

The Prospector system (<http://prospector.coalliance.org>) currently has a very straightforward and simple loan policy. All patron types and all items are lendable for 3 weeks with one renewal possible. Media (videos, CDs and DVDs) can be checked out for one-week with no renewals. PASCAL bound journals can be checked out for one-week with no renewals. There is a \$400 lost volume fee for PASCAL journals. PASCAL is a remote storage facility shared by CU/Boulder, Auraria and CU/Health Sciences. Monographs that are placed in PASCAL are available with the standard Prospector loan rule.

For more information, contact the CO Alliance (help@coalliance.org).

Following are instructions for adding media and PASCAL loan types. Typically, ILL will do the initial profiling, but the instructions may be helpful if this isn't the case.

Steps to adding Media and PASCAL journal circulation periods

Adding our two **7-day** parameters:

1. Prospector DD Committee must determine the number of the PROSPECTOR ITEM TYPE for media circulation as well as the PASCAL ITEM TYPE number at the Central level. **[NOTE: THIS IS DONE: Chosen: 205 for Media and 206 for PASCAL Journals.]**
2. Add ITYPE 205 and 206 to Central. **[NOTE: THIS IS DONE]**
3. Add ITYPE 205 and 206 to your local systems.
4. Provide CO Alliance staff (help@coalliance.org) with a revised profile sheet for your institution after mapping your local ITYPES that will circulate on the new 205 and 206 Central ITYPES (if applicable).
5. Add a Central Rule Selection Entry for media and PASCAL. **[NOTE: THIS IS DONE]**
6. Add a Local Loan Rule for media and PASCAL circulation setting the loan time at 7 days with no renewals. PASCAL loan rule will differ in price fields for replacement cost (\$400 vs. \$100 for media).
7. Add a Local Rule Selection Entry for Media and PASCAL.
8. Establish a testing plan if necessary.
9. Establish an implementation date.