

### Circulation Rule "Check List"

(Use this spreadsheet to make sure you have provided all required information to set up new circulation rules.)

<b>Home Library</b> (specify branch if applicable)	-Click here to Select-	If Library code unknown, enter name:
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	Item Type	Existing Circ Rule you want copied	User Profile	Circulate (Y/N)	Fine	Maximum Fine	Loan Period	# of Renewals	# of Unseen Renewals	Max Charges at one time	Grace Period	Default Price	Processing Fee
	Enter name of item type you would like the rule to be applied to. Refer to the complete list of Item Types on the Cataloging Parameters support page (link below).	How should these items circulate? If they are to circulate like another Item Type you already have, which Item Type's rule do you want us to copy?	Enter the user profile you would like the rule to be applied to. If there is no specific user profile desired, type "ALL". Refer to the RSA Parameters webpage for a complete list.	Indicate whether the item is allowed to circulate by putting Y for yes and N for no. If no, indicate whether this is overridable or not. (Skip rest of this line, i.e. Fine, Loan Period, etc., if you mark "N" here.	Enter the dollar amount of fine per Day (or Hour) the item should accrue if late.	Enter the maximum dollar amount that will be accrued for the item being late.	Enter the amount of days (or hours) that the item can be checked out for.	Enter the number of times the item can be renewed.	Enter the number of times an item can be renewed unseen (i.e. by phone or online through RSA Cat) before the item must be renewed in person. If there is no preference, then leave this field blank.	Enter the maximum amount of items that can be checked out at one time (by this item type and user profile combination).	Enter the number of days or hours that the item can be late without being charged a fine.	Enter your library's preferred default price for the item type associated with this circ rule. Default prices are helpful if you do not want to use the RSA default price for that item type, or if you do not plan to assign a price when you catalog the individual item.	The total cost to replace the item, including the item itself, a protective case or cover, and the item labels (call number, item ID, RFID, etc.). You may use a processing fee without specifying a default price for your library.
	<a href="https://support.librariesofrsa.org">https://support.librariesof</a>												
Example	BOOK		JUV	Y	\$0.10 per Day	\$5 Max	21 Days	3	U	4	1 Day	\$25	\$15
Example	EQUIP		ADULT	y	\$1.00 per day	\$75	7 Days	0	0	1	0 Day	\$125	\$5
Rule #1													
Rule #2													
Rule #3													
Rule #4													
Rule #5													
Rule #6													
Rule #7													

This spreadsheet is available on the RSA Holds Parameters Page (<https://support.librariesofrsa.org/project/holds-parameters/>)  
 Contact RSA's Help Desk for questions: [help@rsanfp.org](mailto:help@rsanfp.org)  
 866-940-4083

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