

## **Absentee Checkout Policy**

*Revised 6/30/2015 : Reviewed 08 July 2010*

### **Policy Statement**

1. Patrons are only allowed to check out items using their own account unless proper absentee checkout permission has been established with the library staff.
2. Patrons under the age of 18 may not check out DVDs using the account of a parent or guardian, nor may a parent or guardian use a juvenile's account to check out DVDs.
3. In the event that a patron has been asked to check out an item for another account holder, on that other person's account, the library will require:
  - a. Expressed written permission (Absentee Checkout Form on file) from the account holder in question which includes a valid telephone number for confirmation;
4. In the event that a patron has been asked to check out an item for another account holder, on his or her own account, the library will require:
  - a. Expressed oral permission with sufficient proof of identity.
5. Confirmation will require review by the library staff.
6. Patrons are not allowed to use another person's account to avoid the paying of fines or any other account blockages.
7. A limit of three absentee checkout items is allowed per visit, per account.

Date: \_\_\_\_\_

Board Vice-President: \_\_\_\_\_

Board Secretary: \_\_\_\_\_