



Holds Pickup Authorization

Mount Horeb Public Library patrons must fill out and sign a Holds Authorization Form to allow another person to pick up their items on the hold shelf.

Agreement

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 other's holds at any SCLS library. We understand that **the person checking out materials must check out materials on their own library account** and that this person will be responsible for the materials they have checked out on that account.

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)

(Patron Barcode number)

(Signature)

(Date)

(Print Name)

(Patron Barcode number)

(Signature)

(Date)

(Print Name)

(Patron Barcode number)

(Signature)

(Date)

(Print Name)

(Patron Barcode number)

(Signature)

(Date)