



# REEDSBURG PUBLIC LIBRARY

## TEACHER/SCHOOL LIBRARY CARD APPLICATION

*Application requires Driver's License or State ID, District-issued ID, and Administrator authorization.*

### Patron Information (please print):

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

Teacher's Full Name: \_\_\_\_\_

Classroom Grade/Specialty: \_\_\_\_\_

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

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

Teacher's Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Teacher's Email: \_\_\_\_\_  
\*Email Address Required. All notifications will be sent by

School Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

School Email: \_\_\_\_\_

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

### 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 my consent, unless we have previously reported the loss of my card.

We will report a lost or stolen card, or any change of personal information (name, address, phone, email), immediately.

We will comply with all library rules and policies.

We understand that there will be charges for overdue, lost, damaged and stolen library materials.

We understand that the library provides access to a broad range of resources and that it is our responsibility to judge for ourselves and for our students what resources are appropriate for our personal use.

This card will expire on June 15<sup>th</sup> of the current school year

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR LIBRARY STAFF ONLY:

Type of registration

- New Patron     Address Change     Renewal
- Name Change (Former Name \_\_\_\_\_)
- Lost card: Old Card# \_\_\_\_\_  
(Notify if Online Resources were used)

Card has been set to **Expire** on June 15<sup>th</sup> of the school year

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

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

Proof of School ID:

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

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

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

**Double Checked Form:**