

User Profiles

The Profile field in the patron record is used with the circulation map to control the checkout of library material.

Most libraries use the profile of **PUBLIC** for most of their users. **This profile has a \$10.00 fine threshold.** Above that amount, the user is blocked from checking out items and placing holds. The **PUBLIC2** profile (used by Endeavor, Menasha, Neenah, Omro, Oshkosh, Ripon & WInneconne) **has a threshold hold of \$25.00.**

Other profiles are used for specific types of patrons or situations. The profiles listed below are used with patrons. There are other profiles in the drop-down list in the software, but the others are NOT counted in circulation reports and are NOT to be used for patrons. The others are used by the Symphony software or for in-house staff transactions.

Profiles for patron records:

User Profile	Loan Period	Fine Rate	Maximum Fine	Maximum Holds	Maximum Checkouts	Card Expiration	Overdue Threshold	Bill Threshold
BUSINESS*	Rules set by each library*	Rules set by each library*	Rules set by each library*	50 items	100 items	16 months	20 items	\$25.00
DEPOSIT	60 days	No fine	No fine	50 items	150 items	No expiration	50 items	\$500.00
HOMEBOUND	60 days	No fine	No fine	50 items	100 items	No expiration	20 items	\$500.00
J-RESTRICT*	Rules set by each library*	Rules set by each library*	Rules set by each library*	50 items	100 items	16 months	20 items	\$5.00
LIMITED*	Rules set by each library*	Rules set by each library*	Rules set by each library*	5 items	10 items	16 months	3 items	\$5.00
LIMITED3*	Rules set by each library*	Rules set by each library*	Rules set by each library*	3 items	3 items	16 months	3 items	\$5.00
PUBLIC*	Rules set by each library*	Rules set by each library*	Rules set by each library*	50 items	100 items	16 months	20 items	\$10.00
PUBLIC2*	Rules set by each library*	Rules set by each library*	Rules set by each library*	50 items	100 items	16 months	20 items	\$25.00
REMOVE**	No Loans Allowed	N/A	\$0.00	0 Items	0 Items	1 day	0 Items	\$0.00
STAFF*	Rules set by each library*	Rules set by each library*	Rules set by each library*	50 items	100 items	16 months	20 items	\$25.00
TEACHER	28 days	No fine	No fine	50 items	150 items	16 months	50 items	\$250.00

*The circulation rules are based on the Item Type of the item being checked out and are the same for each of these user Profiles.

**Used for patrons entered in error, deceased, duplicates, etc. Any patron record with a profile listed in this table that can be gotten rid of.

There are also separate rules for J-RESTRICT that limit, based on Item Type, what that Profile is allowed to check out.

The Overdue Threshold is the maximum number of items that can be overdue on the card. When the Overdue Threshold is reached, the card is Blocked.

All the above are allowed to renew their cards online.

Other Profiles of note: These are NOT to be used for patrons. LIBRARYUSE is for inhouse use. ONLINEREG is automatically assigned to patrons who register online.

User Profile	Loan Period	Fine Rate	Maximum Fine	Maximum Holds	Maximum Checkouts	Card Expiration	Overdue Threshold	Bill Threshold
LIBRARYUSE	Unlimited	No fine	None	Unlimited	Unlimited	Never Expires	None	None
ONLINEREG	No Checkouts Allowed	No Checkouts Allowed	N/A	10	0 Items	30 days	0 Items	\$5.00