

## **Pathways Library Policy: Holds - Policy and Procedures**

### **1. Purpose**

This policy establishes guidelines for providing students, teachers and other staff with access to materials in any of the three regional libraries in the Pathways Charter School.

### **2. Scope**

This policy defines the responsibilities of teachers, staff, students and Regional Library Clerks with regard to placing holds on Pathways Library materials. The procedures define how these hold should be placed.

### **3. Background**

Within the Pathways Charter School Library system there are three regional libraries: Solano, Sonoma, and Lake. Each regional library is managed by its own regional library clerk. Materials are voluntarily transported between regions by teachers or other staff members as they are able.

### **4. Definitions**

Patron – Any person who utilizes the Pathways Charter School Library.

Faculty – Any Independent Study teacher or classroom teacher.

Staff – Any employee of Pathways Charter School.

Holds Request – A request for a specific material made through the Destiny system.

Requests List – The list of requested materials in Destiny. It is divided into four sections.

- A) Local materials to be Pulled – These are holds that have been placed by patrons on materials that are currently available in one of the three regional libraries. These holds will remain active for 21 days.
- B) Local Materials Ready for Patron – These are holds that have been placed by a library clerk for a patron on materials that are currently available in one of the three regional libraries. These holds will remain active for 21 days.
- C) Local Materials Expired – These are holds that have not been filled and have expired.
- D) Local Materials Pending – These are holds that cannot be satisfied until materials become available either through check-in, cataloging or inventory. These holds will remain active for 180 days.

## 5. Policy

- Library clerks should process requests so that materials are received by the patron within 3 weeks of request date.
- Library clerks should notify patrons within three library working days if the material requested is not available.
- Library clerks should notify patrons when their holds are available for pick-up or the estimated date of delivery to their region.
- When a hold expires, the patron loses claim to that material.
- All holds placed by faculty or staff should be followed up with an e-mail to ALL regional library clerks notifying them to whom the materials should be checked out to. Subject line of the e-mail should include patron's name and a reference to the requested material. (i.e. Sally Smith – Chemistry)
- The maximum number of holds allowed for a student is 5.
- The maximum number of holds allowed for staff is 5.
- The maximum number of holds allowed for faculty is 45.
- Holds may be placed on materials for which there is an immediate need. Do not place holds on materials for unspecified potential needs.
- Reserves may be placed on materials for a future specific date and for which there will be a future planned specific need. Do not reserve a Library Material or Materials for unspecified potential needs.
- If a hold is no longer needed, the patron is expected to delete the hold or notify their regional library clerk to have the hold removed.

## 6. Procedures

### 6.1 How to Place a Single Hold in Destiny:

Log into Destiny.

Click on "Catalog"

Click on "Library Search", search by keyword, title, author, subject, or series name.

Find the title you want.

Click "Details"

Click "Hold It"

Click "Save"

### 6.2 How to Place Multiple Holds in Destiny:

Log into Destiny

Click on "Catalog"

Click on "Library Search", search by keyword, title, author, subject, or series name.

Find the title you want.

Click "Details"

Click "Hold It"

Find the drop down box and choose the number of copies to hold.

Click "Save"

### 6.3 How to Place a Hold on a Material or on Multiple Materials for a Future Specific Date Range:

Log into Destiny.

Click on "Catalog"

Click on "Library Search", search by keyword, title, author, subject, or series name.

Find the title you want.

Click "Details"

Click "Hold It"

From the Drop-Down Menu choose "Reserve for a Specific Date"

View how many copies are available next to "Copies"

Choose how many copies you will need to reserve.

Enter the date range in the fields provided.

Click "Save".

### 6.4 How to Delete a Hold:

Log into Destiny.

Click on "My Info"

Click on the trash can to delete the hold.

## **7. Verification/Authorization/Approved by**

Author: Pathways Charter School Library Staff, 2014.

Reviewed and approved by: Library Staff and Supervising Area Coordinator at January 8, 2015 Library Staff Meeting.

Approved by: Pathways Library Oversight Committee, January 20, 2015.

## **8. Revision**

Original Date: June 5, 2014.

Revised: January 16, 2014.

Approval date: January 20, 2015.