

Ending Reciprocal Holds Ad Hoc Committee

Charge

Explore what the approach shall be to ending reciprocal holds between SCPL and other MVLS/SALS libraries

Background

- Ending reciprocal holds prior to SCPL's exit from Polaris will allow for an easier transition of material back to their assigned locations.
 - As of April 10th, there were 3,245 items owned by other MVLS/SALS libraries checked out from an SCPL location and 1,880 SCPL items checked out at other MVLS/SALS locations.
 - Ending reciprocal holds in advance of SCPL leaving the Polaris ILS will allow time for the bulk of those approximately 5,000 items to be returned to their assigned locations.
 - The majority of locations have their items set to allow up to 3 renewals, with a max loan period for most patron codes of 28 days.
- Ending reciprocal holds prior to SCPL's exit will also ensure that patrons circulating non-SCPL materials will continue to receive overdue/billing notices after SCPL's exit.
 - Overdue/billing notices are sent by the check-out branch.
 - If a patron were to check-out an item owned by an MVLS/SALS library at a SCPL location and it was not due back until after SCPL's exit date, that patron will not receive overdue/billing notices after the exit date.
 - Based on current numbers, this could impact over 3,000 items owned by other MVLS/SALS libraries.
- MVLS/SALS library items returned to an SCPL location after SCPL's exit will not be able to be checked in and cleared from the patron's account, which can be problematic if the patron visits another location before items are checked in (they may have exceeded loan limits and will be unable to borrow additional items), items may get lost/delayed in delivery since there will be no tracking, patrons may be charged fines for items that arrive to their home location after the items were due, etc.
- The earlier we end reciprocal holds, the lower the number of items that will need to be returned after SCPL's exit (at which point we will no longer be able track items electronically).

Goals

- Recommend a date (or date relative to SCPL's exit date) to end reciprocal holds between SCPL and the other MVLS/SALS libraries to accomplish the following:
 - Allow as many items as possible to return to their assigned locations before SCPL's exit
 - Ensure that patrons who checked out MVLS/SALS library items at SCPL branches receive overdue/billing notices
 - Limit the number of MVLS/SALS library items being returned at SCPL branches after SCPL's exit, possibly causing patrons to exceed limits, be charged fines, or limit service
 - Limit the number of SCPL items being returned at MVLS/SALS libraries after SCPL's exit to minimize the implications in SCPL's new ILS

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- Minimize the number of items that will not be able to be tracked electronically while in transit after SCPL's exit
- Minimize disruption of service to patrons of all MVLS and SALS libraries, including SCPL, as much as possible during the transition.

Revised per committee 6/26/2024