

PRIVACY FOR ITEMS ON RESERVE POLICY

Many library users reserve items and then ask another person to pick them up when they become available. In order to protect the privacy and confidentiality of all our customers who reserve items we require that:

- The person checking out items that are on reserve has the library card of the person whom the reserves were placed.
- Or, that the person who placed the reserves has given authority to the person picking up the items by registering him or her at the Circulation Desk. This will be indicated by a “note” in the “message field” of the borrower’s record.

If the person picking up the items does not have the borrower’s library card or authority as denoted in the borrower’s record, the person will not be allowed to pick up the items. The items will be held for pick-up at the Circulation Desk for additional time as determined by the Circulation technician and in accordance with the lending library’s policy.

Adopted: December 2003