

Site Transfers

Service Definition

In instances where we do not have a requested book in our collection, we will check to see if Bradford Royal Infirmary or Lynfield Mount have a copy. If they do, we will request a copy to be sent over for our reader. We will hold these copies for a maximum of ten working days. If they have not been collected within ten working days, we will return them to the site to which they belong at unless another reservation on the item requires it to be sent to a different site or reallocated to another Airedale reader.

If we receive a request for a site transfer from Bradford Royal Infirmary or Lynfield Mount, we will check our shelves and if the requested item is available, we will send it to them in the internal post within two working days of receiving the request.

Monitoring Process

Site transfers will be checked by the assistant librarian before each new book order to see if there are any books that have been requested several times. A decision will be made on whether to purchase our own copy.

Dispatch and arrival times will be monitored.

Performance Indicators

Items to be sent to other sites within two working days.

Items received from other sites within five working days.

Frequently requested items to be purchased for our collection.

What we expect from our users

To request transfers at the point of need i.e. we ask our readers not to place a request if they know they won't be able to collect the item within ten working days.

To be aware of the fines charged for returning or renewing items after the due date.

Policy Reference

Site transfers v11

Review Schedule

Every 12 months.

Next review date: June 2022