

NEW

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

LIBRARY CARD APPLICATION

RENEWAL

SCHOOL (K-12)

SCHOOL DISTRICT (IF APPLICABLE): _____

SCHOOL BUILDING NAME (LIMIT OF 1 CARD PER BUILDING): _____

SCHOOL BUILDING:

STREET ADDRESS: _____

CITY: _____ ZIP: _____

MAILING ADDRESS (IF DIFFERENT): _____

BUSINESS PHONE #: _____

WEBSITE (OPTIONAL): _____

RESPONSIBLE PARTY:

NAME OF RESPONSIBLE PARTY: _____

CHECK ONE THAT APPLIES: SUPERINTENDENT PRINCIPAL DIRECTOR

PHONE #: _____

EMAIL ADDRESS (OPTIONAL): _____

PLEASE ATTACH SCHOOL IDENTIFICATION OF RESPONSIBLE PARTY (BUSINESS CARD, LETTERHEAD, OR COPY OF SCHOOL ID)

BORROWING LIMIT (OPTIONAL)

A TOTAL OF 100 ITEMS, OR A TOTAL VALUE OF \$2,500, MAY BE OUT AT ANY ONE TIME ON THIS CARD. IF YOU WOULD LIKE TO REDUCE THESE LIMITS, PLEASE ENTER ADJUSTED VALUES BELOW. IF YOU WOULD LIKE TO LIMIT CARD USE TO ELECTRONIC RESOURCES FOR TRAINING PURPOSES ONLY AND NOT ALLOW CHECKOUT OF PHYSICAL LIBRARY MATERIAL, PLEASE ENTER "0" (ZERO) IN BOTH FIELDS.

_____ LIMIT NUMBER OF ITEMS \$ _____ LIMIT VALUE OF ITEMS

BY SIGNING THIS APPLICATION, THE RESPONSIBLE PARTY:

- AGREES TO BE RESPONSIBLE FOR ALL FINES, DAMAGES, OR LOSS OF MATERIAL ON THIS CARD AND WILL ABIDE BY LIBRARY USE POLICIES.
- ACKNOWLEDGES UNRESOLVED ACCOUNTS MAY BE SENT TO A COLLECTION AGENCY AND A FEE ASSESSED. ACCOUNTS IN ARREARS MAY BE SUBMITTED TO CREDIT REPORTING AGENCIES.
- ACKNOWLEDGES THE LIBRARY CARD MUST BE PRESENTED TO CHECK OUT PHYSICAL MATERIAL FROM THE LIBRARY. THE LIBRARY ASSUMES THE RESPONSIBLE PARTY HAS GIVEN PERMISSION TO ANYONE IN POSSESSION OF THE CARD.

SIGNATURE OF RESPONSIBLE PARTY

DATE

MAIL COMPLETED APPLICATION ALONG WITH THE SCHOOL IDENTIFICATION OF THE RESPONSIBLE PARTY (BUSINESS CARD, LETTERHEAD, OR COPY OF SCHOOL ID) TO: IT DEPARTMENT, ST. CHARLES CITY-COUNTY LIBRARY DISTRICT, 77 BOONE HILLS DRIVE, ST. PETERS, MO 63376.

IT DEPARTMENT STAFF USE ONLY:

- ONLY ONE (1) PATRON RECORD PER SCHOOL PER PHYSICAL BUILDING IS ALLOWED.
- ALL SCHOOL (K-12) CARDS EXPIRE ON AUGUST 31.
- THIS APPLICATION MUST BE COMPLETED AT THE TIME THE "EXPIRATION/VERIFICATION DATE" IS EXTENDED ON AN EXISTING ACCOUNT. IT IS NOT NECESSARY TO ISSUE A LIBRARY CARD UNLESS THE APPLICANT REQUESTS A REPLACEMENT CARD.

A. CARD TYPE:

- NEW CARD ISSUED; PATRON RECORD # _____
- REPLACEMENT CARD ISSUED; PATRON RECORD # _____
- NO CARD ISSUED; RENEWAL APPLICATION ONLY

B. IDENTIFICATION PRESENTED:

- SCHOOL ID OF RESPONSIBLE PARTY PRESENTED/VERIFIED

C. DATE ISSUED OR RENEWED: _____**D. EXPIRATION DATE SET TO:** _____**E. AFFIX BARCODE LABEL:**