

LIBRARY CARD APPLICATION

**Photo identification and proof of current mailing address are required for all registrations.
 If you are 17 or under, your parent/guardian must sign the application form.**

PLEASE PRINT

Last Name _____ First Name _____

Middle Name _____ Maiden & Previous Married Name(s) _____

Date of Birth (MM/DD/YYYY) ____/____/____ Do you teach in North Spencer? _____

Home Address _____ Apt # _____

City _____ State _____ Zip Code _____

Township _____ Driver's License Number _____

Mailing Address (if different than above) _____

Phone _____ E-mail Address _____

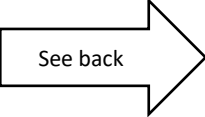
How would you prefer to receive notices from the Library relating to your account? Email Phone

Would you like to be signed up for our weekly Saturday newsletter (WOWbrary)? Yes No

ACCEPTANCE OF RESPONSIBILITY

*I accept responsibility for the safe keeping of library materials borrowed against my card. I **agree** to give immediate notice of a change of address or loss of card. I **agree** to pay fines or other charges imposed for late return, loss, damage, or mutilation of library materials including the one item checked out today.*

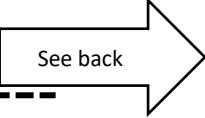
Applicant Signature _____ Date _____



If the applicant is 17 years of age or under, please complete the following:

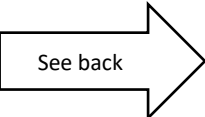
I grant permission for my child to have a library card and use LHPL's online services. I accept responsibility for all use of my child's card, all library materials checked out on the card, and all charges made against it.

Name of Parent/Guardian _____ Signature _____



For Staff Only. Please Initial – no checkmarks.

Proof of Address _____ Reside in LHPL District _____ Application Fully Completed _____



No other active accounts _____ No fines _____ Double checked by another staff member _____

Assigned Library Card # _____



Guest Card

LHPL Card #

Lincoln Heritage Public Library (LHPL) Computer & Internet Use Agreement Form

The Library reserves the right to monitor all use of the computers and review any materials stored in files to which all Internet users have access and shall remove any material which, in its opinion, does not comply with this document.

Using Library computing resources is a privilege and subject to the following rules and restrictions. The following intentional actions are considered unacceptable and may result in loss of computer resource privileges, library privileges, and/or prosecution by local, state, and federal authorities.

1. Accessing, transmitting, uploading, downloading, or distributing material or language, including, but not limited to pornography, child pornography, obscene material, abusive, sexually explicit, material harmful to minors, or in violation of local, state, or federal law;
2. Developing, transmitting, or distributing material intended to annoy, harass, or alarm another person or material that insults or potentially defames, slanders, or libels another person, including, but not limited to, malicious, threatening, harassing, or obscene behavior. Obscene behavior includes the public display of obscene materials on a computer screen or in hard copy;
3. Engaging in any illegal activities using library computers or networks;
4. Vandalizing, damaging, modifying, or disabling library computers, networks, software, electronic resources, or any library property, or violating or attempting to violate a computer's security system;
5. Attempting to gain unauthorized access to, or to distribute, any of LHPL's confidential personal information, computing information, or other private information;
6. Users shall respect all copyright laws and licensing agreements about software, files, and other resources obtained via the Internet and all other protected material;
7. Attempting to obtain from another Internet user, or to provide another Internet user with, personally identifying information about a minor;
8. Violation of another person's privacy;
9. Disrupting others' use of computer resources in any way;
10. Minors shall not disclose personal identification information on the Internet.
11. Patrons are responsible for properly logging off personal accounts (email, banks, online employment applications, etc.)

By signing this agreement, I shall abide by the Computer & Internet Use Agreement Form rules and understand that if I violate any of the above rules, I will be denied use of the Lincoln Heritage Public Library computers as stated below.

Signature

Date

Printed Name

Birthdate of Minor Child

The library reserves the right to deny computer use to anyone who does not comply with these guidelines.

- First offense: Immediate suspension from using LHPL computer access (including Wi-Fi) for one month and an incident report will be filed with the library director's office.
- Second offense: Immediate and permanent loss of LHPL computer access (including Wi-Fi) with Lincoln Heritage Public Library and an incident report will be filed with the library director's office.
- The patron's library account will note a record of offense(s). A form letter will be presented to the patron at the time of the offense and mailed to the patron's address on record. The library reserves the right to monitor what appears on the computer screens and the activities being carried out on the computers in the library.