



BUSINESS USE LIBRARY CARD

Thank you for your interest in obtaining a card with the Franklin Township Public Library. To obtain a card for your business, applicants must submit the following:

1. Written request for a library card on organizational letterhead, signed by business owner/manager, agreeing that the business will accept full responsibility for all materials borrowed on the card.
2. Photo ID with proof of address of applicant.
3. Current pay stub issued within the last 30 days to the applicant.
4. The completed application form below.

Business Use cards will be issued in the name of the organization. There is a limit of one card per business. The business is solely responsible for who is allowed to use the card. Lost or stolen cards must be immediately reported to the library. A new application must be submitted each year to renew the card. Video membership can only be purchased with special approval from the library director. If the organization has a change of address or phone number, the library must be notified immediately.

Please visit the library website at <http://www.franklintwp.org/circulation.php> for a full description of library borrowing policies.

PLEASE COMPLETE AND SIGN BELOW:

Name of Business: _____

Address: _____
City State Zip

Business' Phone # _____

Name of Contact Person: _____

Contact's Phone # _____ Email: _____

Library notices should be sent via: Phone **OR** Email

By signing below, I certify that I have permission from the business owner/manager to apply for a Business Use library card for the organization.

Applicant's Signature _____ Date: _____