Omaha Public Library
Open Your World | omahalibrary.org

23149 | | | | | | | | | |
Office Use Only

LIBRARY CARD APPLICATION Please print clearly. *Applicant must be present to receive card.*

_____ _____ _____ (_____)
Last Name **First Name** (no nicknames) **Full Middle Name** **Former Last Name**

Personal Identification Number: ☐
(select 4 numbers for your PIN)

Date of Birth: Month _____ Day _____ Year _____

Required if under age 19: _____ _____
Parent/Guardian Full Name Parent/Guardian Full Name

_____ _____
Mailing Address **Apt.** **City, State** **ZIP**

_____ _____
Street/Permanent Address (if different from above) **City, State** **ZIP**

(_____)_____ (_____)_____ (_____)_____
Notice phone Cell phone Other phone

_____
Email Address

Overdue and Hold notices are sent first by email and second by automated voice mail (local telephone numbers only). Printed hold notices are mailed if email and voice mail fail. No overdue notices are mailed. Text messaging is available in addition to other notification methods – ask library staff for assistance to opt in for text messaging.

CUSTOMER RESPONSIBILITIES — PLEASE READ CAREFULLY

You may request a copy of these responsibilities for your records.

- I understand that I am responsible for returning all library materials on time and in good condition to avoid fines and damage or lost fees.
- I understand that it is my responsibility to know the dates my materials are due and that the Omaha Public Library does not send printed overdue notices as reminders.
- I agree to pay the applicable fines/fees if materials are damaged, lost, or returned late; and I understand that unpaid fines and fees may be turned over to a collection agency.
- I understand that to prevent unauthorized use, it is my responsibility to contact Omaha Public Library immediately if my Omaha Public Library card is lost or stolen.
- I understand that it is my responsibility to give immediate notice of change of address, telephone numbers, or email.
- I understand that Omaha Public Library provides access to licensed databases, and I will not allow my card to be used by another person, group or institution to access licensed databases.

For Parent(s)/Guardian(s): I take responsibility as detailed above for my child's Omaha Public Library account and for guiding my child's use of the Library. I understand that children under age 11 must be accompanied by a parent or the parent's assigned caregiver while in the library.

If I wish to access my child's Library record, I understand that I must provide my child's account number and birth date and may be required to show identification with the same address as my child's.

OFFICE USE ONLY

Staff Initials/Date _____
Patron Type _____
Photo ID ___Yes ___No
Address Verification ___Yes ___No
Parent/guardian signature received
___Yes ___No

_____ _____
Signature Date