

## **Holds Pick-Up Policy**

1. When picking up an item on hold for you, you must present your library card (or state ID) at the Circulation Desk.

For your items being picked up by someone other than you, the person that requested the hold:

- a.) There **MUST** be a note on your C/WMars record listing the person/people you have authorized to pick-up items for you. If you currently do not have a note and want to authorize someone else to pick-up your items, please contact the library that issued your card and have them add a note. If there is no note, you will be the only person allowed to pick-up items.
- b.)The preferred method is for the authorized person picking up items is to present the library card belonging to the person that requested the materials. If he or she doesn't have your library card, they may present their own C/WMars library card or state ID.
- c.) It is the card holder's responsibility to notify the library of any changes made to the listing of the person/people that are authorized to pick-up items for you.