

Access to Library Record Consent Form

An adult patron's library record and personal information are handled confidentially, as allowed by Ohio law, unless the patron chooses to waive that right by granting permission to others.

A minor child's library record and personal information are confidential to all except the child's parent, custodian or guardian, as allowed by Ohio law. A parent, custodian or guardian may waive that right by granting permission to others.

To designate who has permission to use this card, **initial** one of the choices below and print the name(s) of those with permission to use this card. A designated person may be asked to show proof of identity when requesting access.

1. _____ I would like this library card to be confidential with the exception of:

(printed name)

(printed name)

(printed name)

who may use my card or have access to my library record or personal information

OR

2. _____ Anyone who has this library card may use or have access to my library record and personal information.

I understand that information from this library record may include address, telephone number, titles or subjects currently on loan, due dates, and accrued fines or charges. I also understand that I must come in person to the library if I wish to revoke this document or change individuals who may have access to this account in the future.

Adult's Signature _____

Date _____

Patron's Name (please print) _____

Library card application may be mailed to:
Portage County District Library, Outreach Services, 10482 South St., Garrettsville, OH 44231