

SECTION:	PS 4	CIRCULATION OF LIBRARY MATERIALS
SUBSECTION:	PS 4.4	PLACING HOLDS OR REQUESTING MATERIALS FROM OTHER LIBRARIES
POLICY:	PS 4.41	PLACING HOLDS / RESERVES
REVISIONS:		05/11/88; 8/16/17; 09/18/24

Patrons may reserve materials which are not immediately available for patron use, but are in the collections of the Ashtabula County District Library and/or other Serving Every Ohioan (SEO) libraries.

- When the reserved materials become available to the patron, the library will notify the patron via text, email, or phone.
- The specific title of the material will not be stated to anyone other than the library patron who placed the reserve.
- If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week.
- After one (1) week, the next patron on the list will be notified of the availability of the item and the same procedure will be followed.
- If no additional patrons are waiting for the material, the material will be placed back into general circulation.
- The library will not leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibility of the patron.