

HOLD SHELF

Hold through: _____
(8 days from date placed on hold shelf)

_____ <i>Patron Name (Last Name First)</i>
_____ <i>Date Notified (Tomorrow's Date)</i>
_____ <i>Your Initials</i>

Place item on the hold shelf in alpha order by patron's last name.

Books and photocopied articles are held for one week.

Journals and reserves should not be held, except in special circumstances.

When removing an unclaimed item from the hold shelf after its "hold through" date, be sure to remove the hold in Unicorn!

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