

Does your library borrow or lend more items?	Do you use ILLs (non-local items) for collections that travel to outside entities? e.g. schools or nursing homes.	Do you use ILLs (non-local items) for displays within your library?	Does your library place group holds for book discussions?	How do you place them?
We lend more items than we borrow	No	No	No	
We lend more items than we borrow	No	No		
We lend more items than we borrow	No	No		
I feel we have an even balance between borrowing and lending	No	No		
We lend more items than we borrow	No	No		
We lend more items than we borrow	No	No	No	
We borrow more items than we lend	Yes	Yes	No	
We borrow more items than we lend	No	No	No	
I feel we have an even balance between borrowing and lending	No	No		
We borrow more items than we lend	No	No	No	On individual patron cards
We borrow more items than we lend	No	No	Yes	
I don't know how to find this information	Yes	No	No	
We borrow more items than we lend	No	No	No	
We lend more items than we borrow	No	No	No	
We lend more items than we borrow	No	No	No	
We lend more items than we borrow	No	No	No	
We lend more items than we borrow	Yes	No	No	
I feel we have an even balance between borrowing and lending	No	No	No	
We lend more items than we borrow	No	No	No	On one "book discussion" card
We borrow more items than we lend	No	No	Yes	
We lend more items than we borrow	No	No	No	
We lend more items than we borrow	No	No	No	
We borrow more items than we lend	Yes	No	No	

Does your library borrow or lend more items?	Do you use ILTs (non-local items) for collections that travel to outside entities? e.g. schools or nursing homes.	Do you use ILTs (non-local items) for displays within your library?	Does your library place group holds for book discussions?	How do you place them?
I feel we have an even balance between borrowing and lending	No	Yes		
We borrow more items than we lend	No	No		
I feel we have an even balance between borrowing and lending	No	No	No	
We lend more items than we borrow	Yes	No		
We borrow more items than we lend	Yes	No		
We lend more items than we borrow	No	No		
I feel we have an even balance between borrowing and lending	No	No		
We lend more items than we borrow	No	No		
We lend more items than we borrow	No	No	No	
We borrow more items than we lend	No	No	No	
We lend more items than we borrow	No	No	No	
We lend more items than we borrow	No	No	No	
We borrow more items than we lend	No	No	No	
We borrow more items than we lend	No	No	Yes	all of the above
I feel we have an even balance between borrowing and lending	No	No	No	
We lend more items than we borrow	No	No	No	
We lend more items than we borrow	No	No		
We lend more items than we borrow	No	No	Yes	On individual patron cards
We borrow more items than we lend	Yes	No	No	

Does your circulation staff override system notices?	Which notices do you override and why?	Do you use 1xx itypes (or 100 fields) to prevent MaineCat (InnReach) holds from being placed on your items?	If so, which items and why?
No		No	
No		No	
No		No	
No		Yes	We use 1xx itypes for new, adult books only. We do that because otherwise they go out for a longer-than-normal time (4-5 weeks because of travel/delivery dates at small libraries) and therefore aren't available to Minerva or our library patrons.
No		Yes	For Reference location (non-circulating)
Yes	Only under the circumstances that are allowed, i.e. renewing an item with too many renewals, after getting permission from the lending library.	No	
Yes	Sometimes with certain patrons we will go beyond the five hold level.	No	
No		No	
Yes	Renewals when another copy is available to fill an existing hold.	No	
No		No	
No		No	
Yes	The Rice patron fine notices. If over \$5 (which our fine limit) and patron is paying down the fine we override the notice.	No	
Yes	For locally owned items only, we will override for additional renewals (if no holds). We do not override any system notices when the item in hand or in question is an ILL.	No	
No		No	
No		No	
No		Yes	Reserves
No		No	

Does your circulation staff override system notices?	Which notices do you override and why?	Do you use 1xx itypes (or 100 fields) to prevent MaineCat (InnReach) holds from being placed on your items?	If so, which items and why?
Yes	Only when a local patron is at the desk with item in hand - rather than taking it from them we know that the hold will be passed on to the next library. This can happen if we haven't gotten to paging before a patron finds the item on the shelf.	No	
No	When a patron presents an item for checkout, sometimes the message will pop up that the item has a hold on it at another library. We override that hold rather than snatch the item from the hopeful grasp of our patron. There might be other occasions when staff feel compelled in the crush of activity at the circ desk to override a message, but they know as a rule not to do that.	No	DVDs are excluded from non-Minerva lending since there is inadequate reciprocity from outside of Minerva in this area, which has extremely high public interest.
Yes	only when 'legal'	No	DVDs,
No	Hold notices if item brought to circulation desk by patron and item was not on hold when morning's pull list printed.	No	
No		No	

Does your circulation staff override system notices?	Which notices do you override and why?	Do you use 1xx itypes (or 100 fields) to prevent MaineCat (InnReach) holds from being placed on your items?	If so, which items and why?
Yes	-When patrons have an item in hand to check out and their is an existing hold on the item placed after we have pulled the daily holds. -Override no-renewal when a Wells item has has a hold placed on it, but there are other copies available in the system		
Yes	Library staff override system notices that pertain to Windham items only unless prior approval has been granted by another Minerva library.	Yes	The items listed above also do not circulate within MaineCat and we use the 100 fields for those. We use this for Course Reserve items (materials used only by students for a particular class)
No		Yes	
No		No	
No		Yes	new items in our new display area: kept there for 6 months. New Book locations
No		Yes	On non-circulating reference because they are in-library use only
No			
No			
Yes	If it is a local item (not ILL) that has already been renewed and there are no holds on it (older item) we will override and renew it a second time. If a patron wants to renew an item with a bib hold, as long as there are other available copies in the system we will override. If a patron is trying to check out an item which the system says has a hold on it (ie the pull list hasn't been run off for the day so the item was still on the shelf for the patron to find), we will override.	Yes	For our new items, no one seemed to remember why - just how we've always done it.

Does your circulation staff override system notices?	Which notices do you override and why?	Do you use 1xx itypes (or 100 fields) to prevent MaineCat (InnReach) holds from being placed on your items?	If so, which items and why?
Yes	for our items for our patrons when no holds exist When it is very busy at the desk, sometimes staff override renewals when an item has already been renewed once if there are no holds. We do try to call the lending library first but sometimes it just doesn't work out.	No	
Yes	Holds on books that one of our patron brings to the circ desk to take out.	No	
No		No	We limit MaineCat requests for "new" materials. This is primarily due to our unique collections and material types that are highly requested by Minerva Libraries. Since some materials and items can spend between 9 to 12 months (examples provided upon request) before moving through the hold list, we want our patrons (who paid for the items) to have a chance to find them on the shelves before we open up the lending pool to the non-Minerva libraries. We make the items non-1xx after a period of time. At last check, about 7% of our collection is non-MaineCat circulating.
No	Notices on locally owned items only, in general. We'll override to allow another renewal sometimes. I'm sure it's happened that we overrode a billing issue if we knew it would be resolved, again only on local items. We'll override on an ILL only if we call the owning library first and get permission. That does happen from time to time.	Yes	
Yes		No	