

# JerseyCat Lending Policy

## Date of Implementation: August 29, 2005

To add your Lending Policy to your JerseyCat Participant record:

1. Click on STAFF MENU.
2. Click on ILL ADMIN.
3. Click on MAINTAIN PARTICIPANT RECORD.



4. Go to the bottom of your participant record and click on the link for LENDING POLICY.



5. The screen below will appear:

**MAINTAIN LENDING POLICY** Submit Reset Close Help

**Library Name** Goodwin College Library **Library Code** GOOD **ILL Phone Number** 860.528.4111

Use my library's lending policies to determine if my library should be included as a potential lender on a lender list.  
Applies to only those items marked with an asterisk (\*).

Lending Policy	Lend (Y,N,NA)	Fee(\$)	Loan Period (days)	Renewal Loan Period (days)	Place Hold (Y,N)	Exceptions, Comments (300 characters max)
Books	Y	0	35	35	Y	
New Books	Y	0	14	0	N	
Videocassettes*	N	0	0	0	N	
Non-fiction Videos	Y	0	14	14	Y	
Entertainment videos	N	0	0	0	N	
DVDs*	Y	0	14	14	Y	
Non-fiction DVDs	N	0	0	0	N	
Entertainment DVDs	N	0	0	0	N	
Audio Cassettes - Music*	N	0	0	0	N	
Audio Cassettes - Non-	N	0	0	0	N	

Place a checkmark in this box

- Use the drop down boxes to tell JerseyCat users whether you lend this format of materials via interlibrary loan. The fee column should stay at zero. Loan period is the number of days you will lend an item to a borrowing library. Renewal period is the number of days you will renew an item for to a borrowing library. Place a hold is a yes or no response. Only answer yes if you will place a hold on an item for another library.
- Place a checkmark in the box at the top of the screen stating that you want the system to check your lending policy before sending requests to your library for these formats.
- After you have made your changes, click on SUBMIT.

Please note: Your library may not own all of the formats listed. If you do not own a format, use the N/A from the drop-down menu.

The formats that JerseyCat will check against include those that have an asterisk (\*) behind them. All formats will be marked with a Y as the default value. All you need to change are those formats that you DO NOT LEND via JerseyCat to an N.