



Taber Public Library Policy Manual

General Policy: Holds

PURPOSE:

To allow patrons the privilege of placing holds on items that are not currently available.

POLICY:

The Taber Public Library will allow patrons to place holds on items that are not currently available for circulation.

GUIDELINES:

1. Holds can only be placed with a valid membership.
2. There is no limit to the number of holds placed online. Holds placed in-house and by phone will be limited to three (3).
3. Holds may be placed from home using the patron access catalogue.
4. Patrons with holds ready for pickup will be notified by phone (one call) and/or e-mail.
5. Holds not picked up by the expiry date will incur a non-pickup fee of 50¢ per item.

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