LIBRARY CARD REGISTRATION FORM
for organizations, institutions, agencies and businesses

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

NAME OF ORGANIZATION ________________________________________________________________

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

LAST ________________________________________________________________ INITIAL ________

FIRST ________________________________________________________________ INITIAL ________

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) ______________

BUSINESS PHONE

AREA CODE - _______ - _______ - _______ AREA CODE - _______ - _______ - _______

EMAIL ________________________________

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.

Library Card Number (to be completed by staff)

29093

PCLS 170 PS 6/17 (W)
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.