

OWLSnet Short Loan Procedures

- All OWLSnet libraries will circulate high-demand books and music for a standard loan period of 14 days.
- High-demand items are defined as those items for which there are more holds than items on shelf at OWLSnet libraries. High-demand items are most often new items, but older items also qualify as high-demand if they meet the criteria.
- The owning library will code their high-demand materials with short loan Itypes, and place short loan stickers on the items near the barcode label.
- Sometimes the short loan stickers fall off, so libraries may place short loan stickers on any items with short loan Itypes, regardless of which library owns the item.
- Short loan stickers should be removed from items by the owning library when they are no longer needed, i.e., when holds are no longer trapped on checkin.
- Libraries should re-code items with a standard Itype when the item is no longer high-demand. Libraries should only re-code their own materials.
- Libraries may choose to designate items in special collections (e.g. holiday books) as local high-demand items and use short loan stickers and short loan Itypes to designate a 14 day checkout.