

RESERVE MATERIAL POLICY

Upon patron request, specified books or library material will be held in reserve. Patron will be notified when requested items are available to check out. If not picked up or other arrangements made within a three-day period, materials will be placed back into circulation.

NOTE: No one has the authority to waive or modify any part of this policy except the Library Director or the Library Board of Trustees. Any questions, comments, or concerns regarding this policy should be submitted to the Director or the Library Board.

Reviewed 4/18/16

Revised 4/9/18

Revised 4/22/19

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