



OREGON PUBLIC LIBRARY
SCLS 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 other's holds at any South Central Library System library. We understand that the person checking out materials must present their own valid library card.

We understand that holds may be checked out on the account the holds were placed on or to the authorized person checking out, depending on local library practice. The account the holds are checked out to is responsible for those materials.

Below: Print the complete names & 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)

1. Print Name _____

Library card number _____

Signature _____

2. Print Name _____

Library card number _____

Signature _____

3. Print Name _____

Library card number _____

Signature _____

4. Print Name _____

Library card number _____

Signature _____

Staff: initial form and date once entered into patron records.