



# Application for Library Card

Date:
Staff Initials
Card #

Please print clearly:

Last Name: \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Nickname: \_\_\_\_\_

Where do you live? (please circle) Town or Rural

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Mobile phone carrier: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree to the Computer/Internet Policy (see other side)

I accept responsibility for the use of this card, including all items borrowed and all charges assessed.

Signature: \_\_\_\_\_

If under 13 years old the library needs to have a parent's signature to accept responsibility.

Parent's Name: \_\_\_\_\_

I am a legal guardian for this child:  Yes

Parent's Signature: \_\_\_\_\_

Computer/Internet use okay?  Yes  No  
(see other side)

## COMPUTER/ INTERNET USAGE POLICY

Illegal use of the internet is prohibited.

Individuals who would like to use the library computers must be library card holders in good standing. Computer users will be asked to agree to the Computer Usage Policy when they apply for a library card.

Parents may decide to allow children under the age of 18 computer access when they sign-up the child for a library card.

Visitors can use the computers under a Guest Account, if they show a valid ID, each time they visit. (See circulation policy for possible ID options.)

Library staff members are not able to provide in-depth computer assistance but will answer questions and, as time allows, help users locate and use resources on the Internet or on other electronic resources in the library. Patrons can schedule a session with a staff member to provide more in-depth assistance.

Library staff are not allowed to complete online forms that contain personal data for the public. Computer users not comfortable with keyboarding and computers are encouraged to bring a family member or friend to help them complete online forms.

Loud conversation will not be tolerated.

No unauthorized changes to the setup or configuration of the software or hardware are allowed.

### Application of policy guidelines:

- All computer users must present a current library card in good standing. "Good Standing" is defined by the Circulation Policy.
- Visitors can use the computers under a Guest Account, if they show a valid ID, each time they visit and have a signed Computer Usage Policy on file. (See circulation policy for possible ID options.)
- Two users per computer, if space permits.
- Usage is limited to two hours per day. The library staff may adjust this limit based on demand.
- No reservations are accepted, unless deemed necessary by the staff.
- Computer access expires ten minutes before closing.
- Computer users are responsible for all print jobs they generate, even if the printouts are not as expected.

#### **Print Fees:**

Black & White, \$.20 per page  
Color, \$0.50 per page

- Violating the Computer/Internet Policy:

First violation - warning.

Second violation – loss of privileges for three months.

Third violation – permanent loss of privileges

Please ask to see the complete Computer/Internet Usage Policy for further information.