged material. ALS libraries may choose to issue Institution cards under the following conditions:

1. The President, Director, Principal, or individual with signing authority for the institution must sign for the card, agreeing that the institution accepts responsibility for all materials checked out on the card.
2. The card should be given an expiration date of one year from the date the card is issued. When this card expires, the President, Director, Principal, or signing authority should sign for the card again in order for the card to remain valid.
3. The use of the card must be for materials which support the institution and not for personal needs.
4. Bills for any materials checked out on the Institution card must be sent directly to the Institution.

FINES AND FEES

Each library will determine their fines and fees.

Patrons may pay any late fees and replacement costs at any ALS library. Libraries will keep all of the money they collect, no matter who owns or circulated the materials, with the exception of billed or lost items over $10.00. Collection payments can be made at any library. If partial collection payments are made, the collection

fee must remain until all the collection amount is paid. All collection fees, with the exception of any replacement fees for that library, should be sent to the collection library. Do not remove collection agency block from the patron record, nor delete the patron record. The record can be deleted after the collection agency record has been updated and block has been removed. Typically 24 hours.

Collection fees should be sent to:
Beloit – Michael DeVries/Nicole Ballok
Clinton – Mary Bieber
Edgerton – Sherry Machones
Eager Free – Megan Kloeckner
Hedberg – Michelle Dennis
Milton – Stacey Schultz
Orfordville – Sarah Strunz

Checks or cash can be sent directly to the receiving library with a completed ALS Lost Item Receipt form. A check can be made out to ALS if the patron owes money to more than one library. Send the check with the ALS Lost Item Receipt form and ALS will send the owning libraries the payment.

Authorized Staff may override blocked checkouts because of overdue fines and fees, with the exception of collection and court accounts.

Authorized library staff will notify the Shared System Administrator of any special promotions to reduce or eliminate fines, such as Food for Fines or amnesty day.

REFUNDS
Patrons must contact the owning library of a found item in order to determine if a refund is possible.

TYPES OF NOTICES
Each library will determine the type of notice sent to each patron. Overdue and holds notices may be sent via telephone, e-mail or regular mail to patrons. Billing notices are sent by mail and courtesy notices are sent by e-mail only.

SCHEDULE FOR SENDING NOTICES
Each library will determine the schedule for sending notices to patrons. Notices will be sent to patrons at a minimum of twice a year.

WORDING OF NOTICES
Each library will determine the wording to appear on fine, bills, holds, courtesy and other notices set to patrons. The supervisors and/or library directors responsible for the notices will notify the ALS Shared System Administrator of any changes to the wording in the notices.

DENIED BORROWING & CARD PRIVILEGES

Patrons are denied borrowing and card privileges at all ALS libraries if they have an expired library card; exceed the system limits on late fees/fines, miscellaneous fees and unpaid bills. Authorized Staff may override blocked checkouts because of overdue fines and fees.

BLOCKED PATRONS

Each library may develop their own policies and procedures related to patron behavior. Library staff must put a message on the patron record stating the reason a patron is blocked at their library. Library staff creating the message shall put library, personal initials and date of note at the end of the note. Other ALS library directors and boards may then decide if the patron is also blocked at their library for behavior or other issues.

BANNED PATRONS

Libraries will use the banned patron type to identify that a patron has been banned from their library. Staff must add information about the ban in a message in the record as well.

PATRON RECORD MAINTENANCE & COLLECTION AGENCIES

All libraries can make updates to patron records and merge records with the exception of those patrons in collections and court action.

Libraries that use collection agencies can merge accounts, per Patron Home Library Policy (Page 4), so those libraries that do not use a collection agency have a better chance of receiving their billed material. Procedures for receiving payment for billed material should be followed as described in the Fines and Fees Policy (Page 5).

