Overrides

1. If a patron brings an item to the check-out area and, when scanned, a notice that a different patron has a hold on the item appears, it <u>is</u> appropriate to override in order to check out the item to the patron who is present.

2. When renewing an item, a library will NOT override an alert for an item owned by another library.

3. Libraries will respect one another's fines and charges on a patron record and will NOT override the threshold of fine level set by the check-out library.

4. Once a library's item has been classified as high demand, another library will NOT override that library's high demand. (see **High Demand Items**)

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