

Announcement: New “On Hold” items

YOU ARE NOW ABLE TO PLACE HOLDS ON DVDS

Please Note: You will not be able to renew if there is a hold on the item

You may now also place a “hold request” on an item if it is on the shelf!! Once the hold request is processed and the item is available we will call you to pick it up.

IMPORTANT: it is possible for another patron to check out the item prior to your request being processed, please do not come to pick up until you hear from us.

General hold information

-Items with outstanding holds are not eligible to be renewed; an item with a hold will accrue fines according to the established rate if not returned by the due date.

-As always if an item is checked out you may place it on hold and we will call you as soon as it becomes available. If another patron placed a hold on the item before you did, you will be placed next in queue.

-If you have an item checked out and another patron places a hold on it you will not be able to renew the item.

Materials will be held for pick up as follows:

Books, Audio Books and Music CD's: 3 Days

DVD's : 1 Day

Items not picked up within the allotted time will be given to the next person on hold or returned to the shelf.