

LINK Holds Pickup Authorization

Date: _____

We understand the library's policy for protecting the privacy of its users and its responsibility for protecting library materials. We authorize the library to allow the listed patrons to pick up each others holds at any LINK library. We understand that the person checking out materials must present his/her own valid library card and that this person will be responsible for the materials he/she has checked out on that card.

Below, print the complete names and library card numbers for each person involved.

Return the completed form to the library. Once the form has been received, staff will enter the information into the computer system as soon as possible. (NOTE: Notify staff at the checkout desk if the authorization should be cancelled.)

(Print Name) 2907800/2936900 _____

(Signature)

(Print Name) 2907800/2936900 _____

(Signature)

(Print Name) 2907800/2936900 _____

(Signature)

(Print Name) 2907800/2936900 _____

(Signature)

(Print Name) 2907800/2936900 _____

(Signature)

STAFF ONLY When you add a **Hold Pickup Authorization** block to a patron's record, you are prompted to add a comment. This is where you should type in the name of the person(s) for whom THIS patron (i.e. the patron displayed in CKO) is permitted to pick up holds.

COMMENT : for **DEBBIE DYNIX** and **PAUL PORT**