

New Circulation Department Policy

Policy for Picking up Another Patron's Library Materials

Approved users may pick up holds for others after presenting a valid West Bend Community Memorial Library card. A valid library card is either that of the patron who initiated the hold or that of the approved user. The patron must visit the library to designate no more than 3 approved users for their account. An approved user can check out patron holds and pay fines. The approved user accepts responsibility for all actions that occur as a result of this access. Revoking access for approved users must be done in person.

**Approved by the West Bend Library Board
February 5th, 2008**