

# LIBRARY CARD REGISTRATION FORM

**for organizations, institutions,  
agencies and businesses**

2
9
0
9
3
 
 
 
 
 
 
 
 
 
 

**FILL OUT IN INK AND RETURN TO A LIBRARY STAFF MEMBER.**

Print clearly, one character per space, and allow one blank space between words.

NAME OF ORGANIZATION

NAME OF OWNER/FINANCIAL AGENT *(Enter on first line of address field)*

LAST

FIRST INITIAL

**LIBRARY STAFF USE ONLY**

DYNIX I.D. #

NEW REG.

MOD. INFO.

BRANCH

STAFF INITIALS

ID TYPE

P-TYPE  INST

CENSUS TRACT #

OFFICIAL MAILING ADDRESS OF ORGANIZATION

STREET / APARTMENT NUMBER

CITY STATE ZIP (+4)

STREET ADDRESS OF ORGANIZATION *(If different from above)*

STREET / APARTMENT NUMBER

CITY STATE ZIP (+4)

WITHIN THE CITY LIMITS OF ABOVE CITY?  YES  NO  DON'T KNOW

BUSINESS PHONE  -  -  EXT.

AREA CODE

SELECT **ONE** METHOD FOR NOTIFICATION OF HOLDS AND OVERDUES:

- AUTOMATED PHONE CALL
- EMAIL

**I accept financial responsibility for the above organization. The staff of our organization agrees to follow the rules of the Pierce County Library System. The organization will pay costs and fines for materials lost, damaged or returned late. It will assume financial responsibility for all materials and equipment borrowed under the organization's name. The organization accepts responsibility for all use made of this card.**

SIGNATURE

Owner/financial agent \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION MUST BE SIGNED IN THE PRESENCE OF A LIBRARY STAFF MEMBER—DO NOT DROP OFF OR MAIL COMPLETED FORM.  
**RETURN FORM IN PERSON AT ANY BRANCH OF PIERCE COUNTY LIBRARY SYSTEM.**

## INSTRUCTIONS FOR ORGANIZATION REGISTRATION FORM:

Organizational cards are issued to institutions, agencies, businesses and organizations which are housed in or own property in the library system's service area. Pierce County government agencies located in Tacoma are also eligible.

One (1) card is issued per organization, although companies and schools with multiple sites may be issued additional cards for additional sites, provided separate financial authorities can sign for each site.

**The form must be signed by an officer of the organization who has the authority to assume financial responsibility for the organization.** It must be signed in the presence of branch staff or in the presence of staff at PAC.

Acceptable Identification includes **TWO** of the following:

1. An identification card or business card from the organization showing the person's name and title,  
**AND**
2. A business license or imprinted checks with the name of the organization.

### STAFF INSTRUCTIONS:

All parts of the form must be filled out in the same manner as for an individual Library card. Branch staff accepting identification and verification of the information **must** enter both initials and branch name on the appropriate lines.

