

Picking up holds for another person:

- Check for holds
- Look up patron with holds by name
- Is a permission slip on file for the patron with the hold for the person in front of you to pick up their holds (check “Permissions” field)?

YES →

Check out items

NO
↓

“Permission slip given” MESSAGE?

YES →

- DO NOT check out
- Inform person picking up that the patron has been given a permission slip to fill out and they have not returned it

NO
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- Tell person picking up that you’ll check out this one time, but in the future a permission slip will need to be on file listing them having permission to pick up holds
- Put a permission slip in the item for the patron with the hold so they can fill it out, sign and bring back to the library
- Insert new MESSAGE:
Permission slip given @96 11/19/11 JRS

A permission slip does NOT give anyone the ability to use another patron’s library card for their own purposes.