

# LIBRARY CARD APPLICATION / UPDATE FORM

I understand that providing false information in this application is a felony in accordance with Texas Penal Code Chapter 37.10.

<b>Last Name</b>		<b>First Name</b>		<b>Initial</b>	
<b>Physical Address</b>					
<b>City</b>		<b>State</b>		<b>ZIP</b>	
<b>PHONE</b>					
<b>EMAIL</b>					
<b>Birth Date</b>		<b>TX DL/ID #</b>		<b>Age</b>	

How do you prefer to receive information about this account?  Phone  Email  
 Would you like to receive emails about Library news and upcoming events?  Yes  No  
 Which type of Library Card are you applying for?  Resident  Non-Resident (\$15.00)  Student (If Student Card, you must list your school name and phone number for enrollment verification: \_\_\_\_\_)

**CARD HOLDER AGREEMENT:**

*Read before signing*

- I have received a copy of and agree to abide by the Library Rules and Regulations (keep page 2), I agree:
- To be responsible for all materials borrowed with my card, and acknowledge a citation to appear in court will be issued for failing to abide by all the rules and regulations of the Library.
  - To pay all fines and fees associated with my card.
  - To report the loss, theft, or abuse of my card immediately. I understand that I am responsible for all fines and fees and any items checked out on my card prior to be reported lost or stolen.
  - To report changes in my account information.
  - This is my only library card from the Westworth Village Public Library.

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN AGREEMENT:**

*Required for all card holders under age 18 - Read before signing*

- I am the parent/legal guardian of this card holder. I have received a copy of and will abide by the Library Rules & Regulations (keep page 2), and I agree:
- To be responsible for this borrower's selection and use of library materials.
  - To pay all fines and fees associated with this borrower's card and acknowledge a citation to appear in court will be issued to me, if my child/student fails to abide by all the rules and regulations of the Library.
  - To report the loss, theft, or abuse of this borrower's card immediately. I understand that I am responsible for all fines and fees and any items checked out on this card prior to be reported lost or stolen.
  - To report all changes in this borrower's account.
  - Upon turning 18 this borrower will be required to complete a new library card application.

I authorize this card holder  to have OR  not have computer/internet access. Children under age 10 will not be granted computer access without a parent/guardian present.

**Name and Signature of Parent/Legal Guardian:**

Print Name: \_\_\_\_\_ Relationship to Card Holder: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>LIBRARY USE ONLY:</b>	PROCESSED BY: _____	Date: _____
<input type="checkbox"/> Verified Card holder Age	<input type="checkbox"/> Resident Card	<input type="checkbox"/> Non-Resident Card (\$15.00)
<input type="checkbox"/> Verified Card holder Address	<input type="checkbox"/> Student Card	<input type="checkbox"/> Verified Internet Access
<input type="checkbox"/> Entered into Computer	<b>CARD NUMBER ISSUED:</b>	





- a) Children ages nine (9) years and younger must be accompanied by a responsible adult. If they are attending special programs, the parent or legal guardian must have signed the appropriate registration form.
- b) Children ages ten (10) and older are allowed unaccompanied entrance into the library by presenting a valid library card. Disorderly children will be asked to immediately correct their behavior and warned that if they continue to behave in a manner disruptive to the library staff or other patrons, they will be asked to leave the library. If an unaccompanied child is asked to leave the library premises and indicates they should not, cannot or will not leave, the parent/legal guardian will be contacted by phone. The Westworth Village Police Department will be notified immediately:
  1. If the action(s) of the child cause injury to others or property;
  2. If the parent or guardian cannot be reached by phone;
  3. If the parent/legal guardian does not remove the child within a reasonable time; or
  4. If a child is left unattended on the library premises at closing time.

