Timberland Regional Library Card Application

1. Select One Card Type

TRL Residents	Non-Residents

☐ **INTERNET** PCs, eResources

☐ **BASIC** 10 items check out, Requires ID

☐ **REGULAR** 50 items check out, Requires ID & Address Verification

☐ **RECIPROCAL** 50 items check out, Requires ID & Address Verification

☐ **NON-RESIDENT** 50 items check out, Requires ID & Address Verification

2. Complete Information

Name _____ _____ _____
        First   Middle   Last

ID# _____ ID State/Type _____ Birth Date _____

Mailing Address _____ _____
                            Street / PO Box   Apt #

_____ _____
City   Zip Code

Residence Address _____ _____
(If different from   Street / PO Box   Apt #
mailing address) _____ _____
                            City   Zip Code

Phone _____ Email _____

How would you like to receive Library courtesy notices? ☐ Email ☐ Phone ☐ Text

Do you live within the city limits? ☐ Yes ☐ No County _____

Would you use materials in a language other than English? ☐ Yes ☐ No

If yes, which languages _____

3. Your Account Privacy

Timberland Regional Library protects the privacy of your account, keeping all records confidential. We only release information to the person to whom the card is issued, unless you instruct us otherwise. Parents may access information about their children's cards by logging into the account, linking their children's cards with their own, or by establishing permissions (if providing ID and address verification when the card is created or updated).

4. Agreement for Library Use

- I agree to abide by the rules of the libraries from which I borrow materials.
- I agree to pay any costs or fees that may be charged for materials lost or damaged.
- I understand that I am responsible for all use made of my library cards, with or without my consent.
- I understand that the library is not responsible for the card holder's choice of library materials.

_____ _____ _____ _____
Date   **Your Signature**   **Date**   **Parent/Guardian Signature**
                                                                                                                  If providing ID/Address verification for a minor child.

LIBRARY CARD APPLICATION Q & A

Applying for a Card

What do I need to get a library card?

Individuals applying for a full library card need to provide ID (e.g., driver's license, passport), and verification of your physical address (e.g., on your ID, mail, checks). If you are not a resident of the Timberland Regional Library service area, or an area covered by a reciprocal agreement or cooperative use area, you may obtain a non-resident card by purchasing library service directly at your nearest TRL location.

Individuals who work or attend school in the TRL service area may also obtain library cards.

If you are unable to provide ID and address verification, you may still obtain a card with limited borrowing privileges, such as a Basic or Internet account. Check with your nearest TRL location for details.

Parents or guardians may provide ID and address verification for minor children.

Privacy

What does the library do to protect my privacy?

TRL protects the privacy of your account, keeping all records confidential. We only release information to the person to whom the card is issued, unless you instruct us otherwise. That includes all information in your account, e.g., address and contact information, items borrowed or requested, and computer use information.

You may opt to share information with others, granting others specific permissions or linking your account to others. Parents should work with their minor children to determine what methods will work best to help children manage their accounts and selection of materials. Check with your local library staff for details.

Borrowing Items

How long can I have items out?

Most items check out for 3 weeks. If you can't get an item back by the due date, you may renew it up to two times for the same period of time, if no one is waiting for it.

Card holders are responsible for knowing when materials are due and are billed for materials lost or damaged.

Updates and Corrections

How do I update my information?

If you've lost your library card, contact the library immediately since card holders are responsible for all use made of their cards, with or without consent. You may update your information using the library catalog (search.trl.org), or with your local library staff.

Replacement library cards are free.