



# CIRCULATION

## Local Availability Only

'Local Availability Only' is a workaround for libraries who wish to retain their new materials in house for a six week period. Marking items as such blocks the ability to place holds, removes it from the OPAC and allows it to sit on a library's shelf for up to six weeks for local patrons to browse and check out.

1 - Lost status

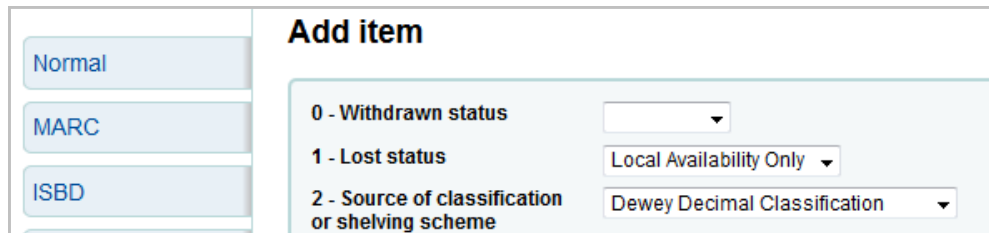
Local Availability Only ▼

### **Please Be Aware!**

- ❏ 'Local Availability Only' is a 'Lost' status, patrons won't see it and holds cannot be placed on it
- ❏ Staff at libraries that do not loan new materials should not put holds on new materials from other libraries
- ❏ SEKnFind libraries may choose not to loan new items to libraries who do not share their own new materials
- ❏ The 'Local Availability Only' status is removed upon check-out and check-in
- ❏ After six weeks items should be allowed to circulate freely; use saved report *1581 – Custom Local Availability* to determine which items need taken off

## How to Use 'Local Availability Only'

When adding a new item that you don't want to send out, click the dropdown next to *1 – Lost status* and choose “Local Availability Only”



The screenshot shows the 'Add item' form with three tabs on the left: 'Normal', 'MARC', and 'ISBD'. The 'MARC' tab is selected. The form contains three dropdown menus: '0 - Withdrawn status', '1 - Lost status' (set to 'Local Availability Only'), and '2 - Source of classification or shelving scheme' (set to 'Dewey Decimal Classification').

Add the item as you normally would.



The screenshot shows the library catalog record for the book 'Mine! mine! mine!' by Shelly Becker. The record includes a sidebar with navigation options (MARC, ISBD, Items, Holds, Checkout history, Modification log), a book cover image, and a table of holdings. A red arrow points to the 'Local Availability Only' status in the holdings table.

**Mine! mine! mine! /**  
**Author(s): Becker, Shelly.**  
**Additional author(s): Takahashi, Hideko [ill.].**  
Type: Book  
Publisher: New York, NY : Sterling Pub., c2006  
Description: 1 v. (unpaged) : col. ill. ; 26 cm.  
ISBN: 9781402725388; 1402725388.  
Subject(s): Sharing -- Fiction | Cousins -- Fiction | Mothers and daughters -- Fiction | Stories in rhyme | Sharing -- Juvenile fiction | Cousins -- Juvenile fiction | Mothers and daughters -- Juvenile fiction  
Online Resources: Publisher description  
OPAC view: Open in new window.

Item type	Current location	Home Library	Collection	Call number	Status	Last seen	Barcode	Public notes
Book 1 Renew 0.20	Iola Public Library	Iola Public Library	Juvenile Books	E Becker	Local Availability Only	01/17/2013	34311009999999	This test item doesn't

The holding will show a “Local Availability Only” status in red.

When the item is checked out, the status will clear. When the item is returned, let it enter general circulation (i.e. fill a hold if it pops up, re-shelve it if not).

**After the six weeks has concluded, you must check the item in to clear its lost status and allow it to circulate.** To find all items currently tagged as “Local Availability Only”, go to Reports > Use Saved > filter keyword “local” and run the “[Custom Local Availability](#)” report for your library. This should be done weekly at minimum.