



Holds Pick Up Authorization

As in the past, you have the option of giving your card to other household or family members to pick up your holds for you.

Now, they may also pick up your holds for you *without* your library card when a **HOLD PICK UP AUTHORIZATION** form has been completed and the names of those persons who can pick up your holds are listed on your account.

What will the library do?

- We will input the authorized individuals into your account.
- We will verify the authorized individuals on an annual basis when updating your account.
- We will also keep the authorization form on file. Any changes, additions or deletions will be made on the same form, and then on your account. Please notify us immediately if you would like an authorized individual removed from your account.

Other important information:

- Each household or family member must complete an authorization form with the list of those approved to pick up holds.
- Only your holds may be checked-out on your library card when someone you have authorized is checking out for you.
- The person who comes to pick up the holds will need to have an active library card or be able to present identification to verify who they are.

Why do we need your authorization?

Wisconsin Law (statute 43.30) states:

“Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 as required under sub. (4), or to libraries as authorized under subs. (2) and (3).”

Special note:

- Children under 16 are exempted from this type of authorization if the parent or legal guardian picks up hold items. The items will be checked out on the child’s card.
- Children 16 and over must complete an authorization form listing your name as approved to pick up their holds.