

## Montgomery County Memorial Library System Circulation Services without Horizon Access Policy Overview

### Types of Computer Access

The Library System transfers information through a variety of different access points. If there is an electrical problem, none of the access points will be available. Depending on the situation, some of the access points could be accessible while others are not working. The main access points include:

- **Horizon** manages the Circulation and Cataloguing database.
- **The Internet Connection** provides access to both staff and public computers.
- **The Horizon Internet Portal (HIP)** provides an online version of the catalog to patrons both inside and outside of the library building.

### Loss of Horizon Access

Loss of access to the Horizon database could be for a few minutes or for several days. Staff members will be informed if the loss of access is temporary or for an extended time. Planned access outages due to software upgrades will be announced at least a week in advance.

When electronic access to the Horizon Circulation system is lost, the following guidelines will apply:

- **Checkout limit of 5 items**
- **Checkout with library card only**
- **No new library cards issued**
- **No ILL checkouts**
- **No renewals**
- **No fine payments**

### Signage

Upon loss of Horizon access, staff will immediately display at least one printed sign alerting patrons that circulation services are limited.

### Document Review Dates

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