

## **LIBRARY STAFF USE OF OTHER LIBRARIES' MATERIALS**

In general, use other libraries' materials on a limited basis, return them promptly, and avoid high-demand/new materials. Be considerate of the fact that libraries wish to retain their materials for their own patrons, with exceptions for individual patron holds and limited staff use.

### **Book group/multiple copy holds**

- Place all-copy holds at least a week ahead of when needed, so no email is required.
- Limit to books that are not high demand/new. Suspended holds may be used until books are no longer new/high demand.

### **Holds on materials for events**

- Limit to books that are not high demand/new.
- For single events only, not long-term or ongoing displays.
- Keep for maximum of one week.
- Send materials back immediately after event.

### **Inappropriate uses of other libraries' materials by internal staff cards**

- Using other libraries' new materials to boost the new materials shelf at another library.
- Using other libraries' new materials for collection development purposes (i.e. for review, selection decisions, etc.), except on a very occasional basis.
- Extended use of other libraries' materials for displays except for single events
- Use of materials that are new or in high demand.

### **Abuse of staff card privileges when using other libraries' materials**

Avoid extending checkout periods, and exceeding limits on number of items checked out and placed on hold. Please see full Staff Privileges policy at:

<http://automation.scls.lib.wi.us/policy/Sec4/2010cleanStaffInternalpolicy.pdf>.