III.   Patron Registration Procedures

GUIDELINES FOR EDITING PATRON RECORDS WITH PROBLEMATIC NAMES
1. Last names with spaces (examples: Van de Heis, La Page) should ideally be entered (VANDEHEIS, LAPAGE) with no spaces.
2. A last name with an apostrophe (examples: O'Conner, O'Day) should be entered (OCONNER, ODAY) with no space and no apostrophe.
3. Many people with Hispanic names have two last names. Example of Hispanic Names:
   a. Father: Jorge Santiago Alvarez (Santiago – Father's last name, Alvarez - Mother's last Name)
   b. Mother: Maria Garcia Santiago (Garcia – Maiden name, Santiago – Husband's last name)
   c. Son: Juan Santiago Garcia (Santiago – Father's last name, Garcia – Mother's last name)
   Correct way to put in Millennium:
   a. SANTIAGO ALVAREZ, JORGE
   b. GARCIA SANTIAGO, MARIA
   c. SANTIAGO GARCIA, JUAN
4. It is recommended that if a patron has a Jr, Sr, I, II, III, etc. that it be written: SMITH JR, JOHN
5. It is recommended that all CAPITOL letters are used when entering patron names.

DETERMINING HOME LIBRARY
Before the patron completes a registration form, inquire if the person is registered at any library in the Arrowhead Library System.

If the patron is registered at more than one Arrowhead library, determine the home library based on residence. If the patron does not have a card, issue the patron a library card and verify that Pcode 4, Patron Agency, Patron Type and Home Library within the patron record match the municipality in which the patron lives.

GUIDELINES FOR ASSIGNING PATRON MUNICIPALITIES
The lists of patron statistical categories should be consulted when assigning a municipality to a patron record. Generally, a patron record is assigned the municipality for the city, village or township where the patron lives. A municipal resident in a city/village with an ALS library should be assigned the code for the specific jurisdiction where he/she lives. When updating a record, verify that the municipality field (PCode4), Home Library, Patron Agency, and Patron Type all match the same library.

INSTITUTION CARD PROCEDURE
When entering data for the Institution card use the following procedures:
1. Enter the name of the Institution in the name field.
2. Enter the address of the Institution in the address field.
3. Enter the name of the person who has signed for the card.

PIN INFORMATION
PINs are required in any action in which the patron is required to validate (e.g. view patron record, place a hold, etc) in RockCat. If the record does not presently contain a PIN, RockCat will ask the patron to enter a new one.

The minimum length of a PIN is set to 3. PINs are created by patrons, but can also be created by staff in

Millennium. In RockCat, if there is no PIN in their record, patrons get two prompts. One is for the PIN and the second is for confirmation. Library staff are unable to read the PIN once entered, as it is encrypted in Millennium. Staff may clear a PIN over the phone and in person after verify patron information.

REPLACEMENT FEE
Each library may determine the replacement cost for their library cards.

IV. General Circulation Procedures

FINDING A DUPLICATE RECORD

Before creating a patron record, check to see if the patron already has a record in the system. If another record is found that matches the name, the duplicate record will pop up on top of the new patron entry form. When this happens:

- Check the duplicate record to see if this is the same patron.
- If you wish to use the old record and stop creating the new record click Use Patron Record.
- Clicking Use Patron Record will cancel the new record and bring up the existing record.
- Clicking the Close icon will close the duplicate record and return you to the new record. When you are done entering the information, click the Save/Close icon.

RETURN OF LIBRARY MATERIAL

1. ROCKCAT materials may be returned to any ALS library. To process materials owned by other libraries, check them in. Use the ALS routing slips to route materials to other ALS libraries.
2. When damaged or incomplete material arrive place a Problem Returned Materials notice. Route the damaged materials to the owning library. Follow the holds procedure if these items have holds.

CLAIMS RETURNED PROCEDURES

If a patron claims that they have returned an item a note automatically appears on the patron record.   Three active "claims returned" notes are allowed before patrons may be denied card privileges. Staff may mark any ALS libraries' material as claims returned.

CONVERTING ON-THE-FLY ITEMS

If a library allows on-the fly checkouts, items "not on file" or without barcodes may be checked out. To circulate an on-the-fly item:

1. Barcode the item, then scan the barcode in patron checkout.
2. An Item On Fly screen will pop up.
3. You will be prompted to enter information including:
   - Item Type
   - Location Code
   - Call Number

When the item comes back in, it will pop up as Item-on-fly. Print the message and give to cataloging to process.

