



LIBRARY CARD APPLICATION/UPDATE FORM

FOR OFFICE USE:	
<input type="checkbox"/> Verify Address	<input type="checkbox"/> OD
<input type="checkbox"/> New Application	<input type="checkbox"/> Update
Card #: _____	

Today's Date: _____

Name: _____ Date of Birth: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

City : _____ State: _____ Zip Code: _____

Street Address (if different than above): _____

City : _____ State: _____ Zip Code: _____

Gender: Male Female

Are you 18 years or older? Yes No If you are under 18, what is your age? _____

(Applicants under the age of 18 must have signed parental consent. Applicants under the age of 18 will be required to complete a new library card application upon turning 18.)

CIRCULATION POLICY:

Up to five (5) books, two (2) audiobooks, two (2) DVDs, one (1) videogame, and (1) Edu. Kit may be checked out per library card after the first two checkouts with restrictions. Books/Audiobooks are due three (3) weeks from checkout and may be renewed one time. DVDs/Videogames are due one (1) week from checkout and may be renewed one time. Overdue books will be fined \$.05/day; overdue Edu. Kits/Audiobooks/DVDs/Videogames will be fined \$.50/day. The library will charge for lost or damaged material. Library privileges will be suspended if there are any outstanding fines. Please speak with personnel if you have questions regarding outstanding fines.

BORROWER'S AGREEMENT

I agree to be responsible for materials borrowed with this card and for fines and fees incurred, including charges for lost and damaged materials.

Signature of Applicant _____
Date

PARENT/GUARDIAN AGREEMENT

As a parent or legal guardian of this borrower under the age of eighteen, I agree to be responsible for this borrower's selection and use of library materials, and to pay all fines and fees associated with this card including charges for lost and damaged materials.

Parent's/Guardian's Name

Parent's/Guardian's Signature _____
Date

INTERNET USAGE POLICY:

The Livingston County Public Library is proud to offer free Internet access to enhance information available to the public.

- To use the computers, everyone needs to check with a Librarian first. If one does not have a library card, personnel will provide them with a temporary passcode. This is just for 1-2, possibly 3 times use of the computers for passersby. The Library is not responsible for any information obtained, saved, or seen in accordance with the usage of the internet regardless of patron status or age. Each piece of paper is \$0.10 if not a patron.
- Children under the age of 10 must have a parent or legal guardian present, and in attendance with them at all times, to use the computer for Internet use.
- All patrons must accept the Internet Usage Policy statement before accessing the internet and/or utilizing a computer workstation.
- Library computer users must have an account in good standing. Patrons are not supposed to use the library computers if he or she has outstanding fines. Please speak with personnel about internet usage if you have a fine. In many cases, the patron is allowed to make a payment on the outstanding fine.
- Patrons CANNOT use another person’s library card to access the Internet and/or to print (This includes a child’s card). This action can result in loss of computer privileges.
- Because of limited workstation space, only 1 person per computer is allowed.
- Computer access is available on a first-come, first served basis with a **3 hour limit** (in 1 ½ hour increments) each day for each patron. If there are no computers available, the patron will be asked to put his/her name on a computer waiting list.
- If utilizing the Library’s wireless printers, please sign the ‘Wireless Usage Sheet’ located on the table near the printers.
- Patrons will be allowed to print 10 black and white pages FREE per day.
- **Internet users may not use the Internet or computers for any unethical or illegal activity, period.**

INTERNET USE AGREEMENT:

I understand and will abide by the Livingston County Public Library’s Internet Usage Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

Signature of Applicant

Date

PARENT/GUARDIAN AGREEMENT

As the parent or guardian of this individual, I accept full responsibility for my child’s use of the Livingston County Public Library’s Internet service and agree to oversee my child’s use of this service. I have read the above Internet Usage Policy, and I will not hold the library responsible for materials or information acquired by my child through the use of the library’s Internet service. I hereby give permission for my child to use the library’s network for Internet access and certify that the information contained on this form is correct.

Parent’s/Guardian’s Name

Parent’s/Guardian’s Signature

Date