



Libraries In
Cooperation

Horizon Agency Code Form

Location 3-Letter Code	
Agency Official Name	
Street	
City	
Zip	
Phone Number	
Email Address	
Always Renew from Now	Y N
Allow PAC Hold Requests	Y N
Default Hold Notice Type	
Institution Code	
PAC Timeout (seconds)	
Circ Timeout (seconds)	
Calendar Reminder Date	
Charge for Closed Days	
Lost to Missing (days)	
Claimed Ret. To Missing (days)	
On Reshelving Cart (days)	
Borrower Barcode on CKO Window?	Y N
Print Return Address	Y N
Address Correction Request	Y N
Amount Owed Before Reminder	

# Overdue Before Reminder		
Reminder Invoice Delay (days)		
Generate Billing Notices?	Y	N
Billing Notice Amount		
Sort Notices By		
Borrower Mailing Label		
Allow Transit Holds Override	Y	N
Charge for Grace Days?	Y	N
Damaged-CKI Show Borrower		
Lost to Staff Only (days)		
Claimed Return to Staff Only (days)		
Missing to Staff Only (days)		
Hold Shelf Expiry includes closed days	Y	N
Master Location		
All Items Out Display Type		

Library

Director's Signature

Date

Return to:
LTLS Automation
1704 W. Interstate Drive
Champaign, IL 61822