

Hold Policy

Policy Statement

In order to provide access to library materials, patrons may place a hold on materials that are not immediately available for use but are owned by the Thornton Public Library.

Regulations

1. Residents of Thornton and East Hazel Crest with a valid Thornton and East Hazel Crest card may reserve most library materials.
2. Patrons with an account balance of \$5 or more may not reserve materials.
3. Holds may be placed in person, by phone or online.
4. Patrons will be notified of hold available for pick up by the preferred method selected in their account.
5. Holds placed will be held for seven (7) business days after notification has been sent.
6. If not claimed, the material will be held for the next patron on the waiting list or will become part of the circulating collection.
7. Patrons listed as authorized users, parents or legal guardians may pick up or cancel held materials for another patron.
8. In compliance with state law only authorized users, parents or legal guardians will be provided detailed information on any library account.

Revised July 16, 2019, Amended _____