

# Merlin Best Practices: Managing Book Club Holds

The following procedures are recommended by the consortium for libraries choosing to manage book club requests:

## Book Club Accounts

- Create an Account for Each Book Club
- Use Patron Status I - Bulk Loan
- Use Patron Type 23 - Book Club
- Choose the library local township, county and home library
- Contact information (address, phone, etc.) is the home library
- Last Name: Bookclub
- First Name: 2 letter library code (i.e. HA)
- Middle Name : Club Name (i.e. Wednesday)
- Examples: Bookclub, HA Wednesday; Bookclub, SP Mother Daughter

## Selecting Titles

- Titles can be ordered through Merlin and WISCAT.
- Titles should not be new or high demand unless library purchases most copies.
- Item holds are preferred as they are more effective in obtaining the titles without clogging up hold print lists. Be sure to choose "print paging slip" at the prompt.
- Item holds are most effective when they are done between Monday and Thursday.
- Place item holds 2 weeks before the club meets and check 1 week before to see if any holds have not been filled. Contact a library if the hold is not being filled.
- When placing item holds, be sure to switch up which library you order from to ensure a fair distribution of holds.
- Title holds are allowed. However, be informed that this type of hold sends the request to one library at a time that will be paged for a title every 48 hours until requests are filled. While this may seem more efficient on the forefront, it ends up taking more time and clogging up hold print lists for other libraries.

## Arrival and Departure of Books

- DO NOT check out books to the book club when they arrive. Rather, keep items on hold and in a safe place. You may have to change the holds pick up date to when the book club meets.
- DO check out books to individual patrons who are interested in participating in your club.
- DO clean up your holds after the club has met (cancel holds not filled, send any books back that you do not need).