



# Circulation Guidelines: Overrides

1. If a patron brings an item to the check-out area and, when scanned, a notice that a different patron has a hold on the item appears, it is appropriate to override in order to check out the item to the patron who is present.
2. When renewing an item, a library will NOT override an alert for an item owned by another library.
3. Libraries will respect one another's fines and charges on a patron record and will NOT override the threshold of fine level set by the check-out library.
4. Once a library's item has been classified as high demand, another library will NOT override a "*not holdable by patron*" block on that library's high demand. (see ***High Demand Items***)
5. Libraries will respect one another's limitations on the total number of items a patron may check out, and the number of items by type that a patron may check out. Libraries will not override a "maximum checkouts" patron block for patrons of other libraries.

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## Explanation

Patron blocks may be set in Sierra for temporary patrons or for patrons of a specific library. These blocks are enforced by Sierra based on the patron type and are applied for circulation activity regardless checkout library.