



INSTITUTION CARD REGISTRATION

A letter of application, on institution letterhead, must accompany this registration form and must be signed by someone in authority.

The library card and authorized user's ID must be presented when checking out materials.

Library staff will check the user's ID against the authorized users listed below.

The signature on the library card will be the name of the institution.

[Please Print]

DATE _____

INSTITUTION NAME _____

ADDRESS _____

PHONE _____

EMAIL ADDRESS _____ @ _____

NAMES OF AUTHORIZED USERS _____

WE WOULD LIKE OUR CHECKOUT HISTORY SAVED: YES NO

WE WOULD LIKE TO RECEIVE NOTICES BY: TEXT EMAIL PHONE CALL

This registration form is a legal contract. It is the library's policy to keep all records confidential.

By signing below, the institution and all authorized users agree to

--abide by the rules of Reed Memorial Library including being responsible for all fees and fines assessed for overdue, lost or damaged library items.

--give immediate notice of any change of address or if the card is lost or stolen. The institution is responsible for any items checked out until the library has been notified.

Any violation of library rules, including failure to return materials, will result in the loss of library privileges.

SIGNATURE _____ DATE _____

Authorized Agent