



Circulation Matrix

Circ Modifier	Check out Limits	Circulation Durations			Renewals		Fine Levels			Holds & Transits	
		Default (normal)	Option 1 (short)	Option 2 (long)	Renewal Count	Auto-renewal Count	Normal	Low	High	Holdable? Y/N	Transits outside owning library system? Y/N
art	6	3 months	3 months	3 months	1	1	\$0.25	\$0.25	\$0.25	Y	N
audiobook		21 days	7 days	14 days	2	2	\$0.25	\$0.25	\$0.25	Y	Y
audiobook new*		14 days	7 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
bestseller		7 days	14 days	21 days	0	0	\$0.25	\$0.25	\$0.25	Y	N
bestseller no hold		7 days	14 days	21 days	0	0	\$0.25	\$0.25	\$0.25	N	N
bingebox	2	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
bingebox r-rated	2	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
book		21 days	21 days	21 days	2	2	\$0.25	\$0.25	\$0.25	Y	Y
book new*		14 days	7 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
cd-music		14 days	7 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
cd-music limited	10	14 days	7 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
dvd new*	10	7 days	3 days	14 days	0	0	\$0.25	\$0.25	\$0.25	Y	N
dvd new r-rated*	10	7 days	3 days	14 days	0	0	\$0.25	\$0.25	\$0.25	Y	N
dvd	10	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
dvd r-rated	10	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
equipment **	5	7 days	14 days	21 days	1	1	\$2.00	\$0.25	\$5.00	Y	N
equipment-restricted***†	5	7 days	1 day	3 days	0	0	\$2.00	\$0.25	\$5.00	Y	N
equipment-limited**	5	7 days	1 day	3 days	0	0	\$2.00	\$0.25	\$5.00	Y	N
e-resource		28 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	N/A	N/A
ereader	2	14 days	7 days	21 days	1	1	\$2.00	\$0.25	\$5.00	Y	N
government document		28 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
high demand	1	7 days	1 day	3 days	0	0	\$2.00	\$0.25	\$5.00	Y	N
high demand-restricted***†	1	7 days	1 day	3 days	0	0	\$2.00	\$0.25	\$5.00	Y	N
hourly	2	4 hours	1 hour	8 hours	0	0	\$2.00	\$0.25	\$5.00	Y	N
hourly-renewable	2	2 hours	1 hour	4 hours	1	1	\$2.00	\$0.25	\$5.00	Y	N
ILL	N/A	21 days	21 days	21 days	0	0	\$0.25	\$0.25	\$0.25	N/A	N/A
kit		21 days	7 days	14 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
media		21 days	7 days	14 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
music (sheet)		21 days	7 days	14 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
realia		21 days	7 days	14 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
reference	N/A	N/A	N/A	N/A	0	0	\$0.25	\$0.25	\$0.25	N	N

*Good for the first 12 months an item is owned.

**Ineligible for a grace day.

†May only be held or circulated by adults (18 years and older).

Last Updated by the Evergreen Indiana Patron Services Committee: January 14, 2025.



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serial		7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
set	2	8 weeks	6 weeks	12 weeks	0	0	\$2.00	\$0.25	\$5.00	Y	Y
software		7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
software gaming	5	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
software gaming new*	5	7 days	3 days	14 days	0	0	\$0.25	\$0.25	\$0.25	Y	N
software gaming m-rated	5	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
software gaming m-rated new*	5	7 days	3 days	14 days	0	0	\$0.25	\$0.25	\$0.25	Y	N
special collection		7 days	3 days	14 days	0	0	\$0.25	\$0.25	\$1.00	Y	N
transiting cd-music		14 days	7 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
transiting videodisc	10	7 days	7 days	7 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
transiting videodisc new*	10	7 days	3 days	14 days	0	0	\$0.25	\$0.25	\$0.25	Y	N
transiting videodisc r-rated	10	7 days	7 days	7 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
transiting videodisc r-rated new*	10	7 days	3 days	14 days	0	0	\$0.25	\$0.25	\$0.25	Y	N
video	10	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
video r-rated	10	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	N
videogame	5	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y
videogame m-rated	5	7 days	14 days	21 days	1	1	\$0.25	\$0.25	\$0.25	Y	Y

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