INTER LIBRARY LOAN REQUESTS

Patrons can request ILLs at any library. If there is a problem or abuse of ILLs, a note should be added to the patron's record.

V.   Fines, Fees and Replacement Costs Procedures

LOST ITEMS PROCEDURES
Libraries may use Mark Item Lost when a patron indicates that items were lost/damaged. Using Mark Item Lost generates a bill and gives the item a *Lost* status. Mark an item lost only if the patron is absolutely sure the item is lost; if they are not sure, ask them to wait to be billed for the item. If marking an item lost, patrons **must** pay for the item at that point.

RECEIVING PAYMENT FROM PATRONS FOR ITEMS OWNED BY ANOTHER LIBRARY
If a library collects money before billing for a lost/damaged item owned by another library and there is no price in the item record, contact the owning library to get correct price.

Libraries will keep fees of money they collect, no matter who owns or circulated the materials, with the exception of billed or lost items over $10.00. Checks or cash can be sent directly to the receiving library with a completed ALS Lost Item Receipt form. A check can be made out to ALS if the patron owes money to more than one library. Send the check with the ALS Lost Item Receipt form and ALS will send the owning libraries the payment.

Collection payments can be made at any library. If partial collection payments are made, the collection fee must remain until all the collection amount is paid. All collection fees, with the exception of any replacement fees for that library, should be sent to the collection library.

VI.   Holds Processing Procedures

DO NOT RESERVE ITEMS
Loaning material is reciprocal. If you do not accept holds on certain kinds of items, then you should not ask to reserve them. See Appendix D for the list of items and locations of non-circulating material.

SHORT LOANS OR JACKPOT ITEMS
High demand items may be given a short loan period. "Short Loan" or "Jackpot" stickers are placed on the item near the barcode label. These stickers are removed by the owning library according to their own policy. Libraries using a short loan period with a special location code will change the location code when the sticker is removed.

PATRON PLACED HOLDS
Patrons may reserve or place holds on materials with staff at a library facility, from a library facility computer, by calling a library facility or via the Internet from a remote computer. Patrons are allowed to place and cancel holds and change pickup locations in RockCat.

STAFF PLACED HOLDS
Only Staff will be allowed to place item holds with the exception of items that have a volume field. Patrons will be able to place item level holds on items with a specific volume number in RockCat. The order and priority of holds should not be manipulated.

DELETED HOLDS NOTICE TO PATRON
If a library changes the status of an item to lost or missing and it is the last item available in ROCKCAT then the library will notify the patron using the automated canceled holds option.

TITLE AND ITEM HOLDS
When a patron places a hold, RockCat automatically determines the proper level of hold – title or item. Patrons cannot place item holds except on the following:
- Issues of a magazine
- Multi-volume sets
- Items owned by your library that need to be retrieved for technical processing
- Retrieving a specific item for a patron, such a specific edition of a book.

Only library staff are allowed to place item holds on all other items. When placing holds in Millennium, staff must be careful to choose *Copy Returned Soonest* unless item fits one of the item hold exceptions.

MATERIALS ON ORDER
Materials that are on order may be reserved. If the only copy of the title proves to be unavailable, patrons will be notified by the ordering library.

MULTI-PART VIDEOS
Multi-part videos that are one bibliographic entity are not all handled the same way. Some are packaged together with one barcode and others are packaged separately with multiple barcodes. When placing holds on multi-part videos/DVDs, place an item hold on the set or individual pieces that are desired. In Millennium, select the item and choose *Hold Selected Item*.

CIRCULATING ITEMS ON THE HOLD SHELF
Items should be checked out to the same patron barcode number that was used in placing the hold. A specific item is trapped to fulfill a hold for a specific patron. Patrons may pick up held materials for family members if they have the library card of the patron who placed the hold.

