

Bucks County Library System

Circulation Services

HOLDS

Policy Statement

Bucks County public libraries allow users to place holds on items that are owned by a Bucks County public library but not currently available for checkout.

Regulations

Library users may place holds in person at the library, by phone if they can provide a library card number, or online at www.buckslib.org. Only users who have overdue fines and fees less than \$10 may place holds.

Library users may have up to 15 items on hold at any given time.

When the material becomes available for pickup, the library user is notified via email and the My Account 'Holds' tab shows the pickup location and hold expiration date. The material will be held 7 days from the date of the email. Some Bucks County public libraries offer courtesy phone calls to notify users when items on hold are available.

In order to check out a item on hold, the person checking out the item must use the library card used to place the hold or be designated by the cardholder as able to check out the item.

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

Adopted by the Board of Directors January 20, 2009
Revised November 14, 2017