

NEW

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

LIBRARY CARD APPLICATION

RENEWAL

**BUSINESS OR ORGANIZATION**

BUSINESS OR ORGANIZATION: \_\_\_\_\_

CHECK ONE THAT APPLIES:       FOR-PROFIT       NON-PROFIT

BUSINESS/ORGANIZATION:

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_

EMAIL ADDRESS (OPTIONAL): \_\_\_\_\_

**RESPONSIBLE PARTY**

NAME OF RESPONSIBLE PARTY: \_\_\_\_\_

CHECK ONE THAT APPLIES:       OWNER       MANAGER       FISCAL OFFICER

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

PHONE #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

EMAIL ADDRESS (OPTIONAL): \_\_\_\_\_

**AUTHORIZED USERS** (OPTIONAL) MUST BE EMPLOYEES OF BUSINESS OR ORGANIZATION. PLEASE NOTE THAT AN AUTHORIZED USER IS NOT REQUIRED TO PRESENT THE PHYSICAL LIBRARY CARD TO CHECK-OUT MATERIALS, HOWEVER, THE AUTHORIZED USER IS REQUIRED TO PRESENT A PHOTO ID.

\_\_\_\_\_  
\_\_\_\_\_

(ATTACH LIST OF ADDITIONAL AUTHORIZED USERS TO THIS APPLICATION IF NECESSARY).

**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:

\_\_\_\_\_ 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 RESPONSIBILITY FOR ALL USE BY ANY AUTHORIZED USER LISTED ABOVE.
- AGREES TO NOTIFY THE LIBRARY IMMEDIATELY IF ANY AUTHORIZED USER LISTED ABOVE LEAVES THE BUSINESS OR ORGANIZATION.

\_\_\_\_\_  
**SIGNATURE OF RESPONSIBLE PARTY**

\_\_\_\_\_  
**DATE**

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**STAFF USE ONLY:**

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- ONLY ONE (1) PATRON RECORD PER BUSINESS OR ORGANIZATION PER PHYSICAL LOCATION IS ALLOWED.
- 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.
- IF UNABLE TO VERIFY BUSINESS DOCUMENTATION, ISSUE CARD AND LIMIT CHECKOUT TO 2 ITEMS. MAIL LIBRARY CARD AFTER DOCUMENTATION IS VERIFIED.

A. **CARD TYPE:**       NEW               REPLACEMENT – PATRON RECORD # \_\_\_\_\_  
    NO CARD ISSUED; RENEWAL APPLICATION ONLY

B. **IDENTIFICATION PRESENTED:**

- PHOTO ID OF RESPONSIBLE PARTY  
   AND
- ADDRESS ID OF RESPONSIBLE PARTY  
   AND
- ADDRESS ID OF BUSINESS/ORGANIZATION  
   AND
- CURRENT BUSINESS DOCUMENTATION (CHECK ONE THAT WAS PRESENTED):  
*(BUSINESS CARD OR BUSINESS LETTERHEAD IS NOT ACCEPTABLE ID)*
- BUSINESS LICENSE (CURRENT LICENSE FROM ST. CHARLES COUNTY OR MUNICIPALITY  
   WITHIN ST. CHARLES COUNTY); EXPIRATION DATE: \_\_\_\_\_
- CERTIFICATION BY ST. CHARLES COUNTY CLERK
- TAX EXEMPT LETTER
- ST. CHARLES COUNTY PROPERTY TAX BILL FOR BUSINESS
- 501(c)(3) LISTING
- IRS FORM 990
- IRS DETERMINATION LETTER
- OTHER LEGAL DOCUMENT; SPECIFY: \_\_\_\_\_

C. **BRANCH ISSUING CARD:**

- KL               MK               KR               NC               DR               WH  
 SP               CP               BT               SC               MY               DE

D. **DATE ISSUED:** \_\_\_\_\_

E. **AFFIX BARCODE LABEL.**