

ORGANIZATION LIBRARY CARD APPLICATION



IDENTIFICATION REQUIRED:

- Photo I.D. (i.e. driver's license, state I.D. card)
- Proof of Authorization (letter on official letterhead from principal/head of organization)

ORGANIZATION INFORMATION (please print):

Organization Identity _____

Main Address _____
Street, RR/Fire Number or P.O. Box City State Zip

Main Phone (____) _____ Email Address _____

Primary Card user:

Name _____ Title _____

Work Phone _____ Work Email _____

Secondary Contact:

Name _____ Title _____

Work Phone _____ Work Email _____

Other Card User name(s) _____

I would prefer to be notified of my holds by: [CHOOSE ONE]

- Email (same day notification)
- Text (next day notification, cell phone only)
- Phone call (next day notification) Select one: Cell Land line
- No hold notices

I prefer to pick up my holds at: _____
(Name of Library or Bookmobile stop)

ACCEPTANCE OF RESPONSIBILITY (Read carefully!)

- We will be responsible for all materials checked out on this card, including materials checked out by others with or without our consent, unless we have previously reported the loss of this card.
- We will report a lost or stolen card, or any change of information (name, address, phone, email) immediately.
- We will comply with all library rules and policies.
- We understand that there will be charges for lost, damaged, missing parts, and/or stolen materials.
- We understand that the library provides access to a broad range of materials and that it is our responsibility to judge for ourselves and for our students what resources are appropriate for our use.

Primary User or Head of Organization:

Signature _____ Date _____

(Please print name) _____

FOR LIBRARY STAFF ONLY:

Type of registration:

- New patron Address change
- Lost card Renewal

Staff initials/LIB verifying ID: _____

PSTAT (Sort 1): _____

Send application to: _____

Patron has been issued card with barcode _____ from _____ 10/18