



Organizational Card Application



Organizational Letter on File

Card Expiration Date: ____/____/____

Barcode:

Name of Organization: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Main #: _____ - _____ - _____ Fax #: _____ - _____ - _____

Email: _____

By providing an email address, the Organization consents to the use of email as a form of communication with the Library. It is understood that the Library will not sell or release information with others, and the Organization may "opt out" at anytime.

Application Is Being Completed By:

Last: _____ First: _____ Middle: _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Mobile #: _____ - _____ - _____ Alternate #: _____ - _____ - _____

Email: _____

By providing my email address, I consent to the use of email as a form of communication with the Library and myself. I understand that the Library will not sell or release my personal information with others, and I may "opt out" at anytime.

Agreement:

The Organization accepts responsibility for the use of this library card,
as explained in the "Lending Rules and Regulations" policy.

Authorized Signature: _____ Date: ____/____/____

Printed Name: _____

For Staff Use Only:

APATID: _____ Entered by: _____

APATID = (ALL CAPS) 4 letters of last name + 1 letter of first name + 1 digit birth month + 2 digits for day of birth. October = O November = N December = D



Lending Rules And Regulations



Library Cards

- A Library Card is required to borrow items from the Catskill Public Library and the Palenville Branch Library.
- All Mid-Hudson Library System service area residents are eligible for a Library Card. To obtain a card at our libraries, a photo ID and proof of current address must be provided. If the photo ID does not have a current address, a utility bill, lease, or another official item with the local address can be accepted.
- With a picture ID, a replacement card can be purchased for \$1.00.

Organizational Cards

- Cards of this type are available to organizations within the Catskill Central School District.
- To apply for an Organizational Card, a brief letter must be submitted on the organization's letterhead and a completed application form.
- The authorized person who signs the application form must show identification, and their name will be added to the record alongside the organization's name.
- The letter must expressly state that the organization will be responsible for all items borrowed with the card, up to and including replacement charges.
- Only one card will be issued to any organization.
- Organizational cards are valid for two years; the organization must re-apply to renew.
- Lending periods may be shortened or extended with prior agreement.
- Materials being borrowed may be restricted to items owned by the Catskill or Palenville Libraries.

The library is to be notified immediately:

- 1) If the card is lost or stolen.
- 2) If there is a change of address or telephone number for the organization; and
- 3) Whenever the responsible party listed on the library account has changed.

"Linked" Cards

- With mutual consent of the cardholder(s), library cards can be "linked" in our system.
- Presenting their card or showing the linked card, a patron may check out on-hold items for any patrons they are linked to.
- Patrons may not use a linked patron's card as a computer login.

Other Information

- LOST CARDS should be reported to the Library immediately. Patrons are responsible for any/all materials checked out before notifying the library of the loss,
- Patrons may not use another patron's card as a computer log-in,
- Patrons may not use another patron's card for checking out items unless they are "Linked" patrons as described above,
- If a parent or guardian's card is blocked, the block must be cleared before signing for a minor's card,
- With photo ID, minors or their Parent/Guardian can purchase a replacement card for \$1.00,
- Children under 18 must come to the Library with a parent or guardian to register for a Library card. With the parent or guardian present and proper ID:
 - Children younger than five and able to write their first and last name or
 - Children over five may obtain a library card
- Without proper ID, Library staff will not release a library card number (verbally or in writing),
- To safeguard Patron privacy when handling matters over the phone, Staff will ask for identifying patron information,
- Patrons should not assume that library Staff will recognize/remember them from a prior visit and should always have their card available.