

Appendix D – Release of Information Form

Release of Information Form (Revised 6/2012)

Oklahoma Statute Title 65 Section 1-105A Disclosure of Records

Any library which is whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except:

1. Persons acting within the scope of their duties in the administration of the library.
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

I, _____ (please print your name) understand the statute listed above. I hereby give my permission, in writing, for the staff of the Miami Public library to release the titles of any reserved materials on my account in the following manner(s):

Messages left on my home answering machine and with any person answering my home telephone.

Messages sent to the following email address: _____

Material pick-up on my behalf by: _____

Identification will be required at time of pick-up

Signature

Date

Staff use-

Note in Account

(R) after name

Email address entered for phone if requested

Staff Signature

Date