

V-Cat High Demand Recommendation History

2005 V-Cat recommendations regarding high demand materials:

1. Materials shall be in high demand itypes for a maximum of 4 months.
2. Within the 4 month period mentioned in recommendation number 1, high demand materials shall be moved to a general circulation itype when they have not circulated for 3 continuous weeks.
4. Individual libraries shall purchase an additional copy of an item when 6 of their patrons appear on the hold list.
5. These guidelines do not apply to periodicals.

2013 (current) V-Cat recommendations regarding high demand materials:

1. When a library places an on-order record into Sierra, they will NOT make this a high demand item. The item will be changed to high demand upon its receipt.
2. Once a library's item has been classified as high demand, another library will NOT override that library's high demand.
3. Items will stay on high demand for a period not to exceed 4 months from when it was first available for check out.
4. The only reasonable exception to the 4-month period is if your patrons still have outstanding holds on that high demand item.
5. Individual libraries shall purchase an additional copy (or their own copy if none owned) of an item when five (5) of their patrons appear on the hold list for that item.

2013 (current) V-Cat recommendations regarding 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 is 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)

January 2005

V-Cat Resource Sharing Committee members unanimously approved presenting the following recommendations regarding high demand materials to the V-Cat Council:

1. Materials shall be in high demand itypes for a maximum of 4 months.
2. Within the 4 month period mentioned in recommendation number 1, high demand materials shall be moved to a general circulation itype when they have not circulated for 3 continuous weeks.
3. Hold shelf time for high demand materials shall not exceed 7 days.

4. High demand materials shall circulate for a maximum of 14 days.
 5. Individual libraries shall purchase an additional copy of an item when 6 of their patrons appear on the hold list.
- These guidelines do not apply to periodicals.

February 2005

At the V-Cat Council meeting, Hultman moved that materials shall be placed in a high demand itype for a maximum of 4 months and there will be a 6 month trial period for this procedure. Motion seconded by Bobrofsky and passed.

Klonowski-Cooley moved that high demand materials which have not circulated for 3 continuous weeks be moved to a general circulation itype. This willalso have a 6 month trial period. Motion seconded by Bobrofsky and passed.

The Council decided to take no action on the recommendations regarding hold shelf time and checkout time for high demand materials.

There was a consensus that libraries should consider purchase of an additional copy of an item when 6 of their patrons appear on the hold list. Periodicals in the high demand itypes are not subject to the 2 motions above.

April 2005

At the V-Cat Council meeting, the high demand procedure as passed at the last meeting was reviewed. Orcutt reported that in a quick and brief review of the files it appeared that all libraries have items in high demand itypes that clearly should be moved out of that itype according to the policy passed by the Council at the last meeting. She explained how to pull up a list of all items in those itypes for an individual library so the list could be reviewed. People indicated that after the initial couple of weeks, they have not been interloaning as many DVDs as expected.

October 2005

At the V-Cat meeting, all of the members appeared to be satisfied with the high demand procedure. Reich asked that members define the cc itype to reflect their DVD circulation rules. Orcutt asked members to email her with those changes and she will make the necessary changes on the database. The consensus was to continue with the high demand procedure as it is.

October 2013

At the V-Cat Council Meeting, the Cooperative Circulation Committee presented the following information about High Demand Items:

There are several facets to this topic. Some of these have been decided and agreed upon in previous V-Cat council meetings, but are repeated and/or clarified below. It is recommended that the council understand the following:

1. When a library places an on-order record into Sierra, they will NOT make this a high demand item. The item will be changed to high demand upon its receipt.
2. Once a library's item has been classified as high demand, another library will NOT override that library's high demand.
3. By majority vote at the January 11, 2005¹ V-Cat Council meeting, items will stay on high demand for a period not to exceed 4 months from when member library's items were first available for check out.

The Cooperative Circulation Committee recommended that the council approve the following to clarify if exceptions should be made to the 4-month period for high demand status:

4. New: the only reasonable exception to the 4-month period is if member library's patrons still have outstanding holds on that high demand item.

S. Bedroske asked for a clarification on when the 4-month period starts. C. Taylor replied that it starts when member libraries receive their items and have them available for check out. M. Taylor asked about how many copies a library should buy and how high demand affects them. C. Taylor said that this topic will be addressed at the next Cooperative Circulation Committee meeting. J. Bobrofsky made a motion to accept number 4 and to confirm 1 through 3. M. Gobert seconded. Motion carried.

WVLS presented information about Local Priority Holds:

There is another alternative to classifying items as high demand, which is called "Local Priority Holds". "Local Priority Holds" changes the holds queue in Sierra so that when an item becomes available for check out, the owning library's patron has first access to that item regardless of other patrons ahead of them in the holds queue. Once each local library's holds are satisfied, that item becomes available to fill other holds in the system. K. Schulz explained the features and benefits of giving precedence to local holds. The committee is not recommending this change at present, but would like the council members to explore the idea and give it consideration. A future recommendation may be possible.

Pros:

- This setting would streamline the holds queue and decrease wait time for patrons.
- The "Local Priority Holds" setting would make the new changes to the loan rules and item types much more streamlined. It would also be more efficient to change this setting at the same time.
- Using this setting would provide a chance to normalize the way new items are handled system-wide.
- This setting would apply to all items all the time, unlike High Demand which applies to new items for four months and then, the setting needs to be changed by the libraries.
- A new category would be created that would be called "Lucky Day". The new items placed in this new "Lucky Day" category would provide the libraries with items that

¹ This date is incorrect. The Resource Sharing Committee passed a set of recommendations on 1/11/2005. The V-Cat Council passed some of the recommendations on 2/3/2005.

could be put on their “New Shelf” for browsing since patrons would not be able to place holds on these items².

Cons:

- Unnecessary routing of materials may occur for an item checked in at Library A that is sent to Library B to fill a hold. If during that transit time period that item has a patron from Library A place a hold on that item, upon check in at Library B, that item will need to be sent back to Library A³.
- This setting may put stress on the delivery system as items may “flow” to one library to satisfy a large holds list. WVLS has prepared a solution that may alleviate this stress, but currently is not implemented⁴.
- The holds list now becomes a fluid representation of where a patron is in the holds queue.

One of the major objections for implementing this change was from several member libraries that have patrons that don’t put holds on items and therefore, would be left out of the process. Some of the smaller libraries were also concerned about the funding of a “Lucky Day” collection.

The V-Cat Cooperative Circulation Committee reported on their discussion about overrides of high demand items belonging to another library, the committee considered when, and if, it is appropriate to use the override feature. The committee recommended that the council approve the following recommendations about 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 is 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.

M. Taylor made a motion to accept the recommendations for using overrides. S. Bedroske seconded. Motion carried.

December 2013

The Cooperative Circulation Committee presented the following update to the High Demand recommendations:

² Unless required by V-Cat, a lucky day collection is an optional choice made by individual libraries.

³ This may no longer be the case. More information could be gathered from libraries using local priority holds.

⁴ More information is needed, and could be gathered from libraries using local priority holds.

Individual libraries shall purchase an additional copy (or their own copy if none owned) of an item when five (5) of their patrons appear on the hold list for that item.

J. Bobrofsky moved to accept the new High Demand Recommendations as presented. S. Bedroske seconded. Motion carried.