

Library Card Application for Residential Care Facility



Date

Name of Residential Care Facility

Parent Company Name if applicable

Address of Facility

Mailing Address

Responsible Party Telephone #

Email Address for notices

Create a 4 number PIN

Name of Director/Manager (Responsible Party)

Position/Title

Signature of Responsible Party

Name of Party submitting application (if different than Responsible Party)

Position/Title

Signature of Party submitting application (if different than Responsible Party)

By providing this information and signing the application you agree to be responsible under the terms and conditions of the PCPL Library Card Agreement provided with this application.

Library Card Agreement for Residential Care Facilities



Responsibility for Library Materials

The staff of the facility agrees to be responsible for all materials borrowed on the facility's card. The responsible party or designee agrees to pay all applicable charges for lost, stolen, or damaged materials.

Lost or Stolen Cards

If the facility's card is lost or stolen, it should be reported to a library immediately. All materials borrowed, as well as charges for the time prior to your report of the loss or thefts are the facility's responsibility.

Library Rules, Regulations, and Policies

The facility's staff agree to abide by all library rules, regulations, and policies.

Library Card/Circulation Guidelines

A library card is issued to licensed residential care facilities in Pima County for use by their residents to borrow and reserve materials on a group library card.

- The library card **must** be presented to check out material
- 50 item checkout limit
- 15 DVD's included in the checkout limit
- 20 reserves
- 10 packets of seeds per month
- Expires one year from issue date
- If the responsible party changes, a new application must be completed
- Materials not returned are billed the replacement cost and may be sent to collections
- Late notices are sent one day after the due date as a courtesy reminder of overdue items
- Bill notices are sent 30 days after the due date
- Damaged or incomplete material will be assessed the replacement cost