

## **Reserves/Requests**

Any item except non-circulating items and short-loan books may be requested either electronically, by phone, or in person. If the library owns the item and it is checked out, the library will contact the patron via phone, email, or text message to let him/her know when the item is available. If the item is not picked up after five days, the request will expire and be passed on or re-shelved.

When the library does not own a requested item, a determination will be made to either buy or inter-library loan the item. Patrons will be notified if the item is not available through inter-library loan or if it will not be purchased. The library will keep advance requests for items not yet published and the patron will be added to the reserve list if/when the item is added to the collection after publishing in the order that requests were received.

A “Book Buddy” program is available for patrons wishing to request all future publications by a particular author. When an author comes out with a new release, the “book buddy” will pay the library’s purchase price and receive the book first. The book will have a book plate in the front noting the book buddy but the book will become part of the library’s permanent collection.

Also available through the library’s automation system is Reserve Express. Patrons can log into their account online and request authors. Any new books by the requested author will then automatically be reserved. The system will randomize who gets the author’s book first if there is more than one reserve.