

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 ACL.

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.