



Material 'Hold' Policy of the Sam T. Wilson Public Library

I. Definitions

- A hold is an item taken out of circulation for a specified period of time and kept by the library for a patron until he or she can pick it up.
- A hold request occurs when a patron requests an item that is not available at the time of request. Once the item becomes available, it will go on hold for the patron who made the request.

II. Duration of Hold

- Once a Sam T. Wilson Public Library item becomes available for a patron, the library will keep it on hold for a period of one week.
- Once a couriered item becomes available for a patron, the library will keep it for a period of one week before it is returned to the owning library.

III. Number of Holds

- A patron is limited to 10 holds at a time. This includes hold requests and items already on hold for the patron.

IV. Placing a Hold

- A patron can place a hold in person, on the phone, or online.
- If a patron calls on the phone and does not have a card, the library cannot place the hold.
- Patrons must pay all fines before a hold item can be checked out.
- A patron may not place more than one hold on the same title.
- Holds are satisfied chronologically. If more than one person places a hold on a title for which all copies are unavailable, the first person to place the hold will receive the item first.