

RECALL POLICY

Books and other items with the status “checked out” may be **recalled**. This service is available to Moravian students, faculty and staff. Outside Borrowers may not recall items.

Recall forms are available at the Circulation Desk. **At no time** will a user be told the name of the person who has the item checked out. To do so is a violation of Pennsylvania law.

The person who has the item checked out will receive a recall notice. He/She has seven days to return the item before incurring fines.

When the item is returned, the user who recalled the item will be notified. He/She will have seven days to pick up the item. After seven days, the item will be returned to the shelves.