

Recommendation from Local Holds Workgroup: **The Local Holds Workgroup recommends that Local Holds continue to be an option for interested LINKcat libraries. Materials that will be immediately eligible will be new Adult books. Requests to expand the types of materials eligible for Local Hold parameters will be submitted to the Circulation Services Subcommittee and ultimately sent to ILS Committee for approval. The rules and procedures under which the local holds operate will continue to be monitored and modified by the Circulation Services and Collection Maintenance Subcommittees as appropriate.**

The Workgroup agreed that a slow expansion of collection codes/materials for this project would help us to better gauge the impact on library staff, patrons and holds.

Recommended Guidelines:

NEW materials eligible for application of the Local Hold/Use parameters

1. Book Adult Fiction
2. Book Adult Non Fiction

Time frame: Local Hold/Use parameters can be applied to materials for up to 60 days. Libraries will edit materials by changing the Item type to a “regular” Item type for the materials and remove the “Local Hold” Custom Item status.

Item Type/Status: Staff will apply the BKALH14 item type and the “Local Hold” Custom Item status to these materials.

“Dummy items”. If the library has to create a BSE for their Local Hold item that is the first item in the system, the library should add a dummy item record with a regular item type in order to allow all patrons to place holds on the title. SCLS staff will provide more detailed instructions for the dummy items that will be incorporated into the Linking documentation. SCLS staff will also create a process to remove dummy items that are no longer needed.

Local Holds/Use parameters are applied to NEW materials based on the preference of the owning library. No library is required to apply Local Hold/Use parameters to their materials.

Libraries should not apply Local Hold/Use parameters to On Order item records. Only apply the LHU parameters after the item is in hand and being processed.