

ADULT

STILLWATER PUBLIC LIBRARY CARD APPLICATION

ALL INFORMATION on this application is for LIBRARY USE ONLY and will be kept CONFIDENTIAL.

Current Photo I.D. and Proof of Payne County Residence Required

Check one:

ADULT _____ COLLEGE STUDENT (over 18) _____

Mr. _____ Mrs. _____ Ms. _____ Dr. _____

USER ID 40630000 _____ (FOR STAFF USE ONLY)

STAFF INITIALS _____

DATE: _____

LAST NAME	FIRST NAME	MIDDLE NAME/ Initial

DRIVER'S LICENSE # OR ALTERNATE ID #	Birth date	Month	Date Year

CONTACT NUMBER INCLUDING AREA CODE	

CONTACT PREFERENCE (please mark one)
 PHONE _____ E-MAIL _____

E-MAIL ADDRESS

HOME STREET ADDRESS

CITY	STATE	ZIP CODE

WORK PHONE INCLUDING AREA CODE	EXTENSION

PLACE OF EMPLOYMENT

WORK ADDRESS

CITY	STATE	ZIP CODE

STUDENT PERMANENT MAILING ADDRESS or ALTERNATE MAILING ADDRESS IF DIFFERENT FROM ABOVE. (PO Box)

CITY	STATE	ZIP CODE

Please continue on reverse side

Release of Information

Oklahoma Statute Title 65 Section 1-105 Disclosure of Records

A Any library which is whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

- 1. Persons acting within the scope of their duties in the administration of the library.
- 2. Persons authorized to inspect such records, in writing, by the individual or group; or
- 3. By order of a court of law.

B. The requirements of this section shall not prohibit middle and elementary school libraries from maintaining a system of records that identifies the individual or group who library materials have been loaned even if such system permits a determination, independent of any disclosure of such information by the library, that documents or materials have been loaned to an individual or group.

I, _____ (please print your name) understand the statute listed above.

Check one:

I hereby give my permission, in writing for the staff of the Stillwater Public Library to release the following information: **Please mark all that apply**

_____ **Titles** of library items may be left on the answering machine at the contact number provided on front.

_____ **Titles** of library items left with any person answering my provided contact number.

_____ **Titles** of library items sent to the email address provided on the front of this form.

_____ Material may be picked up on my behalf by _____

Identification will be required at time of pick-up

_____ I do not wish to designate anyone for release of information at this time.

Important Information—Please Read

- 1. Children nine and younger may not be left unattended at the Library for extended periods of time or if their behavior becomes disruptive. Under no circumstances may children five and under be left unattended at the Library or in a program.
- 2. Patrons assume responsibility for the materials checked out on this card including any lost or damage fees that may apply.
- 3. Overdue fines are \$0.25 daily for all items.
- 4. There will be a \$2.00 fee for replacing a lost library card for Payne County residents.
- 5. The library is not responsible for any damage that borrowed items might cause to patron equipment.
- 6. Out-of-county users have an annual user fee of \$25.00. Replacement cards for out-of-county users are \$4.00.

Signature

Date

Printed Name of Cardholder

FOR STAFF USE ONLY

_____ Note in Account _____(R) in front of phone/e-mail address

_____ E-mail address entered for phone if requested