

# 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 I.D., recent mail, checkbook)

## PATRON INFORMATION (please print):

Name: \_\_\_\_\_  
Last First Middle

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Female  Male  N/A Age Group:  0-17  18-61  62+  
Month Day Year

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

County of Residence: \_\_\_\_\_ Township: \_\_\_\_\_

Do you live in the Monroe School District? (Circle one) YES NO

Residential Address: (Complete if different from mailing address)

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

Email \_\_\_\_\_  Check for 2 day Pre-overdue notice (only via email)

Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

I would prefer to be notified of my holds by: [CHOOSE ONE]

- Email (same day notification)
- Text (next day notification, cell phone only)
- Phone call (next day notification) Select one:  Cell  Land line
- No hold notices

I prefer to pick up my holds at: \_\_\_\_\_  
(Name of Library or Bookmobile stop)

## ACCEPTANCE OF RESPONSIBILITY (Read carefully!)

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

PATRON SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

## FOR JUVENILES (AGE 0-15), PLEASE COMPLETE:

Parent or Legal Guardian Signature: \_\_\_\_\_

Please print Parent or Legal Guardian Name: \_\_\_\_\_

## FOR LIBRARY STAFF USE ONLY:

Type of registration:

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

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

Proof of current address

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

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

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

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

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

Send application to library of residence: \_\_\_\_\_

# Holds Pickup Authorization

Date: \_\_\_\_\_

We understand the library’s policy for protecting the privacy of its users and its responsibility for protecting library materials. We authorize the library to allow the listed patrons to pick up each other’s holds at any South Central Library System ILS Library. We understand that the person checking out materials must present their own library card and that this person will be responsible for the materials they have checked out on that card.

**Below, print the complete name and library card numbers for each person involved.** Return the completed form to the library. Once the form has been received, staff will enter the information into the computer system as quickly as possible. **NOTE:** Please notify staff at the checkout desk if the authorization should be cancelled.

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(Patron Barcode number)	(Print Name)
	(Signature)

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(Patron Barcode number)	(Print Name)
	(Signature)

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(Patron Barcode number)	(Print Name)
	(Signature)

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(Patron Barcode number)	(Print Name)
	(Signature)

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**STAFF ONLY**

- To add a Hold Pickup Authorization message to patron records, follow these steps:
1. In the first patron’s Check Out screen, click the “Add a new message” hyperlink.
  2. Click the menu arrow under Predefined notes and select the “Hold Pickup Authorization” header.
  3. In the text box, add the phrase “for [other patron’s name]”. For example, the message in Abbie Frankenstein’s record reads “05/14/2013 SCA “Hold Pickup Authorization for Willy Frankenstein”
  4. Enter the reciprocal information in the other patron’s record (if requested). For example, the message in Willy Frankenstein’s record reads “05/14/2013 SCA “Hold Pickup Authorization for Abbie Frankenstein”.
  5. If there are multiple people allowed to pickup holds you will have to create corresponding messages in the other patrons’ records. An example of a message to add for these multiples is: “05/14/2013 SCA “Hold Pickup Authorization for Cordelia Vorkosigan, Mile Vorkosigan, Aral Vorkosigan and Mark Pierre Vorkosigan.”