

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; July 8, 2026

Holds on Materials

As a premium service to eligible library patrons, a holds may be placed on eligible library materials by phone, in person, or through the library's app or website. Patrons eligible for the hold service are detailed in Attachment D of the circulation policies.

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 digital materials and interlibrary loans via the Michigan Electronic Library, which sets its own limits). Patrons will be notified in compliance with the Michigan Library Privacy Act when the hold becomes available. Items will be held for pickup for 7 days. Upon request, patrons will be told their position on the hold list. Patrons can also view and manage their holds and availability using the library's website or app.

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

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