

## **Topic: Collection Development and Management – Circulation**

### **3.9 Reserves**

Board Motion Number:	<b>24.039</b>
Date of Original Board Motion Number:	<b>November 19, 2007</b>
Date of Current Issue:	<b>April 23, 2024</b>
Date of Next Review:	<b>2028</b>
Attachments:	

Signature of Board Chairperson (and Date):

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### **Policies**

The North Kawartha Public Library will implement an efficient procedure for reserving Library items to enable patrons to request items that are in circulation.

### **Procedures**

1. Materials on hold will be taken off the shelf by staff and placed on the cart at the circulation desk with the name and telephone number of the patron requesting the hold.
2. As items are checked in, those on reserve – this will be indicated on the computer – are put aside.
3. Patrons will be notified by telephone or email when material requested is available and the date will be recorded.
4. Requested items which are not collected within three days are returned to the shelves, or if there is another reserve on the item, the next patron is contacted.
5. When there are multiple reserves on an item, the first person to initiate the hold is the one notified first.
6. Reserve requests will not be taken for items that are on order.