

The Library Loan User

Each of our libraries has a **special borrower account** for placing holds and checking out materials reserved for reading groups. The idea behind this account is that you can use it to place holds and then borrow many copies of a title from consortium member libraries ALL on this one account, for local book groups. Checkouts on these accounts do not expire. Remember that. The expiration date for items charged to this user is **"NEVER."**

Library staff can place multiple COPY level holds on the same title by checking the radio button for Copy level (in the hold range portion of the form). Staff will need to repeat a couple of steps in the process, but they don't need to re-enter the search to continue placing holds on any or all of the items attached to the title.

As the items arrive at the requesting library, staff checks them out to the LIBLOAN account and notifies the patrons in the reading group that copies are available for them to check out.

Items charged to the LIBLOAN user are "re-chargeable" so that when patrons come in, the item is **re-charged** to the patron. When the items are returned and discharged, they are routed back to the "library loan user" (goes back to the librarian facilitating the book club) and the next patron on the list is notified, etc. When the book club is done and the books have been discharged from the patrons' accounts, they must also be discharged from the Library Loan user, at which point they will be routed back to their home libraries.

That is the **MAGIC** of this account—items can be "re-charged," so that when that patron returns the item, it doesn't transit back to the owning library, but instead, remains on reserve for the next waiting patron in the reading group.

When the reading group is done, the library will have to discharge the items, in many cases discharge them twice. **Yes—2X!! Once to discharge it from the patron's account and a second time to discharge it from the Library Loan user account. Only after the item is discharged from the LIBLOAN user will it be routed back to the owning library.**

Note that if book group members place holds on it, the holds will be ignored during the Library Loan's special loan period because the items are already checked out to Library Loan, *Your Library*; in fact this will confuse the whole process because when it does come off Library Loan's record, it will fill a hold for a book group member instead of going back to its home library.

Most of the libraries that use these accounts use them appropriately. Many libraries do not even use the accounts.

Either way, please take a look at your LIBLOAN user and consider any charges on the account. If there are any items checked out, have they been checked out for more than a few months? Are they for a reading group? Can anyone at your library account for these items?

Bottom line—If your Library Loan account has an item checked out which belongs to another library and it's been checked out for more than 3 months, it's not supposed to be there. Please investigate and if necessary, mark it missing.

Here are the Library Loan accounts that are set up to work (an asterisk indicates the user has charges older than 3 months):

ALLWOODLIBLOAN	PCCCLIBLOAN
BLOOMLIBLOAN	PCCC-WQLIBLOAN
CALDWLLIBLOAN	POMPLIBLOAN
CEDARGRLIBLOAN*	PREAKLIBLOAN
CLIFTONLIBLOAN*	RINGLIBLOAN*
FAIRLIBLOAN	TOTOWALIBLOAN*
HALEDONLIBLOAN	WANAQUELIBLOAN
LFPLLIBLOAN	WAYNELIBLOAN*
N-HALELIBLOAN	WMTLLIBLOAN
PAT-1STLIBLOAN	W-PATLIBLOAN*
PATLIBLOAN*	
PAT-SSLIBLOAN	
PAT-TOTLIBLOAN*	