ON-SHELF HOLDS PROCEDURES
Each library can prepare their item and title paging lists from the Notices mode of the circulation client. The title paging list should be prepared at least once a day. The item paging list should be prepared at least once a day. Detailed instructions for processing the paging lists can be found in Appendix E.

ROUTING MATERIALS
All materials (with the exception of problem returns) that enter your library should be checked in. When items with holds are checked in, you will be notified if the hold is for pickup at your library or another library. See Appendix E for detailed instructions.

CLEAR HOLDS PROCEDURE
If a hold is not picked up by the expiration date, the hold will be cleared and moved to the next patron on the list. Each library will designate staff to look at expired holds for their libraries and take appropriate action if the patron has not picked up a hold in the required time. The hold shelf must be cleared each day your library runs the clear holds notices.   Print out the clear hold shelf report and follow the instructions to fill other holds or return items to the other libraries or your library's shelves. See Appendix E.

CHANGING OF PICKUP LOCATION FOR AN ON HOLDSHELF ITEM
If an item has a status of "On Holdshelf" the pickup location cannot be changed. If the patron wants, the hold can be cancelled and replaced. If no other holds exists, the patron may pick the item up at the new requested location. Otherwise, the patron will need to wait until the other holds are fulfilled.

VII.   Missing Parts, Lost Parts, Damaged Items Procedures

HANDLING MULTI-PART MATERIAL
Before sending out multi-part material in transit, verify that there are no missing parts. Also check to make sure the correct items are inside and that personal items have not been returned by mistake. Put a message on the item record to indicate that items or parts are missing.

MISSING OR LOST PARTS
Do not check in items with missing parts. If item is checked in, check item back out to patron. Staff can use the Circulation History table to see the previous patrons. Place a Missing Parts note clearly on the item and return material to owning library to the attention of the missing/lost items contact listed below. Owning library will contact patron and advise them of the missing part and bill the patron if necessary. If the missing part has been returned to a library and sent through the delivery, put a note in the record that it has been returned and is in transit.

> **Missing/Lost Items Contacts:**
> Beloit – Michael DeVries/Nicole Ballok
> Clinton – Mary Bieber
> Edgerton – Sherry Machones
> Eager Free – Megan Kloeckner
> Hedberg – Michelle Dennis
> Milton – Stacey Schultz
> Orfordville – Sarah Strunz

DAMAGED ITEMS
Do not check in damaged items. If item is checked in, check item back out to patron. Staff can use the Circulation History table to see the previous patrons.   Place a Damaged note clearly on the item and return material to owning library. The owning library will contact the patron, advise them of the damage, and bill if necessary.

If item is damaged at the library by library staff, library owned materials or machines, that library is responsible for reimbursement of the item to the owning library. If an item is damaged at a remote drop box, the owning library is responsible for the damage.

NOTING DAMAGE
Damage to items/missing parts should be noted on the items so that multiple patrons do not get accused of the same damage. Damage/missing parts can be noted in an Item Message and directly on the item.

