

Placing Holds

Search for the item you would like to reserve in our [library catalog](#). Click on the title and click on "place hold" on the right hand side of the screen. Enter your library card number and your pin. (the last 4 digits of your phone number) Click on "hold" and that is all there is to it. Exceptions: Entertainment Videos and DVD's, Items currently available on the shelf, Rapid Reads, Book Club Bags, Laptops, and Non-circulating items such as Reference Material or Magazines.

Items in our collection may be reserved at the Information desk, the Circulation desk, or the member may place a hold themselves at the computer terminals.

There is no charge to reserve a book.

Books on order may be placed on hold.

There is no limit to the number of reserves a member may place.

Videos cannot be put on hold through the computer.

Members may put their holds on "Inactive status." If you are on vacation or unavailable to get to the library for a period of time members will not lose their place in line. However, they must remember to inform the Circulation Department when they want to go back to "active status."

The borrowing period for reserve books is determined by the following formula: If there are more than three people waiting per book copy, the loan period will be two weeks. For example, if we had three copies of a particular title and there are 10 people waiting, the book would go out for only two weeks. If only nine people were waiting, it would go out for three weeks.

The fine for reserve books is \$.25 a day with a one day grace.