

## **Circulation Policy No. 8**

**Subject:     HOLDS ON MATERIALS**

**Adopted by Board July 14, 1993**

**Revised February 8, 1995; March 8, 1995; July 1, 1999; July 12, 2000; February 9, 2005; February 11, 2009; September 15, 2010; March 22, 2017; March 17, 2021**

### **Holds on Materials**

As a special service to eligible library patrons, a hold may be placed on eligible library materials by telephone, in person, through the Online Library or via public access computer workstations within the Library. Patrons eligible for the hold service are detailed in Attachment D of the circulation policies.

The materials that can be placed on hold are detailed in Attachment A of the circulation policies. There is no limit to the number of items that a patron may have on hold (excluding inter-library loans via the Michigan Electronic Library, which sets its own limits). The patron will be notified in compliance with the Michigan Library Privacy Act when the hold becomes available. The item will be held for pickup for 7 days. Upon request, patrons will be told their position on the hold list. Patrons can also view their holds and availability using My Account at the Online Library, at checkout stations or at public access computer workstations within the library.

The hold item may only be checked out on the card on which the initial hold request was placed.

Business, student, teacher, homebound and outreach cards are subject to hold rules as outlined in their specific policies and/or Attachment D, the Library Card Chart..