VIII.   Appendix

A. Patron Types

3	BPL Temporary	57	EFPL Banned	105	MPL Schools
4	BPL Force Collections	58	EFPL Businesses	106	MPL Staff
5	BPL Internet Banned	59	EFPL Homebound	107	MPL Training
6	BPL Adult	60	EFPL In-House Staff Use	108	MPL Temporary
7	BPL Banned	61	EFPL Interlibrary Loan		
8	BPL Businesses	62	EFPL Juvenile with Permission	113	OPL Adult
9	BPL Homebound	63	EFPL Juvenile w/o Permission	114	OPL Banned
10	BPL In-House Staff Use	64	EFPL Out-of-State Resident	115	OPL Businesses
11	BPL Interlibrary Loan	65	EFPL Schools	116	OPL Homebound
12	BPL Juvenile with Permission	66	EFPL Staff	117	OPL In-House Staff Use
13	BPL Juvenile w/oPermission	67	EFPL Training	118	OPL Interlibrary Loan
14	BPL Out-of-State Resident			119	OPL Juvenile with Permission
15	BPL School	73	HPL Adult	120	OPL Juvenile w/o Permission
16	BPL Staff	74	HPL Banned	121	OPL Out-of-State Resident
17	BPL Training	75	HPL Businesses	122	OPL Schools
19	BPL Guest Internet Customer	76	HPL Collection Agency 1	123	OPL Staff
20	BPL Citation	77	HPL Internet Only	124	OPL Training
21	BPL No Collections	78	HPL Extension Site	125	OPL Young Adult
		79	HPL Fee Card		
23	CPL Adult	80	HPL Homebound		
24	CPL Banned	81	HPL In-House Staff Use		
25	CPL Businesses	82	HPL Interlibrary Loan		
26	CPL Homebound	83	HPL Juvenile with Permission		
27	CPL In-House Staff Use	84	HPL Juvenile without		
28	CPL Interlibrary Loan		Permission		
29	CPL Juvenile with Permission	85	HPL Program/Professional		
30	CPL Juvenile w/o Permission	87	HPL Teacher Loan		
31	CPL Out-of-State Resident	88	HPL Staff		
32	CPL School	89	HPL Temporary		
33	CPL Staff	90	HPL Training Lab		
34	CPL Training	91	HPL Online Applicant		
35	CPL Temporary	92	HPL Youth Restricted w/o		
			Perm.		
40	EPL Adult	93	HPL Youth Restricted with		
41	EPL Banned		Perm.		
42	EPL Businesses	94	HPL HPL Collection Agency		
43	EPL Homebound		Force		
44	EPL In-House Staff Use				
45	EPL Interlibrary Loan	96	MPL Adult		
46	EPL Juvenile with Permission	97	MPL Banned		
47	EPL Juvenile w/o Permission	98	MPL Businesses		
		99	MPL Homebound		
48	EPL Out-of-State Resident	100	MPL In-House Staff Use		
49	EPL Schools	101	MPL Interlibrary Loan		
50	EPL Staff	102	MPL Juvenile with Permission		
51	EPL Training	103	MPL Juvenile w/oPermission		
56	EFPL Adult	104	MPL Out-of-State Resident		

