



VUL LIBRARY HOLDS AND RECALLS POLICY

Holds

Borrowers may place a hold on any item if that particular item is already checked out to another user. If the item is already on hold, then the borrower is sequentially placed behind all other holders in the hold queue.

Recalls

Library materials charged to any borrower are subject to immediate recall for Reserve Book Room and in the case of a semester charge to recall for use by another borrower.

Items needed for reserve use are subject to immediate recall. They must be returned to the Library within 7 working days from the date of the notice.

An item currently charged to a borrower and needed by another borrower may be placed on hold for loan to the requesting borrower upon its return from the previous loan. A "hold" book already on loan to a faculty member may be retained for 14 days after the checkout date and then must be returned. Books in the possession of faculty for more than 14 days are subject to recall and must be returned within 7 working days of notification from the Library.

Notices for Recalled Items

When an item is recalled either for use by the Reserve Book Room, or for another borrower, a recall notice is generated on the following work day. The recall notice is mailed to the original borrower notifying the borrower to return the item within 7 working days.

Overdue notices for items recalled are generated on the work day following the original or reset due day, instead of 14 days after the due date as is the case for overdue items that have not been recalled.

All borrowers eligible for semester loans are required to comply with recall notices by returning recalled items within the period stipulated on the recall notice.

If the original borrower of a recalled item fails to return the item by the original or reset due date stipulated in the recall notice, the original borrower's record is set delinquent regardless of borrowing status.

Setting the original borrower's record delinquent prevents him/her from using loan services requiring the use of a library card. Following return of the recalled item, this delinquency is removed from the borrower's record. If the borrower's record contains no delinquencies for other reasons, this action clears the borrower's record, making him/her immediately eligible for resumption of full loan services.

Since the borrower is responsible for notifying the Loan Desk of a change of address, circulation staff do not recognize a borrower's claim that the recall notice was not delivered or forwarded to a changed address.

Borrowers eligible for semester loan--faculty, administrative staff, library faculty and library staff--who intend to leave the local area for more than three weeks should make arrangements to ensure prompt return of charged library materials in the event of their recall.