

Sinclairville Free Library Card Access Permission Form

Your library account is not transferable to any other person, including family members. This is to protect your account and to have a clear accountability for all items borrowed. An adult cardholder may authorize someone else to borrow items on their card. If you wish a specific person to be allowed to use your Chautauqua Cattaraugus Library System card to borrow Sinclairville Free Library material, complete this form and return it to the library.

Upon receipt, we will contact you to verify this arrangement. Thereafter the authorized person should bring in their own photo id. This authorization will be in effect until you notify us to cancel. **All items borrowed during this time using your card will be your responsibility.** This arrangement will be honored only at the Sinclairville Free Library and not necessarily at other CCLS member libraries.

I have read and agree to the conditions for this permission:

Date: _____

Signature of Cardholder: _____

Printed Name: _____

Library Card Number: _____

Address: _____

Phone Number: _____

Email: _____

Person to be authorized:

Name: _____

Address: _____

Phone Number: _____

Authorized to (check all that apply):

_____ Borrow DVDs/Blu-Ray

_____ Renew material

_____ Pick-up hold materials

_____ Place material holds

For Library Use:

Date called: _____

Staff Initials: _____

Questions or concerns should be addressed to (716)962-5885
or info@sinclairvillelibrary.org