

## **AFTER HOURS BOOK LOCKER POLICY AND PROCEDURES**

Requests for materials to be placed in the after hours book lockers may be made by the patron over the phone to the staff at the circ desk. The lockers use the patron's last seven numbers, not letters or characters (such as +, -, %, etc.) in their library card as the code to open the locker. There are 13 lockers. After 13 requests have been made on any day, no more requests will be taken.

Items will be pulled by the circulation staff once a day in the evening, checked out to the patron, and placed in the book lockers by closing time.

Items can not be pulled on an on-demand basis during the day and placed in the lockers while the library is open. Unfortunately, we do not have the staff to accommodate this type of request.

Items will remain in the lockers for 24 hours. When the lockers are filled the next night, any items not picked up will be pulled and checked back in and returned to the shelves or the owning library. Patrons who have called and asked that materials be left for an additional day will be accommodated.

Adopted by the Pewaukee Public Library Board of Trustees: June 13, 2007