



# Community User Library Card Application El Paso Community College

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Birth date \_\_\_\_\_ E-mail address \_\_\_\_\_  
 (optional)  
 Address (home) \_\_\_\_\_ Zip \_\_\_\_\_  
 Address (work) \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

## Regulations

### I. Application Procedure

- A. Community user identification cards will be issued at any EPCC Library to eligible residents of El Paso County who are at least 17-years-old and do not owe the college any money.
- B. The patron shall complete an application form and identification showing proof of age and residency. Items for this purpose may include a current Texas driver's license or Military ID card, or a current picture ID and a utility receipt or a city or county tax receipt.
- C. The card is valid for one (1) year from the date of issue, at which time it may be renewed.
- D. There shall be a \$1.00 charge for lost or damaged cards.

### II. Community User Privileges

- A. Community user identification card holders shall adhere to all circulation regulations set forth for EPCC students, faculty, and staff and all operating procedures governing non-student usage of library technology.
- B. The authorized card holder must present the valid community user identification card along with a current picture ID to check out materials or to use computer technology resources.
- C. EPCC students, faculty and staff shall be given priority to library materials and computer technology resource use. The library reserves the right to recall materials on loan to a community user identification card holder, and to restrict and/or limit the use of library computer technology resources.
- D. Circulation privileges shall be limited to a total of two (2) items at a time. Each campus library reserves the right to develop and implement additional circulation policies/procedures based on EPCC student demand and need.
- E. Community card users are not eligible for Interlibrary Loan (ILL), fee-based bibliographic searches, or document delivery.

### III. Loss or damages to El Paso Community College resources or equipment.

- A. The replacement cost plus a \$10.00 processing fee shall be paid promptly by the card holder for each lost/damaged library item(s).
- B. The card holder shall be financially responsible for the replacement cost of any EPCC computer technology resources that are lost or are damaged deliberately through misuse.
- C. Failure to settle the account shall result in the revocation of the community user identification card. Reapplication may be made after the account is settled.

### IV. Revocation of Privileges

- A. Failure to comply with established policies and procedures may result in the immediate revocation of all user card privileges. Reapplication may be accepted within a year from loss of privileges.
- B. EPCC reserves the right to restrict or block privileges to individuals who continually abuse or violate established procedures.

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

\_\_\_\_\_

**(Community User Signature)**

\_\_\_\_\_

**(Date)**

## OFFICE USE ONLY

Residency verified: Driver's license \_\_\_\_\_; Utility/rent receipt: \_\_\_\_\_ other \_\_\_\_\_

Card expiration date: \_\_\_\_\_ EPCC / PELP \_\_\_\_\_  
(Barcode)

\_\_\_\_\_

**(EPCC Authorized Signature) CUC Form (March 2007)**

\_\_\_\_\_

**(Date)**