# M E A D
## L I B R A R Y

# Application for a Mead Public Library Institutional Card

| CONDITIONS FOR INSTITUTIONAL BORROWERS |
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| In order to register for an institutional borrower's card, along with this completed form, applicants must present a brief letter, on your organization's letterhead stationery, requesting the card. The authorized person who signs this application & his or her organization are responsible for all materials in all cases borrowed against any institutional card issued to that person. All regulations of the Mead Public Library apply to institutional borrowers. If the organization has a change of address or phone number, The Library must be notified immediately. Should the authorized person who signs this application leave the organization, the organization will continue to be responsible for all materials borrowed. |

| PART I. PLEASE PRINT CLEARLY & PROVIDE ALL INFORMATION REQUESTED | | |
|---|---|---|
| Name of organization: | | |
| Street address: | | |
| Floor/Room/Suite #: | | |
| City: | State: | ZIP Code: |
| Email address: | | |
| Phone number:   (          )                    -                              Ext. | | |

| PART II. PLEASE ANSWER THE FOLLOWING QUESTIONS |
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| 1. This application is for a: ☐ New library card    ☐ Replacement library card |
| 2. In what way would you prefer to receive notices from the Library?    ☐ Email    ☐ Phone |
| 3. ☐ Yes, my organization would like to receive e-notifications about Mead Public Library's programs, services & initiatives. |

| PART III. PLEASE READ & SIGN YOUR APPLICATION | |
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| By submitting this application, I declare that all information provided is accurate & I, the undersigned, & my organization agree to Mead Public Library's Cardholder Rules & Regulations, accept responsibility for all use of the card, all library materials checked out on the card & all charges made against it. I understand that use of this library card is non-transferrable & in the event either the wallet-size or keychain card is lost or stolen, I will notify the Mead Public Library immediately.  I understand that The Library's use of my personal information is governed by its Patron Privacy Policy (available at meadpl.org) | |
| Primary applicant's signature: | Date: |
| Name of primary applicant: | Job title: |
| Name of secondary applicant: | Job title: |
| Name of tertiary applicant: | Job title: |

**BRING COMPLETED APPLICATION TO 1st FLOOR SERVICE DESK**

*Updated: 2/28/24*