



Resource Sharing Alliance NFP
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Item Renewal & Hold Shelf Limits Procedure

Last updated: February 9, 2024

When borrowing items from other libraries, please be judicious in your use of renewal limits and on hold shelf time. Libraries expect their items to be returned within a reasonable amount of time. This is especially true when a library sends a new or high demand item.

If a library is allowing items to sit on their hold shelf for several weeks without expiring and then checking it out to an account with unlimited renewals, it could lead to a situation where libraries stop lending material to specific libraries.

When items transit from other libraries to fill holds, the receiving library shall monitor the RSA Gmail for the Clean Holds report. Refer to the [Clean Hold Shelf policy](#).

When an item is "cleaned" from the hold shelf do not extend the hold available time.

Refer to the [Item Renewal & Hold Shelf Limits policy](#) for renewing items, especially those not locally owned.