B. Patron Codes

PATRON CODE 1 – GENDER

f   Female

m   Male

-   Other

PATRON CODE 2 – BIRTHDATE RANGE

a   No Birthdate

b   Before 1910

c   1911 - 1915

d   1916 - 1920

e   1921 - 1925

f   1926 - 1930

g   1931 - 1935

h   1936 - 1940

i   1941 - 1945

j   1946 - 1950

k   1951 - 1955

l   1956 - 1960

m   1961 - 1965

n   1966 - 1970

o   1971 - 1975

p   1976 - 1980

q   1981 - 1985

r   1986 - 1990

s   1991 - 1995

t   1996 - 2000

u   2001 - 2005

v   2006 - 2010

PATRON CODE 3 – COUNTY

0   Rock County

6   Green County

12   Dane County

18   Jefferson County

24   Walworth County

30   Columbia County

36   Racine County

42   Waukesha County

48   Other Library System

54   Out of State

60   Error

PATRON CODE 4 – MUNICIPALITY

1	City, Beloit	61	Green, Clarno Township
2	City, Clinton	62	Green, Decatur Township
3	City, Edgerton	63	Green, Dunn Township
4	City, Evansville	64	Green, Exeter Township
5	City, Janesville - Area 11	65	Green, Jefferson Township
6	City, Janesville - Area 12	66	Green, Jordan Township
7	City, Janesville - Area 13	67	Green, Monroe City - L
8	City, Janesville - Area 14	68	Green, Monroe Township
9	City, Milton	69	Green, Monticello City - L
10	City, Orfordville	70	Green, Mt. Pleasant Township
		71	Green, New Glarus City - L
21	Rock, Avon Township	72	Green, New Glarus Township
22	Rock, Beloit Township	73	Green, Spring Grove Township
23	Rock, Bradford Township	74	Green, Sylvester Township
24	Rock, Center Township	75	Green, Washington Township
25	Rock, Clinton Township	76	Green, York Township
26	Rock, Footville Village		
27	Rock, Fulton Township		
28	Rock, Harmony Township	87	Dane, Albion Township
29	Rock, Janesville Township	88	Dane, Berry Township
30	Rock, Johnstown Township	89	Dane, Black Earth City - L
31	Rock, LaPrairie Township	90	Dane, Black Earth Township
32	Rock, Lima Township	91	Dane, Blooming Grove Township
33	Rock, Magnolia Township	92	Dane, Blue Mounds Village
34	Rock, Milton Township	93	Dane, Blue Mounds Township
35	Rock, Newark Township	94	Dane, Bristol Township
36	Rock, Plymouth Township	95	Dane, Brooklyn Village
37	Rock, Porter Township	96	Dane, Brooklyn Township
38	Rock, Rock Township	97	Dane, Burke Township
39	Rock, Spring Valley Township	98	Dane, Cambridge City - L
40	Rock, Turtle Township	99	Dane, Christiana Township
41	Rock, Union Township	100	Dane, Cottage Grove Village
		101	Dane, Cottage Grove Township
52	Green, Adams Township	102	Dane, Cross Plains City - L
53	Green, Albany City - L	103	Dane, Cross Plains Township
54	Green, Albany Township	104	Dane, Dane Village
55	Green, Belleville City - L	105	Dane, Dane Township
56	Green, Brodhead City - L	106	Dane, Deerfield City - L
57	Green, Brooklyn Village	107	Dane, Deerfield Township
58	Green, Brooklyn Township	108	Dane, DeForest Village - L
59	Green, Browntown City	109	Dane, Dunkirk Township
60	Green, Cadiz Township	110	Dane, Dunn Township

111	Dane, Fitchburg City - L		163	Jefferson, Hebron Township
112	Dane, Madison City - L		164	Jefferson, Ixonia Township
113	Dane, Madison Township		165	Jefferson, Jefferson City - L
114	Dane, Maple Bluff Village		166	Jefferson, Jefferson Township
115	Dane, Marshall City - L		167	Jefferson, Johnson Creek City- L
116	Dane, Mazomanie City - L		168	Jefferson, Koskonong Township
117	Dane, Mazomanie Township		169	Jefferson, Lake Mills City - L
118	Dane, McFarland City - L		170	Jefferson, Lake Mills Township
119	Dane, Medina Township		171	Jefferson, Milford Township
120	Dane, Middleton City - L		172	Jefferson, Oakland Township
121	Dane, Middleton Township		173	Jefferson, Palmyra City - L
122	Dane, Monona City - L		174	Jefferson, Palmyra Township
123	Dane, Montrose Township		175	Jefferson, Sullivan Township
124	Dane, Mount Horeb Village - L		176	Jefferson, Sumner Township
125	Dane, Oregon Village - L		177	Jefferson, Waterloo City - L
126	Dane, Oregon Township		178	Jefferson, Waterloo Township
127	Dane, Perry Township		179	Jefferson, Watertown City - L
128	Dane, Pleasant Springs Township		180	Jefferson, Watertown Township
129	Dane, Primrose Township			
130	Dane, Rockdale Village			
131	Dane, Roxbury Township		191	Walworth, Bloomfield Township
132	Dane, Rutland Township		192	Walworth, Darien City - L
133	Dane, Shorewood Hills Village		193	Walworth, Darien Township
134	Dane, Springdale Township		194	Walworth, Delavan City - L
135	Dane, Springfield Township		195	Walworth, Delavan Township
136	Dane, Stoughton City - L		196	Walworth, East Troy City - L
137	Dane, Sun Prairie City - L		197	Walworth, East Troy Township
138	Dane, Sun Praire Township		198	Walworth, Elkhorn City - L
139	Dane, Vermont Township		199	Walworth, Fontana Village - L
140	Dane, Verona City - L		200	Walworth, Geneva Township
141	Dane, Verona Township		201	Walworth, Genoa City - L
142	Dane, Vienna Township		202	Walworth, La Grange Township
143	Dane, Waunakee City - L		203	Walworth, LaFayette Township
144	Dane, Westport Township		204	Walworth, Lake Geneva City - L
145	Dane, Windsor Township		205	Walworth, Linn Township
146	Dane, York Township		206	Walworth, Lyons Township
			207	Walworth, Richmond Township
			208	Walworth, Sharon Village - L
157	Jefferson, Aztalan Township		209	Walworth, Sharon Township
158	Jefferson, Berry Township		210	Walworth, Spring Prairie Twnshp
159	Jefferson, Cold Spring Township		211	Walworth, Sugar Creek Township
160	Jefferson, Concord Township		212	Walworth, Troy Township
161	Jefferson, Farmington Township		213	Walworth, Walworth Village - L
162	Jefferson, Fort Atkinson City- L		214	Walworth, Walworth Township

