

**BERKELEY PUBLIC LIBRARY
POLICIES**

SUBJECT: Requesting Library Materials Policy

A.R. Number:	10.17
ORIGINAL DATE:	01/09/08
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I. PURPOSE

The Berkeley Public Library provides a service whereby patrons can request materials currently checked out to another borrower, on the shelves or available through a partnering library.

The Library's automation system allows for an electronic hold queue to maintain lists of holds and notify patrons of their status. The purposes of the service are:

- To allow current library card holders to place a hold on titles or items currently checked out, equalizing access to the collection.
- To allow access for current library card holders to materials that our library may not hold, taking advantage of the Link+ consortium's greater collection.
- To inform collection development staff of popular materials in order to meet the community's needs and interests.

II. POLICY

Current library card holders can place up to 12 holds at any one time, provided their account is in good standing with less than \$10 in fines.

Users select which Berkeley Public Library location to pick up their hold(s) when they place the hold through the library catalog. This pickup location can be changed until the item's status is 'in transit' by amending the hold pickup location in their library account. Hold pickup locations may not be changed once it is in transit to the selected pickup location.

Users can select email or phone notification that their hold(s) is (are) ready for pickup.

The library charges no fee to place items on hold.

Link+ items do have a fines and fee schedule that is distinct from Berkeley Public Library holdings, the lending policy can be found here:

[https://www.berkeleypubliclibrary.org/library/borrowing-services#What is Link](https://www.berkeleypubliclibrary.org/library/borrowing-services#What_is_Link)

Reviewed by:	_____
	Director of Library Services Date
Approved by:	_____
	Chair, Board of Library Trustees Date