ORGANIZATION LIBRARY CARD APPLICATION

MADISON PUBLIC LIBRARY

IDENTIFICATION REQUIRED:
- **Photo I.D.** (i.e. driver's license, state I.D. card)
- **Proof of Authorization** (letter on official letterhead from principal/head of organization)

ORGANIZATION INFORMATION (please print):

Organization Identity _____

Main Address _____
Street, RR/Fire Number or P.O. Box   City   State   Zip

Main Phone (___) _____ **Email Address** _____

Primary Card user:

Name _____ **Title** _____

Work Phone _____ **Work Email** _____

Secondary Contact:

Name _____ **Title** _____

Work Phone _____ **Work Email** _____

Other Card User name(s) _____

I would prefer to be notified of my holds by: [CHOOSE ONE]

☐ Email   (same day notification)

☐ Text   (next day notification, cell phone only)

☐ Phone call (next day notification)   Select one: ☐ Cell   ☐ Land line

☐ No hold notices

I prefer to pick up my holds at: _____
(Name of Library or Bookmobile stop)

ACCEPTANCE OF RESPONSIBILITY (Read carefully!)
- We will be responsible for all materials checked out on this card, including materials checked out by others with or without our consent, unless we have previously reported the loss of this card.
- We will report a lost or stolen card, or any change of information (name, address, phone, email) immediately.
- We will comply with all library rules and policies.
- We understand that there will be charges for lost, damaged, missing parts, and/or stolen materials.
- We understand that the library provides access to a broad range of materials and that it is our responsibility to judge for ourselves and for our students what resources are appropriate for our use.

Primary User or Head of Organization:

Signature_____**Date**_____

(Please print name) _____

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FOR LIBRARY STAFF ONLY: Staff initials/LIB verifying ID: _____

Type of registration:

☐ New patron   ☐ Address change   PSTAT (Sort 1): _____

☐ Lost card   ☐ Renewal

Send application to: _____

☐ Patron has been issued card with barcode _____ from _____

10/18