

# ENOCH PRATT FREE LIBRARY

## Firm Card Registration

*(Read Carefully Before Signing)*

**This form may be faxed, mailed, or returned in person with a cover letter on company letterhead.**

NOTE: This privilege is for use only by those firms and companies whose officers are in the habit of sending employees on company time to borrow books for the use of the company in carrying out its work. The card will be held at the Circulation Desk from which the company representative obtained the card and must be renewed once a year.

NAME (FIRM) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EXPIRES \_\_\_\_\_

I hereby apply on behalf of \_\_\_\_\_ (COMPANY) for the privilege of using the Enoch Pratt Free Library. I AGREE TO BE RESPONSIBLE FOR THE OBSERVANCE OF ITS RULES AND REGULATIONS by those employees of the organization whose signatures appear on the next page of this application. I agree to notify the library if these employees sever connections with my organization.

### **RULES AND REGULATIONS**

Materials borrowed are to be used only in connection with the business of the organization. No individual may borrow materials for personal use with this special privilege.

All materials will be due on the date stamped and a fine of .20 per day for each item will accrue thereafter until the items are returned or the maximum fine has been reached (\$6.00 per item). The loan period is six (6) weeks, with a one-time renewal of an additional three (3) weeks. The borrowing limit is 30 items.

If sending secretary, messenger or other person to pick up materials, they must present a dated request signed by an authorized person.

This organization agrees to be responsible for any debts incurred when books are lost, fines remain unpaid, or other delinquencies occur on the part of any of those authorized to use this privilege.

Signature \_\_\_\_\_

Official Title \_\_\_\_\_

(over)

*Please print your name and sign the form below.*

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Full Name \_\_\_\_\_

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Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_