Institution card recommendation guide

March 2017, MORE Operations Committee

1. Who qualifies for an Institution card (PTYPE 14)?

Current practice: determined by local library policy

2. Who qualifies for an Institution Non-Charging card (PTYPE 22)?

Current practice: determined by local library policy

3. What information must be included in institution patron records (PYTPES 14 and 22)?

Current practice:

- PATRON NAME field: institution's legal name
- ADDRESS field: a responsible individual's name on the first line, if in accordance with local policy, then the institution's current mailing address

4. Can a patron have both a regular, individual card and be the responsible individual associated with an institution card?

Current practice: yes, this is strongly encouraged for those using library materials both for personal use and on behalf of an institution, organization, or classroom

5. How many concurrent checkouts should institution cards (PTYPES 14 and 22) be allowed?

Current practice: 200

6. How many concurrent holds should institution cards (PYTPES 14 and 22) be allowed?

Current practice: 100

7. How should lending periods work for institution cards (PYTPES 14 and 22)?

Current practice: 4-week checkouts for most items; for PYTPE 14, 3 weeks for video materials

8. What should the fine rate be for PTYPE 14?

Current practice: $1/day for video materials, $.10/day for most other materials, and standard Lucky Day and Rental fines

9. What should the fine rate be for PTYPE 22?

Current practice: no fines except on:

- 37 ILL loan items
- 51 Board bk - NO holds
- 52 Kits - NO holds
- 55 Puppets - NO holds
- 56 Puzzles - NO holds
- 61 Fragile book - NO holds
- 63 Game/Toy - NO holds
- 64 Special Program - NO holds
- 70 Game disc - NO HOLDS
- 71 Game disc
- 72 Game cartridge - NO HOLDS
- 73 Game cartridge
- 98 Lucky Day Book
- 99 Lucky Day DVD
- 101 Rental 3 Day
- 102 Rental 10 Day

For the above, $1/day for video materials, $.10/day for most other materials, and standard Lucky Day and Rental fines

10. How should expired institution cards (PYTPES 14 and 22) work?

Current practice: expired cards are blocked from checkouts, placing holds, etc.