NWLN Best Practices: Requesting items for in-library use

The following procedures are recommended by the network for libraries requesting items for in-library use:

- Libraries can request items from other libraries' collections for use in programs and displays. Titles should not be new or in high demand.
- Place holds on a card designated for this purpose such as a book club card, staff card, or story hour card. These cards should have patronstat = l Bulk loan.
- When items arrive at the borrowing library, check them in to place them on the hold shelf. Leave them in that status if you are using them for display.
- When a patron wants to check the item out, override the hold. Leave the hold on the item if you want to prevent renewals and bring the item back to your library when the patron is done. Cancel the hold on the item if your library is done with the item.
- If a staff member at your library will use the item (e.g. read the book during story hour) you may check the item out on a library card to count the use as a circulation.

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