



New Materials Item Types Policy DRAFT

Last updated: XX

For books, DVDs, and Blu-rays, there is one holdable New Item Type or one Local Holds or No Holds New Item Type available to facilitate reciprocity at system level. Libraries must use the appropriate New Item Types based on their holds rule.

The remaining New Item Types without holdable and non-holdable equivalents can be used for any type of holds rule.

For Public, Special, and Academic Libraries, items may be assigned New Item Types for a maximum of one calendar year based on the item created date. After 13 months items will be batch edited by RSA staff to standard, non-new Item Types according to the conversion **chart** in the [New Materials Item Types Standard](#).

For School Libraries, items may be assigned New Item Types for the duration of the current school year. RSA staff will batch edit new items to standard, non-new Item Types each summer according to the conversion **chart** in the [New Materials Item Types Standard](#).

Libraries may choose to assign New Item Types for shorter timeframes based on their needs.

The owning library is responsible for editing the New Home Location when it no longer considers the item to be new because New Home Locations cannot be **batch** edited on a system-wide basis.

Approved by the RSA Board of Directors: May 10, 2022

Revised and approved by the RSA Board of Directors: XX/XX/XXXX