



WEST BRANCH LIBRARY
Will close at 6:00 p.m.
Saturday, September 8, 2007
for a period of 6-8 weeks for
Deferred Maintenance

INFORMATION ON HOLDS

To ensure that you receive the items you have requested:

Items on the Hold Shelf at West Branch must be picked up before 6:00 p.m. on Saturday, September 8. Holds waiting for pick up that are still on the shelf at 6 p.m. on September 8 will be transferred to Central Library for pickup beginning Monday, September 10.

Change the pickup location for your holds now. Unless you have changed the pickup location, pending requests with a Pickup Location of West Branch will be automatically sent to the Central Library when filled. To have your requests filled without problems, please come into any Berkeley Public Library location or please call 981-6221 so staff may assist in changing the pickup location for your requests.

Remember, If you no longer want an item already placed on hold you may cancel it via your library account on the Library's website or a staff member can assist you.

PLEASE NOTE that items whose pick-up locations are not changed, will be placed on the HOLD SHELF at Central Library, 1st floor.

All materials checked out from the West Branch Library on or after August 27, 2007 will automatically be given an extended due date of October 31, 2007. You may keep these materials until the branch reopens with no fine accrual or feel free to return your library materials to any Berkeley Public Library. The West branch drop will remain open during the closure.

With your cooperation, we can make sure
that your holds get to you without interruption.

We apologize for the inconvenience
and look forward to seeing you at one of our other locations.

**IF YOU HAVE QUESTIONS OR NEED ASSISTANCE,
PLEASE SEE A BERKELEY PUBLIC LIBRARY STAFF
MEMBER.**

For information about the temporary closure and reopening date check
our website: www.berkeleypubliclibrary.org