

## Hold Policy

### Policy Statement

In order to provide access to library materials at all locations, customers may place a hold on materials that are not immediately available for use but are owned by the Clinton-Macomb Public Library (CMPL).

---

### Regulations

1. Customers with a valid library card in the library automation system may reserve library materials.
2. Customers may select any CMPL location to pick up an item placed on hold unless otherwise noted in the *Loan, Renewal and Hold Schedule*.
3. Customers may have up to 20 active holds at one time on their account<sup>1</sup>. See the *Loan, Renewal and Hold Schedule* for limits by item type.
4. Holds may be placed in person, by telephone or online.
5. Holds for resident/property owner cardholders shall be given priority over other cardholders.
6. Customers will receive one notification by email, telephone, or SMS (text message) as selected in their account. Relay of the message to the appropriate person in the household is the responsibility of the customer.
7. Holds will be held for five days after notification.
8. Customers listed as authorized users, parents or legal guardians may pick up or cancel held material for another customer.
9. In compliance with state law<sup>2</sup> only authorized users, parents or legal guardians will be provided detailed information on any library account.

---

Approved: March 16, 2015

Clinton-Macomb Public Library Board of Trustees

---

<sup>1</sup> Holds placed in the MeLCat system are separate and do not count towards this total.

<sup>2</sup> MCL 397.603 *et seq.* Library Privacy Act.