

# Harper Woods Public Library

## Pick Up of Holds Policy

The library follows the provisions of the Michigan Library Privacy Act (MCL 397.603 et seq.) in regards to the release of information in a cardholders' library account. In compliance with this State Law, the library shall not release or disclose a library record (or portion of a library record) without the written consent of the cardholder. This includes library materials that are available for pickup for a cardholder (Items on Hold).

Adult cardholders who agree to allow the library to release information to other specified adults may do so by giving their expressed written permission. The library will provide a form (or a section of a form) for this written permission to be given.<sup>1</sup>

<sup>1</sup> The pertinent information from the form will be transcribed into the library's automated system database. This digitally-stored information will become the official record of this permission and the original paper copy disposed of following the guidelines of General Schedule #17 – Michigan Public Libraries.