

How to Use the Consortium Loan Services (CLS) Network Zone (NZ) Active Loan Report

The Consortium Loan Services (CLS) Network Zone (NZ) Active Loan report is generated from NZ Analytics and identifies Active CLS Loans associated with patrons at WRLC partner libraries.

Historically, these reports were requested before graduation or at the end of an academic semester so libraries could identify graduating students with outstanding CLS loans and encourage the return of materials before patrons left campus.

Similar to traditional Interlibrary Loan material, the requesting library is responsible for the replacement cost of Lost CLS material.

Understanding the Report

CLS NZ Active Loan reports are dynamic. The results reflect the status of CLS loans at the time the report is generated.

The report changes as:

- New CLS loans are created
- Existing CLS loans are returned
- Existing loans age into Lost status and are no longer represented as Active loans

Because of these changes, a monthly report provides a useful point-in-time review but does not identify CLS loans created or loans that age into Lost status after the report is generated.

Recommended Use

Partner libraries may generate the report at intervals appropriate to local needs. Common uses include:

- Reviewing outstanding CLS loans before graduation
- Identifying CLS materials still charged to patrons approaching the end of a semester
- Reviewing loans for patrons preparing to leave the institution
- Supporting outreach intended to encourage the return of CLS materials before patrons leave campus

While the report may be generated monthly, libraries may also generate it weekly or daily when more frequent monitoring is useful. More frequent reporting allows libraries to identify outstanding

CLS loans for graduating students and other departing patrons throughout the year rather than limiting review to traditional graduation or semester-end periods.

Reporting Frequency

The appropriate reporting frequency depends on the purpose of the review.

Frequency	Suggested Use
Monthly	General monitoring and periodic review of active CLS loans
Weekly	Increased monitoring near graduation, semester-end, or other periods of patron departure
Daily	Short-term monitoring when timely identification of outstanding CLS loans is necessary

Report Preferred Email Recipient and Delivery Frequency (as of 8/27/2026)

To update your library's report delivery schedule or recipient email address, please contact servicedesk@wrlc.org.

Institution Zone (IZ)	Preferred Email Address(es)	Delivery Schedule
AU	mtsmith@american.edu; shickey@american.edu	Weekly
AU LAW	circ@wcl.american.edu	Monthly
CU	lib-circulation@cua.edu; satyavolu@cua.edu	Monthly
GA	library.circdesk@gallaudet.edu; dianne.shaw@gallaudet.edu	Monthly
GM	mhunte13@gmu.edu; jbowdoin@gmu.edu	Monthly
GT	printcollections@georgetown.edu	Monthly
GT LAW	lawcirc@georgetown.edu; jjm323@georgetown.edu;	Weekly
GW	librcir@gwu.edu; gcanner@gwu.edu	Monthly
GW HIMM	mlbcir@email.gwu.edu; imroberts@gwu.edu	Monthly
GW LAW	clsburns@law.gwu.edu; irislee@law.gwu.edu	Monthly
HU	accessdept@howard.edu; roderick.burns@howard.edu	Monthly

MU	mucirc@marymount.edu; mcollins@marymount.edu	Monthly
TU	trinitylibrary@trinitydc.edu; taylorbr@trinitydc.edu	Monthly
UDC	circ@udc.libanswers.com; glen.benedict@udc.edu	Monthly
UDC LAW	lawlibraryhelp@udc.edu; sharon.bradley@udc.edu	Monthly

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