LIBRARY CARD APPLICATION • SOUTH CENTRAL LIBRARY SYSTEM - LINKcat Libraries IDENTIFICATION REQUIRED:

• Photo I.D. (i.e., Driver's license, state I.D. card)

Send application to library of residence:

Proof of Current Address (i.e., Driver's license, state I.D., recent mail, checkbook)

PATRON INFORMATION (please print):

Name:			
Last	First		Middle
Name on Photo ID: (complete if different than	name above)		
Birthdate: / / Age Group:	☐ 0-15 ☐ 16+ Do you live	in the Monroe Scho	ol District? YES NO
Mailing Address:	· · · · · · · · · · · · · · · · · · ·		
Street, RR/Fire Number or P.O	D. Box City or Village	State	Zip
County of Residence:	Township (if ap	plicable):	
Residential Address: (Complete if different fr	om mailing address)		
Street, RR/Fire Number or P.O. Box	City or Village	State	Zip
Email	F	Phone (
HOLD NOTICES (Choose one) Email (same day notification) Text (next day notification, via cel PRE-OVERDUE NOTICES (2 DAYS PRIOR) Email OVERDUE NOTICES are a default for all patro LIBRARY UPDATES BY EMAIL Adult Events and News Childr ACCEPTANCE OF RESPONSIBILITY (Reference) I will be responsible for all materials checked unless I have previously reported the loss of a limit of	Il phone only) ons and will be delivered via emen's Events and News Adead carefully!) ed out on this card, including mate of my card. ange of personal information (name es. lost, damaged and stolen library mass to a broad range of resources a	rials checked out by oth e, address, phone, emainaterials and may be ove and that it is my responsi	iled. ons ers with or without my consensil), immediately. erdue charges.
PATRON SIGNATURE FOR JUVENILES (AGE 0-15), PLEASE O		Date:	
FOR JUVENILES (AGE 0-15), PLEASE C	OMPLETE:		
Parent or Legal Guardian Signature:	· · · · · · · · · · · · · · · · · · ·		
Please print Parent or Legal Guardian Name	e:		
FOR LIBRARY STAFF USE ONLY: Card number:			Staff initials:
☐ Explorer ☐ Out-of-state ☐ Name ch	hange		

6/22 SCA / 12/22 MRO

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 other's holds at any South Central Library System ILS Library. We understand that the person checking out materials must present their own library card and that this person will be responsible for the materials they have checked out on that card.				
completed form to the library. Once the fo	brary card numbers for each person involved. Return the orm has been received, staff will enter the information into the OTE: Please notify staff at the checkout desk if the authorization			
(NI/more de teriete)	(Drint Nama)			
(Número de tarjeta)	(Print Name)			
	(Signature)			
(Patron Barcode number)	(Print Name)			
	(Signature)			
(Patron Barcode number)	(Print Name)			
	(Signature)			

Date:

STAFF ONLY

(Patron Barcode number)

Holds Pickup Authorization

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"

(Print Name)

(Signature)

- 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."