



Library Card Application

Please leave one space between last, first, and middle names.

LAST NAME	FIRST NAME	MIDDLE NAME

MAILING ADDRESS (Number and Street)	HOME PHONE NUMBER	DATE OF BIRTH

MAILING ADDRESS (Continued)

CITY, STATE	ZIP CODE

RESIDENCE ADDRESS or ALTERNATE ADDRESS (if different from mailing address above)	ALTERNATE PHONE #

CITY, STATE	ZIP CODE

CALIFORNIA DRIVER'S LICENSE/ IDENTIFICATION #	E-MAIL ADDRESS

As the authorized user, I will be responsible for all materials checked out with this card. I will notify the library of any change of address. I will report a lost card immediately or risk being held responsible for unauthorized use. I agree to pay all charges for overdue, lost and damaged materials. If I fail to pay any charge I will be responsible for all collection costs. As a parent or legal guardian, I agree to be responsible for my child's reading and viewing materials under the library's policy on patron confidentiality.

Signature of Applicant

Date

Signature of Parent or Legal Guardian if under 13

Date

Children under 13 must be able to write or print their names (first name only is acceptable) and must have parents or legal guardian signature. Before signing as a parent or legal guardian, please be sure you have read the other side of this form. The applicant, parent, or legal guardian must provide picture identification and address verification as listed below:

- Current California driver's license or California ID card (Temporary driver's license is not acceptable)

OR any combination of two from this list, including the following:

- Any government-issued picture ID (military ID, green card, etc.)
- Student ID card
- Recent student report card
- A credible ID issued by a reputable business or organization
- Imprinted bank check (personal check, or payroll check made payable to customer)
- A piece of first class mail postmarked within the past 30 days
- Voter registration card
- Utility bill (print or electronic)
- Automobile registration
- A letter from a Social Service Provider stating that the individual receives mail at the provider's address

If no verification for a permanent address can be shown, an Address Verification Postcard can be sent to the patron's residence. Patron can then return to the library with the postcard plus name verification to receive library card.

County Library

1750 Oak Park Boulevard
Pleasant Hill, California 94523-4497
(925) 646-6423
FAX (925) 646-6461

Contra Costa County

Melinda S. Cervantes
County Librarian



Dear Parent or Guardian:

We are pleased that your child has requested a library card from the Contra Costa County Library. Obtaining a library card is an important stage of growth for most young people. We hope that this is the beginning of a long and friendly relationship between your child and the library.

As a parent or guardian, there are policies of the Contra Costa County Library that we want to bring to your attention before your child completes a library card application. Since this is a "contract" with a minor, we do require your signature. It is important that you understand that in signing, you accept financial responsibility for any materials checked out on the card.

With this card your child has access to all resources of our library. The library staff will not restrict the child's choice of books or use of other library materials. It is our policy to serve people of all ages with a broad selection of library materials to satisfy the informational needs of citizens of Contra Costa County. Libraries contain some printed, audiovisual, and electronic materials, which some parents occasionally find objectionable or inappropriate for their children. Because our staff does not monitor the choices a child makes, we suggest that you may wish to be aware of what materials your child borrows from the library. The responsibility for any restrictions on a child's borrowing privileges rests with the parent or guardian.

In order to guarantee privacy for each individual, California law mandates confidentiality of registration and borrowing records, and Contra Costa County Library policies and procedures carry out that intent. Library staff cannot give any information about a patron's registration and circulation record to anyone other than the patron, no matter what the age or relationship to the patron. For example, a parent cannot be told what material a child has checked out on the child's card without the child's consent.

We look forward to many years of service to your family in meeting your reading and information needs.

Sincerely,

A handwritten signature in cursive script that reads "Melinda S. Cervantes".

Melinda S. Cervantes
County Librarian