

# Library Pulling Items Service

## AA\_LS\_LS\_50

Responsible Officer  
Shelby Carroll  
Responsible Office  
Library  
Approving Body  
Board of Trustees  
Approval Date  
2019-11  
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2021  
Departmental Impact  
Library

### Policy Statement

The library will pull items to have them waiting for CU students, faculty, and staff.

### Policy Procedures

Pull-for-Patron guidelines are as follows:

- 1 item if the patron lives 15-44 minutes from CU.
- 2-10 items if the patron lives at least 45 minutes from CU.
- [Contact us](#) to make a request.
- If the item is available, the library will retrieve the item and hold it for the patron. The patron needs only to come to the Library Desk and explain the situation to receive the item.
- There is no cost for this service.
- The library will call the patron if an item is not available.
- The library will only pull items specifically identified by the patron.