

CHESAPEAKE PUBLIC LIBRARY

NUMBER 1004

POLICIES

EFFECTIVE DATE: FEBRUARY 1, 2019

SUBJECT: RESERVING MATERIALS/ HOLDS

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**PURPOSE:**

To provide patrons with an opportunity to reserve materials that are currently checked out.

**POLICY:**

Holds may be placed on appropriate CPL materials by going online or through interaction with a staff member.

Holds are filled in the order in which they are received, and will be held for three (3) days after notification.

Holds are limited to ten (10) by traditional and institutional cards and five (5) for student cards.

State and federal government documents, reference materials, professional materials, materials from the History Room, and materials from the Law Library may not be reserved by the general public.

Holds may only be placed by patrons with fine free library cards.