

## **OWLSnet Should Be Short Loan Procedure**

- 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 media codes, 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 media codes, 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 check-in.
- Libraries should re-code items with a standard media code 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 media codes to designate a 14-day checkout.

### **Working the Report in CARL**

Once a week OWLS will send out the Should Be Short Loan list to the OWLSnetLibs listserv. If you are not on this and feel you should be, please email OWLSnetHelp.

This report is still a work in progress and will be updated as needed. Please review your library's items on the list and check the total number of items and holds. If the item meets the requirements for being short loan, please change the MEDIA CODE to the appropriate Short Loan code and add a sticker to the item.

If the item is checked out, changing the code will not affect the current patron with that item. The only thing that would affect it is if the patron tried to renew for the first, second or third time, the system will not allow it since Short Loan media code do not allow for renewals. To notify staff of this item needing to be Short Loan upon return, you can add a note to the item. Here is how you add notes to items:

- Type in the item barcode in CARLX
- Double click on the item barcode in the results
- In the Item Detail window, click on the Notes button at the bottom (image below)
- In the Note Editor window, select "001 – Charge/Discharge Note" from the Note Type dropdown (image below)
- From the Predefined field drop down, select either "Please add Short Loan sticker to item." OR "Please remove Short Loan sticker from item." (image below)
- Save. Close.

Please remember that once you do add a Short Loan sticker to an item, this note can be deleted from the item. To do this, follow the above steps to the Note Editor window. Highlight the Short Loan note and click on Delete. Save. Close.

Item Detail (38001001888712) ×

Title:

Author:  Item ID:

Call No:  Price:

Branch:  Location:  Media:

Statistics Status Holds/Recalls Notes Transaction History

**Hold In Transit** On

From  To

? Who Has It? ? Who Had It? ? Who Owes? ? Who Wants?

Spine Hold **Notes** Edit Close

Note Editor ×

Note Type:

Note Contents:  Predefined   Free Text

Delete Save Close

Type	Note	Date	Alias
Charge/Discharge	Please add Short Loan sticker to item	2/11/2021 4:50:21 PM	mk0