

# TEACHER/SCHOOL LIBRARY CARD APPLICATION SOUTH CENTRAL LIBRARY SYSTEM

## IDENTIFICATION REQUIRED:

- **Photo I.D.** (i.e. Driver's license, state I.D. card)
- **Proof of Current Address** (i.e. Driver's license, state ID card, recent mail, check book)

## PATRON INFORMATION (please print):

Name of School \_\_\_\_\_

School Mailing Address \_\_\_\_\_  
Street, RR/Fire Number or P.O. Box City, Village, Town State Zip

County \_\_\_\_\_ Township \_\_\_\_\_

School Phone (\_\_\_\_) \_\_\_\_\_ School Email Address \_\_\_\_\_

Name of Principal \_\_\_\_\_

Name of Teacher \_\_\_\_\_

Teacher Phone (\_\_\_\_) \_\_\_\_\_ Teacher Email Address \_\_\_\_\_

Hold Notification preference:  Email  Phone  Text

Library (or bookmobile stop) where I would prefer to pickup my holds \_\_\_\_\_

Delivery of Library newsletter  Email  Print  none

## ACCEPTANCE OF RESPONSIBILITY (Read carefully!)

- We will be responsible for all materials checked out on this card, including materials checked out by others with or without our consent, unless we have previously reported the loss of this card.
- We will report a lost or stolen card, or any change of information (name, address, phone, email) immediately.
- We will comply with all library rules and policies.
- We understand that there will be charges for lost, damaged, missing parts, stolen materials and possibly overdue fines.
- We understand that the library provides access to a broad range of materials and that it is our responsibility to judge for ourselves and for our students what resources are appropriate for our use.

TEACHERS' SIGNATURE/DATE : \_\_\_\_\_ Date: \_\_\_\_\_

PRINCIPAL'S SIGNATURE/DATE: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR LIBRARY STAFF ONLY:

Type of registration:

- New patron  Address change  
 Lost card  Renewal  
 Name Change (Former name \_\_\_\_\_)

Staff initials/LIB verifying ID: \_\_\_\_\_

Patron Category: \_\_\_\_\_

PSTAT (Sort 1): \_\_\_\_\_

Photo ID type: \_\_\_\_\_

(optional) ID #: \_\_\_\_\_

Send application to: \_\_\_\_\_

Patron has been issued card with barcode \_\_\_\_\_ from \_\_\_\_\_ .

Issue a card with this barcode and mail card to patron

(staple barcode label here)