

Hold Pickup Authorization

Portage County Public Library

Wisconsin law prohibits the release of information from patron records to anyone, with the exception of parent/legal guardian, unless prior written permission is given. To protect your privacy, your holds can only be checked out by you or a library patron you have authorized. If you wish to allow others to pick up materials being held in your name, you must sign this form before the library may release the materials. The designated person(s) must present identification (photo identification or South Central Library System member library card) in order to check out your holds on your behalf.

This authorization allows the designated person(s) to check out items on hold for your account. The items will be checked out to the account of the person who placed the hold.

I authorize the library to allow the people listed below to pick up my holds at any South Central Library System library. I understand that the person checking out materials must present their own valid photo identification or library card and that I will be responsible for the materials that person has checked out on my card.

1. Name of person giving authorization: _____

Signature: _____ Date: _____ Barcode # 2665700 _____

The following people have my permission to pick up holds for me:

2. Name _____ BC#2665700 _____

Providing a signature indicates this agreement is reciprocal with person 1.

Signature: _____ Date: _____

3. Name _____ BC#2665700 _____

Providing a signature indicates this agreement is reciprocal with person 1.

Signature: _____ Date: _____

4. Name _____ BC#2665700 _____

Providing a signature indicates this agreement is reciprocal with person 1.

Signature: _____ Date: _____

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Date entered in BV \_\_\_\_\_ Staff Initials \_\_\_\_\_ Comments \_\_\_\_\_