

# West Bloomfield Twp. Public Library INSTITUTION -- LIBRARY CARD APPLICATION

Please print all information requested.

INSTITUTION NAME \_\_\_\_\_

DIRECTOR NAME \_\_\_\_\_

INSTITUTION ADDRESS \_\_\_\_\_

Street Number and Name

\_\_\_\_\_

City

\_\_\_\_\_

Zip Code

INSTITUTION PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

This must be an actively used email. All circulation notices will be sent to this email address.

**Responsibilities**

- The use of the card must support the operation of the institution and not the personal use by any individual within the institution.
- The established fines and fees schedule and library loan rules must be followed, however, there is one (1) renewal limit on items eligible for renewal.
- Accrued fines and fees are the responsibility of the institution. Overdue notices are sent to the attention of the contact person at the institution. All outstanding fines and fees must be paid each year before the card may be renewed.
- In accordance with the Library Privacy Act, the Library will only release information on the card to the institution's contact person.

**Card Parameters**

- All circulating youth materials are available for institutional loan.
- Teachers may call in advance to have items selected by a librarian.
- There is a maximum limit of 75 items checked out on the card at any given time.
- The card does not offer the ability to place holds and interlibrary loans.
- Due to licensing agreements with vendors, this card does not provide remote access to the Library's databases.

**I certify that the above information is correct. I agree to follow the responsibilities and parameters outlined in the above policy. I accept responsibility for materials borrowed on the library card issued from this application.**

\_\_\_\_\_  
Director's signature

\_\_\_\_\_  
Date