

ORGANIZATION LIBRARY CARD APPLICATION



SOUTH CENTRAL LIBRARY SYSTEM

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, Village, Town 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: Email Phone Text

Pickup location for holds _____

Delivery of Library newsletter Email Print none

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, 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 USERS' SIGNATURE/DATE : _____ Date: _____

HEAD OF ORGANIZATION SIGNATURE/DATE: _____

(Please print name) _____

FOR LIBRARY STAFF ONLY:

Type of registration:

- New patron Address change
 Lost card Renewal
 Name Change (Former name _____)

Staff initials/LIB verifying ID: _____

Patron Category: _____

PSTAT (Sort 1): _____

Photo ID type: _____

(optional) ID #: _____

Send application to: _____

Patron has been issued card with barcode _____ from _____

Issue a card with this barcode and mail card to patron

(staple barcode label here)