### OWWL Policy: Hold Copy Age-Protection *September 25, 2012*

The **OWWL Advisory Committee** (OWWLAC) has approved a beta-test of hold copy age-protection in Evergreen for:

* Adult and Young Adult fiction (books and audiobooks)
* Music CDs.

These materials join new videos which are already subject to age-protection in the catalog.

### Policy Guidelines: Implementation

In order to explore the effects of age-protection, the committee members volunteered or suggested selected libraries as test sites including **Avon, Castile, Clifton Springs, Geneva, Ontario, Red Jacket,** and **Williamson**. Other libraries should only use age-protection for DVDs until testing is completed.

Library directors at the selected sites may apply hold copy age-protection to **Adult/YA fiction**, **Music CDs**, and **Video recordings** at their own discretion effective immediately. This includes:

* using templates to set age-protection on all newly-added items of the specified type
* applying it individually to selected items only (e.g., high-demand items or one copy of multiple copy purchases)
* not applying it at all.

It is recommended that age-protection only be applied to new items and not replacement items unless the replacement is still in-demand. In the spirit of sharing materials, it is also suggested that libraries using age-protection consider purchasing additional copies of high-demand items and allowing one (or more) copies to remain available for immediate circulation outside the library.

Patrons who attempt to place a hold on an age-protected item for pickup at a library other than the owning library are shown this dialog message through the OPAC:

"All available copies are temporarily unavailable at your pickup library. Placing this hold could result in longer wait times."

The committee recommended that the message be changed to “*This is a new item which may result in longer wait times.*”

### About hold copy age-protection

Age-protection is a feature in Evergreen's item record representing an initial period of time during which a new item will not be allowed to fill holds outside the owning library. When the age-protect field is set on a new item, the item is only intended to circulate at the owning library during the period from the item's *active date* to the *end of the period* specified in the age-protect field.

Age-protection automatically expires and will become inactive at the end of the period (typically two months) and the item will then be eligible to fill holds outside the owning library. Accordingly, there is no need to update the field to remove age-protection after the age-protect period is past. However, active age protection may be intentionally removed (unset) at any time while *it is in effect* (prior to the end of the age-protect period) to allow the item to circulate freely to other libraries.