



## **Hold**

Libraries on the Plum Creek ILS will share their materials to the greatest extent possible, but they may create collections that are restricted to use at the library or to borrowing at the owning library. Such collections should be limited in size and number. Examples of such collections are local histories that are no longer available for purchase or a reference collection. Broader categories such as entire genres must be made available for lending to other libraries through the ILS.

All materials must be available to fill holds immediately upon addition to the collection except those in the library's Lucky Day collection, as explained in the next paragraph.

Libraries may create Lucky Day browsing collections of materials on which no holds may be placed. Any title a library adds to its Lucky Day collection must be an additional copy of a title already held by the library and available for holds under the terms of this policy.

Each library must run its holds list and fill the holds on it each day the library is open.

Once the feature is working, holds will be filled using a "local holds filled first" policy, meaning that if a library owns an item patrons who choose that library as their home library will have their holds filled before holds for patrons at other libraries regardless of their place in the hold queue.

A library with four or more holds on an item must add a copy of the item to its collection if it does not already own a copy. Book club requests are exempt from this requirement.

Items with holds may not be renewed.

Approved by PCLS Advisory Council 5/4/2016

Approved by PCLS Governing Board 6/15/2016