Lucky Day Procedures

**Request a Location Code from OWLSnet**

Email owlsnethelp@owlsweb.org to request a Lucky Day location code. This will be available in approximately a week.

**Check the High Demand Holds Report for items you may place on hold**

All libraries have access to the High-Demand Holds function in Sierra. This should be used to identify which items a library wants to use for their Lucky Day collection. *The Lucky Day ratio is 5 to 1 local holds.*

1. To access it, simply change the Function on the right-hand side of the Sierra window to High-Demand Holds.
2. Change the radio button to Selected Pickup Location and choose your library from the drop-down to view this report. This report lists all the physical items owned by your library, for which there are more holds for pickup at your library than there are items owned by your library.
3. Staff should first sort by Local Holds (click the “Local Holds” column twice to order largest to smallest) to see how many holds their patrons have. Then, view the number of Local Items next to that item. Verify the ratio of holds to items if there are items you’d like to place in Lucky Day.
4. If you’d like, this report can be printed or exported to Excel for further viewing. When done viewing, click, “Close.”

\* For most libraries, the hold ratio is 3 to 1.  For example: videos only show up on the report if there are more than 3 holds for every 1 item.  Items on order through acquisitions are not included in this report. The Lucky Day ratio is 5 to 1. Libraries are expected to maintain their own local holds queues.

**Create the item record**

1. Use the appropriate Lucky Day item-type.
2. Use your Lucky Day location code.

**Take items off Lucky Day**

1. Change the item-type to a non-Lucky Day item-type.
2. Change the location code to its permanent location.

**Reports**

If an item is no longer in compliance to the 5:1 local holds ratio, OWLSnet will send your library a report with a list of those items. Items must be taken out of the Lucky Day collection. More copies may be ordered but until the item is in the general collection it must be taken off Lucky Day.