

ITEM NUMBER: 10.17
CHAPTER 10: Circulation
CODE: Procedure
COMPUTER ID: CD-12

Title:	Patron Linking Procedure
Effective Date:	7-15-13
Authorized By:	Library Director
Date of Last Revision:	10-2021

Rules for Linking Patrons:

1. Patrons do not have to be related to link records.
2. Patrons must sign the linking authorization form, followed by their birthdate.
3. All patrons that are going to be linked must be listed on the form.
4. All patrons must sign below their name. Minors must be signed for by a legal guardian.
5. All patrons 16 years old and older must be present to sign the form. Minors 15 years old and younger do not need to be present.
6. Patrons may pick up holds, renew items, and pay fines for people they are linked to. These holds may be checked out on the requester's card. All other checkouts must be checked out on the card of the person who is present.
7. When a patron asks to be linked, they will be informed that information regarding any of their library records can be shared with any person they are linked to.
8. When a new linked patron is added to an account with existing linked patrons, all patrons involved must re-sign the Patron Linking Authorization Form before the linking becomes official.