

HIGH DEMAND AND NEW MATERIALS POLICY FOR THE MID-MISSISSIPPI REGIONAL LIBRARY SYSTEM



I. DEFINITIONS

High Demand materials should be considered as:

- A. Books listed on the New York Times Bestseller List
- B. Popular books and authors frequently requested by customers
- C. Books by Mississippi authors, about Mississippi, or set in Mississippi

A book will remain **High Demand** as long as there are **five** people on a waiting list for the book.

New Books are those books received within the past three months as indicated by the Acquisitions date hand written on the Title Page of the book.

II. ORDERING HIGH DEMAND MATERIALS

- A. It is suggested that the types of books mentioned in “B” above should be purchased by all branches.
- B. When ordering a book that customers have requested and that will be in demand, write “Have Requests” on the bottom of the order card sent to Acquisitions. This will let acquisitions know that the book is needed immediately. The book will then be processed and forwarded to the branch without waiting for an invoice to arrive.
- C. The Acquisitions Coordinator will alert branch librarians of forthcoming high demand materials. Librarians should also alert Acquisitions about forthcoming books they may have heard about.
- D. When a library receives more than three (3) inquiries about a title, that title should be considered for purchase.
- E. Any branch that has more than seven (7) customers on a waiting list for a book should order a second copy of that title. An additional copy should be purchased for each additional 10 names added to the waiting list. Alternatives to hardback books, such as paperbacks or audiocassettes/CDs might also be considered.

III. CIRCULATION OF HIGH DEMAND AND NEW MATERIALS

- A. **To maximize the availability of all materials within MMRLS to the library customer, as stated in the General Circulation and Retrieval Statement, there is no restriction on the requests of High Demand and New Materials within the region. An individual customer may request up to 15 items.**
- B. There is a six (6) month period of restriction from the date of the publication's release on borrowing High Demand and New Materials outside MMRLS through Inter-Library Loan
- C. **To expedite the use of the materials in the timeliest manner, as stated in the General Circulation and Retrieval Statement, libraries and their customers should request their branch's copy of the material when it is available, even when it is listed as "In Cataloging". Head Librarians should take note of specific author/titles/genres their customers have to regularly request from other branches inside and outside MMRLS and consider ordering these materials for their branch library.**
- D. Books with waiting lists of more than five names should be checked out for a period of seven (7) days with no renewals. Books containing over 500 pages should be circulated for 14 days with no renewal. Other books may also be designated as 7 or 14 day books by the librarian. An overdue fine of 25 cents per day should be charged on all 7 day and 14 day books.
- E. Customers who repeatedly keep seven day books overdue may be placed at the bottom of future waiting lists and called only when all other requests have been filled.