



ARLINGTON PUBLIC LIBRARY SERVICE APPLICATION

PLEASE USE INK ONLY

School Code (completed by Library staff)				

Date of Application

PLEASE PRINT

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Library Card Number (Barcode)

Applicant's Last Name

First Name

Middle Initial

Home Address

City

Zip Code

Mailing Address

City

Zip Code

Primary Phone

Alternate Phone

Email Your email address will be used to contact you concerning overdue material and hold requests.

- Please check here if you do **NOT** wish to be contacted by email regarding Arlington Public Library (APL), Friends of the APL or APL Foundation programs and activities.
- Please check here if you do **NOT** want a permanent list of materials you've checked out to be maintained in your account (This feature is associated with personal data in your patron account. Such data may be accessed by law enforcement personnel with an appropriate court order.)

ACCOUNT RESPONSIBILITY: By signing this Application, the Applicant 1) states that all information is true and 2) authorizes the release of information contained in this application for the collection of any and all amounts attributed to the applicant's library borrower card. The applicant hereby assumes full responsibility for any and all library materials charged out on the applicant's library borrower card and for any and all amounts due on the applicant's account which are attributable to the use of the borrower's card issued pursuant to this application.

I, the undersigned, have read the Arlington Public Library Service Policy on the back of this form and understand and agree to abide by the terms of the agreement.

Signature of Applicant

Date of Birth (mm/dd/yy)

Signature of Parent or Legal Guardian of Applicant

(If applicant is age 17 or under)

Driver License Number (age 18 and up or parent/guardian if applicant is a minor)

Name of School (Pre-K to Grade 12)

NOTE TO ALL PARENTS: The signature of a parent or guardian is required on service applications for children and youth ages seventeen (17) and under. Library cards for children age twelve (12) and under are issued as Juvenile Restricted or Juvenile Unrestricted. Juvenile Restricted choice permits a child to borrow only those items in the children's collection. The Juvenile Unrestricted choice permits a child twelve (12) and under full access to the library collection. **Juvenile Restricted** **Juvenile Unrestricted**

Parents: Please check the applicable box if you do NOT want your child to: **Check out DVD/Videos** **Use computers**

*** For Library Use Only ***

- New Registration
- Renewal
- Temporary

- Non-Resident
- Adult
- Teen (MyCard)

- School Age (GoCard) – Restricted?
- Infant – PreK (My 1st Lib Card) Restricted?
- Other _____

Location		Outreach		Staff		Date	
Inspected by				Verified by			

ARLINGTON LIBRARY SERVICE POLICY, CITY OF ARLINGTON RESOLUTION NO. 11-347

1. If a library borrower retains any book, periodical, newspaper, magazine, pamphlet, manuscript, audiovisual property, software property or other property owned by or subject to the control of the Arlington Public Library for more than twenty-eight (28) calendar days after the return due date of any such item, or has accumulated fines of \$10.00 or more, then such person shall be denied the privilege of borrowing any items from any Arlington Public Library, utilizing the Library's public computers, or reserving a library meeting room pending the return of all overdue library material and/or payment of all library charges to such borrower's library account. At the discretion of the Library Director, a payment plan may be established to facilitate the payment of these charges over a 12 month period of time.

2. "Library card" shall mean a card or plate issued by a library facility for purposes of identifying the person to whom the library card was issued as authorized to borrow materials subject to all limitations and conditions imposed on such borrowing by the library facility issuing such a card.

3. Library borrower cards are issued to any individual who is a resident of the city of Arlington or who owns property in Arlington:

- a) A "resident" is defined as a person having a place of habitation within the city limits of Arlington, proof of which may include a drivers license, rent agreement, current utility bill, City of Arlington Parks and Recreation Department activity card, presented upon application for a library borrower's card.
- b) Proof of ownership of property within the city limits shall be determined upon application for a library borrower's card by presentation of a current year's receipt for payment of ad valorem taxes on the property owned.

Borrower cards are issued to non-residents of Arlington for a fee. Non-resident students and faculty of AISD are exempt from the non-resident fee upon presentation of proof of enrollment/teacher identification.

Borrower cards are issued to temporary residents of Arlington for up to but not to exceed three (3) months. Individuals eligible for this card would be applicants who are in Arlington either to attend an educational program, to receive medical treatment, to visit a relative, or the applicant may reside temporarily in one of the several Arlington-based social service centers.

A library borrower card shall not be issued to individuals who have at the time of application unpaid library charges, nor shall a borrower card be renewed for any individual who has not cleared all outstanding library charges on record.

4. The name and address provided by a borrower upon application for a library borrower's card shall be considered the true and current name and address of the library card applicant. It is the responsibility of the holder of a library card to report any change of that person's name and/or address phone number, and/or email address..

5. Any item recorded in a circulation transaction shall be considered to have been borrowed by the person whose name is on the borrower's card used in the transaction, and the responsibility for any and all library fines or charges resulting from such transactions shall be the responsibility of the borrower whose name appears on the library card. In the event the library card is stolen, it is the responsibility of the card holder to notify the Library immediately of the theft which releases the card holder of any charges against a stolen library card after the card holder has notified the library.

