



Berkley Public Library
 3155 Coolidge Hwy
 Berkley, MI 48072
 248-658-3440
 Fax: 248.658.3441
 www.berkleymich.org

BERKLEY PUBLIC LIBRARY

LIBRARY CARD APPLICATION

Name: Last

First

IDENTIFYING INFORMATION

Name

Last

First

Middle

_____/_____/_____

Birthdate

 Driver's license or state ID number

CONTACT INFORMATION

Resident address

Street

City

State

Zip

(_____) _____ - _____

Primary phone

 Email address (for hold notices and due date reminders)

STATEMENT OF RESPONSIBILITY

I certify that the information on this form is correct. I agree to abide by the rules and regulations of the library and accept full responsibility for all materials checked out on this card (including all fines and damages charged). I will give notice of any change in my address or loss of my card.

I understand it is my responsibility to check my patron account and that Berkley Public Library cannot be held responsible for notices that do not reach my address (mail or email).

 Patron signature

_____/_____/_____
 Date

PARENT OR GUARDIAN STATEMENT OF RESPONSIBILITY

Minors under the age of 18 must have the signature of their parent or guardian. As parent or guardian of the minor named above, I give permission for him/her to borrow materials from the library. I agree to pay all fines and damages to his/her card, to be responsible for supervising his/her selection of materials, and to make sure he/she obeys library rules.

 Parent or guardian signature

_____/_____/_____
 Date

STAFF USE

Registration initials _____

Registration date ____/____/____

BERKLEY PUBLIC LIBRARY

LIBRARY CARD POLICIES

A library Card may only be used by the person the card is issued to. One person cannot use another person's card.

Library cards are only issued to residents of the city of Berkley. Proof of residency (driver's license, voter registration card, utility bill) must be provided to obtain a card.

The library will honor reciprocal borrowing agreements with other members of The Library Network. Patrons from other TLN libraries must obtain cards from their home libraries.

This library is not a participant in the Michicard program.

Residents of communities that are not TLN reciprocal borrowing libraries may purchase nonresident cards for \$30. The card is valid for that individual at this library only for one year.

Residents of communities that are not TLN reciprocal borrowing libraries who work in the city of Berkley are eligible for a courtesy nonresident card valid for one year. They must provide proof of employment to obtain a free card.

There is a \$1 replacement charge for lost cards.

If a patron has forgotten his card, the library staff will look up his record as long as the patron can provide valid picture identification.

Children under 18 must be accompanied by a parent with valid Berkley identification in order to receive a library card. In order to obtain a card, a child must be able to write or print his name.

Children must bring their library cards in order to check out materials or use the Internet computers.

Adopted February 21, 2007