

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: RESERVING OF ITEMS FOR LOAN

REFERENCE #: 86/06

DATE APPROVED: Feb.12, 1986

REVISED: January 28, 2000

1. Any member may request that any item in the collection be reserved for their use. When the item becomes available, the member will be notified and the item held for seven (7) days, after which, it will be returned to the collection for use by other members.
2. In the case of items in demand by several members, requests for reservations will be handled in chronological order. If there are four or more outstanding requests, the loan period for the item may be reduced to facilitate service to the membership.

Ed Wolak
Board Chair