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 others holds at any SCLS library.   We understand that the person checking out materials must present his/her own valid library card and that this person will be responsible for the materials he/she has checked out on that card.

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.)
++

_____   _____
(Patron Barcode number)   (Print Name)

                                          _____
                                                    (Signature)
++

_____   _____
(Patron Barcode number)   (Print Name)

                                          _____
                                                    (Signature)
++

_____   _____
(Patron Barcode number)   (Print Name)

                                          _____
                                                    (Signature)
++

_____   _____
(Patron Barcode number)   (Print Name)

                                          _____
                                                    (Signature)
++

_____   _____
(Patron Barcode number)   (Print Name)

                                          _____
                                                    (Signature)

STAFF ONLY
To add a Hold Pickup Authorization message to patron records, follow these steps:
1. In the first patron's Check Out screen, click the "Add a new message" hyperlink.
2. Click the menu arrow under Predefined notes and select the "Hold Pickup Authorization" header.
3. In the text box, add the phrase "for [other patron's name]". For example, the message in Abbie Frankenstein's record reads *"05/14/2013 SCA "Hold Pickup Authorization for Willy Frankenstein"*
4. Enter the reciprocal information in the other patron's record (if requested). For example, the message in Willy Frankenstein's record reads *"05/14/2013 SCA "Hold Pickup Authorization for Abbie Frankenstein".*
5. If there are multiple people allowed to pickup holds you will have to create corresponding messages in the other patrons' records. An example of a message to add for these multiples is: *"05/14/2013 SCA "Hold Pickup Authorization for Cordelia Vorkosigan, Mile Vorkosigan, Aral Vorkosigan and Mark Pierre Vorkosigan."*   [rev/ 5/2013]