

## High-Demand Holds Project Circulation Parameters and Procedures recommendation

Recommended by MORE Resource Sharing/Collection Development Committee  
May 2018

### Summary

MORE's Resource Sharing/Collection Development Committee recommends that items purchased with High-Demand Holds project funds continue to fill holds on a first-come, first-served basis.

### Recommendation

From the [February 21, 2018 meeting](#) of the MORE Resource Sharing/Collection Development Committee:

"Helmeci (LA) proposes making the recommendation to the Director's Council that items will be cataloged and processed at owning libraries in accordance with their standards with a location code that is non-specific to an individual library. Rickard seconds. Recommendation approved."

### Background and procedures

For many years, the MORE budget has included funds to purchase high-demand titles in physical formats. The selection and distribution practices for the [High-Demand Holds project](#) are maintained by MORE's Resource Sharing/Collection Development (RSCD) Committee. Volunteers who manage the distribution of these materials aim to "spread... around copies as equitably as possible."

To date, libraries receiving these materials have processed and added item records as if the item was a normal part of their collection. Once checked in, the item filled the oldest hold, regardless of the pickup location. Now that MORE uses local priority for holds, holds-filling works differently: with no change to procedure, these high-demand items purchased with pooled funds would first fill holds for pickup at the library to which the copy was distributed.

RSCD recommends that items purchased with High-Demand Holds project funds continue to fill holds on a first-come, first-served basis. To achieve this, libraries receiving these items will need to assign them an item location code that is not associated with any pickup library. Once initial holds are filled, the item location code will be changed to a standard library-specific item location code. Written instructions sent with these materials would detail the necessary change.