



Circulation Guidelines: High Demand Items

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 a *"not holdable by patron" block on* 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.

#1-4 Approved Oct. 3, 2013

#5 Approved Dec. 5, 2013

#2 Suggested Updates 04/06/2023