6. The number of items allowed to be on loan to any single borrower is limited to 50 items, which may be a combination of any library materials in the circulating collection. Limitations on borrowing may also be set by the Library Director on specific portions of the collection to insure equitable access to resources in high demand.

7. **Library fines and service charges shall be for:**

Items Overdue.....	Daily Charge Per Item
Book, Magazine, Sound Recording.....	\$0.25
Interlibrary Loan.....	1.00
Videocassette, DVD, CD-ROM.....	1.00
Replacement items.....	Charges
Repairable book damage.....	\$5.00
Lost borrower's card - barcoded.....	1.00
Supplemental CD-ROM.....	2.00
Replacement CD (Audiobook).....	7.00
Barcode/RFID tags.....	1.00
Multi-media bag.....	1.00
Compact disk case.....	1.50
Operations and Service.....	Charges
Collection fee/Long overdue processing.....	10.00
Materials processing fee.....	5.00
Interlibrary loan postage.....	2.00

Microfiche paper copies.....	0.25
Computer printouts – B & W.....	0.15
Computer printouts – Color.....	0.50
Branch Meeting Room Usage (per application)*.....	20.00
Central Library Community Room hourly rental fee*.....	15.00
Meeting room equipment hourly rental fee.....	15.00

*Please refer to the Meeting Room Usage Policy for more details

Non-Resident – fee apply annually

Non-resident full services (all items including downloadable and PCs).....	50.00
Non-resident limited services (4 physical items plus digital).....	25.00
Non-resident computer use only.....	25.00
Non-resident Family - 4 linked cards (full services - all items including downloadable and PCs).....	75.00
Public Access Computer guest pass per session.....	1.00

8. An item borrowed from the Arlington Public Library becomes overdue on the first day of library service following the due date of the item as recorded in the circulation transaction when the item was borrowed. A library item placed in a book-return receptacle at any library facility during hours when the library building is not open shall be deemed to have been returned to the library on the date of that library building's closing.

9. Fines for overdue materials will accumulate at the daily rate, Sundays and holidays included, not to exceed the amount of the "standard replacement cost" of the item. There are different classifications of types of materials which may be borrowed from the Library. Each type of material has its own standard replacement cost. The standard replacement cost represents the average cost of the type of item borrowed. No borrower or class of borrowers shall be exempt from payment of fees for the replacement of lost or damaged materials. At the discretion of the Library Director, programs may be established where late fines will be waived in the following instances: a) for juvenile and student borrowers in exchange for volunteer assistance or program participation; b) for all borrowers for a specified period of time in order to benefit a charitable cause which serves a public purpose. Library borrowers with accumulated fines of \$10.00 or more shall be denied borrowing privileges and access to public computing services

10. The charge for lost or damaged materials is the actual price paid by the Library for the particular item as recorded in the Library's Circulation System database plus a processing fee. If an item record does not include the actual price paid by the Library, the "standard replacement cost" described in section 9 above will be charged for the item plus a processing fee. Borrowers of library materials may provide replacement copies for lost or damaged items subject to approval by library staff. Refunds on books lost and paid for will be made if the item is returned in good condition and within six (6) months of the date of payment. The borrower must present the item to qualify for a refund. *Payment of replacement charges does not transfer ownership of the material to the borrower paying the charges. Lost or damaged items remain the property of the Library.*

11. As a courtesy, when items checked out to a borrower become seven or more days overdue the library will attempt to notify them by phone or by email. A final written notice will be mailed to the address listed in the borrower's account after materials become 28 days overdue. In the event a borrower's library account exceeds \$50.00 in unpaid library charges or materials exceeding \$50.00 in value are still overdue forty-five (45) days after the due date, the borrower's library account may be referred for collection. The borrower involved shall be informed in writing by a collection agency or by the City of Arlington City Attorney's Office that any fines for overdue items must be paid in full, any overdue library materials being retained by the borrower thereof must be returned to the library, or that payment be made to the library in the amount of the cost of replacing any and all such items including the standard replacement cost, the cost of cataloging and processing the replacement item or items, and the collection fee.

12. Actions for the collection of delinquent library fines and/or payment for library material not returned to the library, when such charges exceed the sum of Three Hundred and No/100 Dollars (\$300.00) may consist of the filing of a civil suit against the offender. The pertinent documentation will be assembled by the Library Director or designee and forwarded to the City Attorney's Office.

13. In appropriate cases, criminal prosecution will be pursued by the Director of Libraries or their designee by filing appropriate paperwork in the Tarrant County District Attorney's Office and/or the Arlington City Attorney's Office after investigation. Offenses that may be prosecuted include, but are not limited to: THEFT (Chapter 31 of the Texas Penal Code, as amended); SECURING EXECUTION OF DOCUMENT BY DECEPTION (Section 32.46 of the Texas Penal Code, as amended); FRAUD (Chapter 32 of the Texas Penal Code, as amended); CRIMINAL MISCHIEF (Section 28.03 of the Texas Penal Code, as amended); and RECKLESS DAMAGE OR DESTRUCTION (Section 28.04 of the Texas Penal Code, as amended)..