

### **MORE Purchase Guidelines for Extra Copies for Multiple Holds (as of 6/28/2017)**

1. MORE funds for the purchase of extra copies will be for multiple holds copies of materials in any format.
2. L. E. Phillips Memorial Public Library (LEPMPL) will serve as the acquisitions and distribution agent, with selection responsibilities assumed by a volunteer from a MORE-member library.
3. Each MORE library will provide the selector with the maximum number of copies of an item they would be willing to accept that they already own. (Note: No library will be forced to take extra copies.)
4. Each MORE library will provide the selector with the maximum number of copies of an item they would be willing to accept that they don't own. (Note: Libraries do not have to accept copies of items they do not already own.)
5. The selector will generate a multiple holds list and determine the number of copies of DVDs that are appropriate (One copy for each five holds is the goal). Items that warrant additional copies based on this ratio are not eligible for inclusion until they have been on the list for one month after a title's release date.
6. Items will be purchased in order to lower copies to holds ratio. In the case money is a limiting factor, allmovie.com will be checked for a two-star or greater rating to limit selection if a rating is available. Final decisions will rest with the selecting agent appointed by MORE.
7. The selector will work with LEPMPL to order and distribute additional copies of DVDs based on the above, spreading around copies as equitably as possible. The copies will be the same as the ones originally purchased (wide screen, full screen, etc.) No more than ten additional copies of any item will be purchased with these funds-
8. Distributed and accepted high demand hold items will become the property of the receiving library. Individual library's copies of titles are eligible for replacement based on the continued demand for that title consistent with the project's parameters.
9. The agent will place orders every two months beginning in January designed to keep the project on an evenly distributed budget.