

Policy 3-6-5. Hold Requests

Adopted 3/15/2018

Revised 2/19/2020

Hold requests may be placed by patrons either online, in person, or over the phone. Patrons will be notified by email, text message, or phone when the items are available. There is no charge to the patron for placing a hold request on an item. Hold requests are held for 7 business days before being placed back in circulation.