

INDIVIDUAL HOLDS PICKUP AUTHORIZATION



New York State law prohibits the release of information from patron records to anyone but the patron in question, unless prior written permission has been given.

Section 2307 § 4509 of the NYS Civil Practice Laws & Rules-- Library records:

"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

The Dover Plains Library respects our patrons' right to privacy. For this reason, inquiries into another patron's library records are strictly prohibited. This includes parental inquiries on the use of a minor's library account.

Borrowers who wish to allow others to pick up requested materials being held in their name must first sign an Authorization Form before the Library will release the materials.

I authorize the Dover Plains Library to allow the people listed below to pick up my holds. I understand that I am financially responsible for all items checked out on my card.

Name _____

Signature _____

Library Card # _____

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

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____