Timberland Regional Library Card Application

1. Card Type

☐ **INTERNET** (PCs and Online Resources)
☐ **BASIC** (Checkout 10 items, requires ID)
☐ **REGULAR** (Checkout 50 items, requires ID & Address verification)
☐ **RECIPROCAL** (REGULAR privileges for qualifying patrons of other WA library districts)
☐ **NON-RESIDENT** (Purchase REGULAR privileges for non-reciprocal patrons outside of TRL Service Area)

2. Personal Information

Name _____ _____ _____
First   Middle   Last

Birthdate _____ Preferred branch or pickup location _____

Qualifying Address _____ _____
Street   Apt #

_____ _____
City   ZIP Code

Do you live within the City Limits? ☐ Yes ☐ No   County _____

Phone _____ Email _____

4-digit account PIN _____ Courtesy notification preference (check one) ☐ Email ☐ Phone ☐ Text

What other languages would you use library materials in? _____

3. Permissions

All account information is confidential. You may grant others permission to access or utilize your account below. Attach additional names if necessary. Leave this section blank if no permissions are to be granted.

A. _____ _____
Full Name   Email

Permissions granted: ☐ All ☐ Check out materials ☐ Place holds ☐ Pickup holds

B. _____ _____
Full Name   Email

Permissions granted: ☐ All ☐ Check out materials ☐ Place holds ☐ Pickup holds

4. Agreement for Library Use

- I agree to abide by the rules of the libraries from which I borrow materials.
- I agree to pay for 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 card, with or without my consent.
- I understand the library is not responsible for the cardholder's choice of library materials.

_____ _____ _____ _____
Date   Your Signature   Date   Parent/Guardian Signature
(if providing ID/Address verification for a minor)

LIBRARY CARD APPLICATION Q & A

Applying for a Card
- A physical application is not required to apply for a card in person.
- Library cards are free for:
    - Applicants who live, work, or attend school within TRL's Service Area (Grays Harbor, Lewis, Mason, Pacific, or Thurston County).
    - Residents of other library districts covered by a reciprocal borrowing agreement.
    - Residents of areas who provide tax support for public library service.
- Applicants from all other areas of Washington State and Clatsop County, Oregon may obtain a non-resident card by purchasing library service in person at any TRL branch.
- Accounts with full borrowing privileges require ID (e.g., driver's license or passport), and verification of physical address (e.g., ID, mail, or check).
    - Applicants unable to provide ID or address verification may still obtain a card with limited privileges (Basic or Internet accounts).
    - Parents or guardians may provide ID and address verification for minor children.
- Remote applicants wishing to access TRL's Online Resources may obtain an Internet card as follows:
    - Mail a completed application to the nearest branch for processing; or
    - Scan and email a completed application to asklib@trl.org. The applicant assumes all risk associated with the voluntary submission of personal information via email. **Please do not send scanned images of your ID.**
    - TRL can send a blank application via mail or email upon request.

Borrowing Items
- Most items check out for 3 weeks. If you can't get an item back by the due date, you may renew it for an additional three weeks (up to two times), as long as no one is waiting for it.
- Card holders are responsible for knowing when materials are due and are billed for materials lost or damaged.

Privacy
- TRL protects the privacy of patron accounts by keeping all records confidential. That includes all information in the account (e.g., address and contact information, items borrowed or requested, and computer use information).
- Accountholders may opt to share information with others by granting specific permissions to access or utilize their account. Parents and guardians 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.

Updates and Corrections
- Email address and PIN can be updated in your account settings on our website (www.trl.org). Account holders may update other information by contacting library staff directly.
- If a card is lost, contact the library immediately. Cardholders are responsible for all use made of their cards, with or without consent.
- Replacement library cards are free.
- To modify account permissions, contact your local library staff. The person to whom the card is issued must approve all permissions granted.