



New York
Public
Library

Application for a New York Organizational Borrower's Card

CONDITIONS FOR ORGANIZATIONAL BORROWERS

In order to register for an organizational borrower's card, along with this completed form, applicants must present a brief letter, on your organization's letterhead stationery, requesting the card. In the event a request is made to issue multiple cards to the same organization, they will all be attached to a single borrower record.

The authorized person who signs this application & his or her organization are responsible for all materials in all cases borrowed against any organizational borrower's card issued to that person. All regulations of The New York Public Library apply to organizational borrowers.

If the organization has a change of address or phone number, The Library must be notified immediately. Should the authorized person who signs this application leave the organization, the organization will continue to be responsible for all materials borrowed.

PART I. PLEASE PRINT CLEARLY & PROVIDE ALL INFORMATION REQUESTED

Name of Organization:

Street Address:

Floor/Room/Suite#:

City:

State:

ZIP Code:

Email Address:

Telephone Number: () -

PART II. PLEASE ANSWER THE FOLLOWING QUESTIONS

1. This application is for a New Library Card? Replacement Library Card?
2. Do you already have a Brooklyn or Queens Public Library card? If so, enter the card number:
3. Please choose an easy-to-remember four-digit Personal Identification Number (PIN):
4. In what way would you prefer to receive notices from The Library?
E-Mail Telephone
5. Yes, my organization would like to receive e-communications about NYPL's programs, services & initiatives.

Note: Patrons who wish to stop receiving e-communications can do so by clicking the *Unsubscribe* link at the bottom of any message.

PART III. PLEASE READ & SIGN YOUR APPLICATION

By submitting this application, I declare that all information provided is accurate & I, the undersigned, & my organization agree to The New York Public Library's Cardholder Rules & Regulations, accept responsibility for all use of the card, all library materials checked out on the card & all charges made against it. I understand that use of this library card is non-transferrable & in the event either the wallet-size or keychain card is lost or stolen, I will notify The New York Public Library immediately.

I understand that The Library's use of my personal information is governed by its Privacy Policy (available at nypl.org).

Primary Applicant's Signature:

Name Of Primary Applicant:

Job Title:

Name Of Secondary Applicant:

Job Title:

Name Of Tertiary Applicant:

Job Title:

FOR LIBRARY USE ONLY	Home Library Location Code:	Expiration Date:	APPLY BARCODE LABEL HERE
	Network Library:		
	Home Region:	APATID:	
	Patron Type:		