



# Library Borrowing Policies

Please read and agree to the following policies:

- I hereby apply for an Allegany County Library Card and agree to abide by all Library regulations.
- I agree to return all Library materials that are entrusted to me, making every effort to return them by the day they are due.
- I understand that only I can use my library card.
- I understand I must present my library card each time I use it.
- I understand there is a daily fine for all materials checked out and not returned by the due date. Overdue notices are generated three weeks after the materials are due and are mailed to the address listed on the library application, or are emailed to the email address on record. Only one notice for overdue material will be sent.
- I will notify the library of any change of address, telephone number, or email address.
- If I default on the return of Library materials entrusted to me, I agree to pay all applicable fines or replacement costs associated with unreturned materials.
- I understand that my Library record will be blocked for all activity, including computer usage, if my account balance reaches \$7.00.
- I understand I am responsible for material borrowed on my lost or stolen Library card until the loss is reported to the Library.
- All non-Maryland residents will be charged an annual fee of \$10.00 to join the Library. Children under 16 years of age from out of state who apply with their parent receive a free card at the time of a parent's application or paid renewal.

Parent/Guardian Responsibilities:

- Parents or guardians are responsible for monitoring their child's access to Library materials.
- If minor children or wards default on the return of Library materials, the parent/guardian agrees to pay all applicable fines or replacement costs on unreturned materials.

# Library Card Application



Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ (Jr? Sr?) \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: Male / Female

Secondary Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## How do you want us to contact you?

Final Overdue Notice:  
When something you  
have is overdue:  
(Please check one)

Arrived Hold:  
When something you  
requested arrives:  
(Please check one)

Cancelled Hold:  
When something you  
requested has been cancelled:  
(Please check one)

Friendly Reminder:  
When something you  
have is due soon:  
(Please check one)

Text   
Email   
Letter

Text   
Email   
Phone

Text   
Email

Text   
Email

If signing up for texts, please tell us your cell phone company: \_\_\_\_\_

If signing up for email, please check to see we are not being blocked as spam. Our address is:  
circ\_admin@alleganycountylibrary.info

I agree to abide by the Borrowing Policies of the Allegany County Library System, to promptly pay any fines charged to my record, and to give immediate notice of any change of address.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(required if under 16 years old)

Do you want us to link your account to your child's? If yes, you will receive notices when their items are due.  Yes  No Library card #: \_\_\_\_\_

Library Staff Initials: \_\_\_\_\_