

West Bend Community Memorial Library

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 picking up the hold. The patron must visit the library to designate **not more than 5 approved users** for their account. An approved user can checkout 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.

Revised for the West Bend Library Board: March 17, 2020