



Individual Holds Pick-up Authorization

Adopted: January 13, 2020

Wisconsin Statutes 43.30 prohibits the release of information from public library patron records, including library materials, to anyone, with the exception of custodial parent(s)/legal guardian(s) of children under 16, unless the patron has given prior written permission.

At Geraldine E. Anderson Village Library, we take the protection of your privacy seriously. If you are 16 years old or older and want others to pick-up your held materials, please take the following steps:

1. Complete and sign this Holds Pickup Authorization Form listing those people who have permission to pick-up your held items.
2. Provide them with your library card on the days you need them to pick up your materials.
3. Tell your friend(s) or family member(s) that they may be required to provide identification if the person at the desk does not recognize them.

I _____ authorize the Geraldine E. Anderson Village Library to release my held library materials to any of the people I listed on this form. I understand that I am responsible for the all items checked out with my card under my name. I may revoke this authorization, in writing, at any time.

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

Print Name _____

Print Name _____

Print Name _____

Print Name _____

Print Name _____

Signature _____ Date: _____

Library Card # _____

Staff – enter note on patron account. Date/Initials _____

Do not retain.

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