

# Paging Policies

## Effective 8 June 2009

- Items will be paged for readers *twice an hour*, at quarter of and quarter past the hour, starting at 8:45 a.m. during the summer. The final page of the day will be 45 minutes before closing, i.e. 3:45 p.m. during summer hours
- Readers may request six call numbers or six boxes of manuscripts at a time. Only when use of these six is completed may more items be requested.
- Call slips must include complete Collection Code or Call number; Collection Name and/or Author/Title; and (when appropriate) Series and Box number. Incomplete call slips will not be accepted. Please consult a staff member if you have questions.
- Holds on materials are limited to one week for manuscripts and two weeks for books and other printed materials.