215	Walworth, Whitewater City - L	291	HPL ALS A/T Affiliate
216	Walworth, Whitewater Township	292	HPL ILL to subtract
217	Walworth, Williams Bay Village L	293	HPL ALS SUB Affiliate
		294	HPL ALS A/T Member
		295	HPL ALS SUB Member
228	County, Columbia	296	HPL A/T In State
229	County, Racine	297	HPL SUB In State
230	Racine, Racine City	298	HPL A/T Out State
231	Racine, Racine Township	299	HPL SUB Out State
232	County, Waukesha		
233	Waukesha, Waukesha City	304	CPL ILL
234	County, Kenosha	305	EPL ILL
235	County, Milwaukee	306	EFPL ILL
		307	MPL ILL
244	LS, Eastern Shores	308	OPL ILL
245	LS, Kenosha		
246	LS, Indianhead Federated	310	Error
247	LS, Lakeshores		
248	LS, Manitowoc - Calument		
249	LS, MidWisconsin		
250	LS, Milwaukee County		
251	LS, Nicolet Federated		
252	LS, Northern Waters		
253	LS, Outagamie - Waupaca		
254	LS, South Central		
255	LS, Southwest Wisconsin		
256	LS, Waukesha Federated		
257	LS, Winding Rivers		
258	LS, Winnefox		
259	LS, Wisconsin Valley		
265	Out-of-State Resident		
272	BPL ILLS - ALS Libraries		
273	BPL ILLS - Clinton PL		
274	BPL ILLS - Edgerton PL		
275	BPL ILLS - Evansville PL		
277	BPL ILLS - Janesville PL		
278	BPL ILLS - Milton PL		
279	BPL ILLS - Orfordville PL		
280	BPL ILLS - Out of State		
281	BPL ILLS - WI Libraries		

Item Status Codes

-	ON SHELF		h	DAMAGED
m	MISSING		c	CHILDREN PREV
n	BILLED		a	DISPLAY MAG
z	CLMS RETD		x	EXCEPTION
t	IN TRANSIT		l	LOST
s	ON SEARCH		w	CHILD WRKRM
o	REFERENCE		e	NO TRACE
$	LOST AND PAID		i	ON ORDER
!	ON HOLDSHELF		j	JUST RETURNED
d	DISCARDED		v	SERVICE DESK
g	MISSING PART		f	STAFF USE
p	COMING SOON!		q	SELECTOR REVW
r	IN REPAIR		u	TRACE
b	BINDERY		#	WITHDRAWN
y	DISPLAY		*	PINK SLIP
k	ASK AT REF		&	TBW

C. List of Lending Exceptions

The ALS Circulation Committee has agreed that member libraries are not required to lend the following materials to other member libraries. Staff may request use of exceptions for staff use only. These requests must be made by contacting the owning library directly.

1. Reference
2. Jackpot
3. Microforms
4. Equipment
5. YA Professional (BPL)
6. Annex Materials (BPL)
7. Genealogy Materials (BPL)
8. Bear (BPL)
9. Back packs (EFPL)
10. Janesville Room Materials (HPL)
11. Current Periodicals (HPL)
12. Atlas Stand (HPL)
13. Map Case (HPL)
14. Board Books (HPL/MPL)