

# Individual Holds Pickup Authorization

*Adopted December 2017*

Wisconsin law prohibits the release of information from patron records to anyone, with the exception of parent(s)/legal guardian(s) of children 15 and under, unless prior written permission has been given. Patrons who wish to allow others to pick up materials being held in their name must first sign a Holds Pickup Authorization Form before the library will release the material(s). Patrons must present the library card of the patron's name on the held material(s).

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I authorize the Dresser Village Library to all the people listed below to pick up my holds. I understand that I am responsible for the items checked out with my card.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Staff – enter note on patron account. Date/Initials \_\_\_\_\_