

## **RESERVES**

### **Policy Statement**

Bucks County public libraries allow users to reserve material in order to provide access to material that is owned by a Bucks County public library but is not currently available.

### **Regulations**

A reserve is a request for an item owned by the library but not currently available for checkout. All items except rental books, items designated as reference, and some audio visual titles may be reserved.

Library users may reserve materials in person at the library, by phone if they can provide a library card number, or online using My Account at [www.buckslib.org](http://www.buckslib.org). Only users who have overdue fines and fees less than \$5 may reserve materials.

Reserves are placed in a chronological queue as users request material.

Library users may have up to 10 items on reserve at any given time.

When the material becomes available, the library user is notified that the material is being held at the library. If the user has provided an email address, the notification will be by email and the material will be held 7 days from the date of the email. Based on available staffing, some Bucks County public libraries offer courtesy phone calls to notify users when reserve items are available.

In order to check out a reserved item, the person checking out the item must use the library card used to place the hold.

Library users are responsible for notifying the library if a reserved item is no longer needed.

***Adopted by the Board of Directors January 20, 2009***