

PLEASE PRINT <i>* Required fields</i>	St. Charles City-County Library District LIBRARY CARD APPLICATION
1. LAST NAME *:	2. FIRST NAME *:
3. IF UNDER AGE 16, PARENT/GUARDIAN NAME *:	
4. STREET ADDRESS *:	
5. CITY *:	6. ZIP *:
7. MAILING ADDRESS (IF DIFFERENT) *:	
8. PRIMARY PHONE #:	9. ALTERNATE PHONE #:
10. BIRTH DATE *:	11. EMAIL:
12. If you provided an email address, <u>you will receive OVERDUE NOTICES, DUE DATE REMINDERS and RESERVE NOTIFICATIONS by EMAIL unless you OPT OUT below.</u> <input type="checkbox"/> OPT OUT of OVERDUE NOTICES and DUE DATE REMINDERS by email (you will receive overdue notices by mail & no due date reminders) <input type="checkbox"/> OPT OUT of RESERVE NOTIFICATIONS by email (you will be notified by phone at the number listed in #8 above)	
13. I will be responsible for fines, damages, or loss of materials on this card and I will abide by library use policies. Unresolved accounts may be sent to a collection agency and a fee assessed. Accounts in arrears may be submitted to credit reporting agencies. Applicants under the age of 16 must have parent or guardian sign accepting responsibility. SIGNATURE *:	
The Library Card is the property of the Library District and must be surrendered upon request.	

STAFF USE ONLY [Discussed with patron: <input type="checkbox"/> Overdues/Due Date Reminders <input type="checkbox"/> Reserve Defaults <input type="checkbox"/> Newsletters]	
A. CARD TYPE:	<input type="checkbox"/> New <input type="checkbox"/> Replacement...Patron Record #: _____
B. IDENTIFICATION:	<input type="checkbox"/> Photo ID Presented <input type="checkbox"/> Address Verified <input type="checkbox"/> Other _____
C. BRANCH ISSUING:	<input type="checkbox"/> KL <input type="checkbox"/> MK <input type="checkbox"/> KR <input type="checkbox"/> NC <input type="checkbox"/> DR <input type="checkbox"/> WH <input type="checkbox"/> SP <input type="checkbox"/> CP <input type="checkbox"/> BT <input type="checkbox"/> SC <input type="checkbox"/> MY <input type="checkbox"/> DE
D. PATRON TYPE:	<input type="checkbox"/> 1-Resident <input type="checkbox"/> 2-Non-Resident; expires: _____ (List on back names of family members living at same residence authorized to use card.) <input type="checkbox"/> 4-Non-Resident Taxpayer; expires: _____ <input type="checkbox"/> 6-Lindenwood Student; expires: _____ <input type="checkbox"/> 8-Temporary Card; expires: _____ <input type="checkbox"/> 16-Homebound; Name of assigned volunteer: _____ <input type="checkbox"/> 17-Branch/(No Fines) Organization <input type="checkbox"/> 18-ILL Library <input type="checkbox"/> 19-Staff <input type="checkbox"/> 20-Outreach Organization <input type="checkbox"/> 34-Midwest University Student <input type="checkbox"/> Reciprocal Borrower-Home Library Name: _____
E. BC LABEL:	F. DATE ISSUED:

Use "Business/Organization Library Card Application" when applicable.

"School (K-12)" cards may only be issued by IT Department.