#### **RULES OF CONDUCT:**

In order to insure the comfort and protection of our guests and to maintain an environment conducive to reading, the following is considered unacceptable while on Public Library property:

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| <ol style="list-style-type: none"> <li>a) Possessing weapons, of any kind, outside of a personal vehicle.</li> <li>b) Damaging or vandalizing the facilities, equipment or materials.</li> <li>c) Engaging in any behavior considered indecent, obscene or disruptive conduct, including gestures, exposure, abusive language, and aggressive or boisterous behavior.</li> <li>d) Abandoning, neglecting or leaving children unattended.</li> <li>e) Removing materials from the library without properly checking them out.</li> <li>f) Harassing, libeling, slandering or maliciously offending staff, patrons or visitors.</li> <li>g) Possessing or being under the influence of alcohol or illegal drugs.</li> <li>h) Smoking or using tobacco products.</li> <li>i) Sleeping in the building or on the property.</li> <li>j) Eating or drinking outside of designated areas.</li> <li>k) Using electronics in a manner that is disruptive or audible to others.</li> </ol> | <ol style="list-style-type: none"> <li>l) Selling, soliciting, distributing or panhandling without proper permit from the Police Department.</li> <li>m) Bringing bicycles into the building, all skates &amp; skateboards must be properly stowed or carried.</li> <li>n) Blocking any entrance, exit or aisle.</li> <li>o) Bringing in non-service animals; credentials may be asked for verification purposes.</li> <li>p) Using restrooms for shaving, bathing, or laundry.</li> <li>q) Entering office/workroom area without permission or unless accompanied by a staff member.</li> <li>r) Using electrical outlets without permission from Library staff.</li> <li>s) Wearing soiled or malodorous clothing or failing to wear proper footwear.</li> <li>t) Failing to abide by the rules and regulations of appropriate library when participating in the reciprocal borrowing services provided through the NTLC.</li> <li>u) Violating federal, state or local laws, regulations, or ordinances.</li> </ol> |
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#### **COMPUTER / INTERNET USE POLICY:**

The Library is pleased to provide public access to internet. The Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its contents. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent/legal guardian. The Library is not responsible for users' loss of data.

- a) Card holders are limited to three 1-hour sessions per day.
- b) No more than two patrons at a computer at one time.
- c) Cardholders take full responsibility for damage to library computers.
- d) Charges for printing will posted in the computer area and determined by the Library staff. All printed pages will be paid for by the user. If unsure of printing procedures, ask for assistance. Pages printed and not paid for will have charges assessed to the card holder's account.
- e) Users will cease use of computers and printers 15 minutes prior to closing.
- f) The Copyright Law of the United States (Title 17 U. S. Code) prohibits the reproduction of copyrighted material. Our computer programs and software are protected by copyright code. Card holders will not be allowed to download, upload, or copy software programs via the Westworth Village Library computers.
- g) Library staff assistance will be minimal. One-on-one instruction is not available. All users should work quietly and independently without interrupting others.

By using the Library computers, card holders acknowledge that they are subject to, and agree to abide by all laws, and all rules and regulations of the Westworth Village Public Library, Tarrant County, the State of Texas and the federal government that are applicable to Computer and internet use. In most cases one warning will be given, if a second warning is needed the card holder will lose computer privileges for 30 days. If the violation is of a criminal nature the Police Department will be contacted and violator will be prosecuted. Examples of unacceptable uses include but are not limited to the following:

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| <ol style="list-style-type: none"> <li>a) Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.</li> <li>b) Damaging equipment, software, or data belonging to the Library or other users.</li> <li>c) Using the internet for malicious purposes such as intentionally propagating a virus.</li> <li>d) Sending unsolicited advertising.</li> <li>e) Operating an on-going business.</li> </ol> | <ol style="list-style-type: none"> <li>f) Attempting to gain or gaining access to another person's files or authorization codes.</li> <li>g) Using another person's identification, bar code or pin number, with or without permission.</li> <li>h) Displaying obscene material, pornography, or sexual content that might be harmful to minors.</li> <li>i) Harassing other users with messages, prints or images.</li> <li>j) Violating copyright laws or software licensing agreements.</li> </ol> |
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Computer access will not be granted if the card holder:

- a) Does not agree to the internet Use Policy.
- b) Has an outstanding fine.
- c) Is under age 10 without a parent/guardian signed on the computer and monitoring the session.
- d) Is age 10 to 17 and does not have parental permission.
- e) Use will cause children to be unattended in the library.