

GLEASON PUBLIC LIBRARY: PROXY BORROWER PERMISSION FORM

Massachusetts General Law (Ch.78 Sec. 7) states that circulation records of library materials are private. Please complete this form if you wish to grant permission to another person to access your account and pick up your holds. A note will be placed on your account to allow proxy access for all future transactions. Please let us know if you wish to revoke permission in the future.

This form may be submitted by mail, dropped off in person to the library's checkout desk, or left in the outside book drop.

**OPTION 1 (Recommended)**

Your Name: \_\_\_\_\_

Your Library Card #: \_\_\_\_\_

I authorize the following person(s) to access my library account and to pick up library materials on my behalf:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

I understand that I am solely responsible for the return of the materials borrowed by the above named person(s) on my behalf, and that I will receive all library notices for those materials (availability notices, overdue and lost notices, and replacement fees).

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**OPTION 2**

Your Name: \_\_\_\_\_

Your Library Card #: \_\_\_\_\_

I authorize **any person** to access my library account and to pick up library materials on my behalf.

I understand that I am solely responsible for the return of the materials borrowed by any person(s) on my behalf, and that I will receive all library notices for those materials (availability notices, overdue and lost notices, and replacement fees). I understand that library staff will make no attempt to verify the identity of the person picking up on my behalf.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

