

Holds/Recalls

Patrons who need a book that is checked out to someone else may stop by the Service Desk with a valid A-State ID to place a recall or hold request on that book. When the item has been returned, a notice will be sent out to the person who requested the hold or recall. The book(s) will be held at the Service Desk for 10 days. If they are not picked up by the 10th day, then they will be re-shelved.

All circulating books are subject to recall by another user. When a recall is issued, the original due date is cancelled and a new due date is established. Books that are overdue and that have been recalled are subject to immediate recall fines. Recall fines are \$1.00 per day.

Failure to receive a recall notice (due to travel, sabbatical, illness, or problems with mail delivery, for example) does not excuse faculty/staff, students, or other borrowers from paying recall fines. Fines will accrue \$1.00 per day until the books have been returned.

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