Community User Application

General Information

Name ___________________________________ Occupation/Affiliation ____________________________________

Birth date ________________________  SS# or DL# (Optional)____________________________________________

Address (home) ______________________________________________ Zip Code _____________________________

Address (work) ______________________________________________ Zip Code _____________________________

Telephone (home) ________________________________________________ (work) ___________________________

School/College _____________________________________________

________________________________________________________________________

Office Use Only____________________________________________________

Residency verified: Utility/rent receipt: _________________ Driver’s License _________________: Other ___________

Expiration Date: _________________    Barcode __________________________________

Non-Student User Regulations:

1. An interested resident completes a two (2) part application form available at all circulation desks.

2. The application is reviewed for completeness and proof of residency is established. Items which may be used for this are driver’s license, telephone deposit receipt, utility receipt and city or county tax receipt.

3. Library personnel will complete a card and issue it to the applicant.

4. The card will expire one (1) year from the date of issue, at which time it may be renewed.

5. Only the authorized card holder may use the card.

6. Community card holders will adhere to all general circulation regulations for EPCC students.

7. Priority of circulation of materials will be given to EPCC students and faculty. The library reserves the right to recall materials on loan to a community card holder to service faculty or student requests.

8. Overdue fines and replacement costs for lost materials will be paid promptly by the card holder. Failure to do so will result in the revocation of the card.

9. Circulation privilege shall be limited to a total of two (2) items at a time.

10. There will be $1 charge to produce a duplicate card.

I have read and I understand the terms for the issuance of a community user library card.

__________________________________________   _________________________
(Community User Signature)                                         (Date)

__________________________________________   _________________________
(EPCC Authorized Signature)                                           (Date)