



Allegany County Library System

Library Card Application

By completing this application, I agree as a cardholder, parent or guardian to accept full responsibility for all materials selected and borrowed on the account listed below, including any lost or damage fees incurred. I agree to abide by all Library Borrowing Policies

I agree to notify the Library if the card is lost or stolen. Failure to do so will result in my liability for all debts related to the account.

- I will notify the Library of any change in contact information, including address, telephone number or email.
- Library cards expire every 3 years. Replacement fees may be charged for lost or stolen cards.
- Accounts may be blocked or barred in accordance with Allegany County Library System policies without notification.

I wish to receive notifications via: email text message (Carrier_____) Telephone

REQUIRED APPLICANT INFORMATION (please print)

FIRST NAME

MIDDLE NAME

LAST NAME

STREET ADDRESS

APARTMENT

CITY

STATE

ZIP CODE

EMAIL

TELEPHONE/CELL

DATE OF BIRTH (MM/DD/YY)

I certify that the information provided is true and correct to the best of my knowledge.

APPLICANT SIGNATURE

DATE

Parent/Guardian (required for ages 17 and under)

I hereby accept full responsibility for all materials selected and borrowed on the account listed above, including any lost or damage fees incurred.

Signature _____ Date _____

LIBRARY USE ONLY

Barcode _____ Staff Initials _____



Library Borrowing Policies

Please read and agree to the following policies:

- I hereby apply for an Allegany County Library Card/Account and agree to abide by all Library policies and regulations.
- I agree to return all library materials that I borrow and make every effort to return them by the due date.
- I understand that only I can use my library card/account.
- I understand I must present my library card or my driver's license each time I check out materials.
- I understand there are daily fines for all materials checked out and not returned by the due date. Overdue notices are generated three weeks after the materials are due and users will receive them via email, text message, or USPS. Only one notice for overdue material will be sent.
- I will notify the library of any change of address, telephone number, or email address.
- If I fail to return of library materials by the due date, I agree to pay all applicable fines or replacement costs associated with unreturned materials.
- I understand that my library account will be blocked for all activity, including computer usage, if my account balance reaches \$20.00.
- I understand I am responsible for material borrowed on my lost or stolen library card until the loss is reported to the Library.
- All non-Maryland residents will be charged an annual fee of \$10.00 to receive and maintain a library card/account. Children under 18 years of age from out of state who apply with their parent receive a free card at the time of a parent's application or paid renewal.

Parent/Guardian Responsibilities:

- Parents and/or guardians may not use their child's library card/account to use the library and must use their own card/account.
- Parents or guardians are responsible for the use of their child's library card/account.
- If you or your child fails to return library material by the due date, the parent/guardian will be charged for the replacement of the materials. Children under the age of 18 are not charged overdue fines.

I agree to abide by the Borrowing Policies of the Allegany County Library System, to promptly pay any fines charged to my record, and to give immediate notice of any change of address.