



## INFORMATION FOR NEW MEMBERS

Your library card number is: \_\_\_\_\_  
\_\_\_\_\_ (Household membership)

Your library card will arrive in the mail in four to six weeks. Until your library card arrives, your receipt serves as your temporary library card.

You may check out a maximum of five books and five videos/DVDs at a time.

Books may be checked out for four weeks, videos for two weeks.

You may return books to the library when it is open, you may leave books in the bookdrop after hours or you may return books by mail.

Books may be renewed by phone when the library is open. Please do not leave a message on the answering machine to renew books.

Quatrefoil Library is supported by volunteers, donations and grants. Please help us maintain the collection by returning books and videos on time.

For those who do not return materials on time, the following overdue policies have been established:

The first overdue notice is sent one month after the material is due (one week for videotapes); \$5.00 fine per item. The second overdue notice is sent two months after material is due (two weeks for videotapes); \$10.00 fine per item; borrowing privileges are suspended. A bill for the replacement cost of the material is sent if it has not been returned within one month of the date the second notice was sent (for videotapes: within one week of the date of the second notice); payment of accrued fines plus a \$15.00 reinstatement fee is required to restore borrowing privileges.

Thank you for becoming a member!



## MEMBERSHIP APPLICATION

Name: \_\_\_\_\_

Second Name (For Household Memberships): \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

School (For Student Memberships): \_\_\_\_\_

### Membership Type:

- |                                    |           |                                     |            |
|------------------------------------|-----------|-------------------------------------|------------|
| <input type="checkbox"/> Student   | \$20/year | <input type="checkbox"/> Supporting | \$100/year |
| <input type="checkbox"/> Senior    | \$20/year | <input type="checkbox"/> Life       | \$1,000    |
| <input type="checkbox"/> Regular   | \$35/year |                                     |            |
| <input type="checkbox"/> Household | \$50/year |                                     |            |
- (2 people/same address)

As a member of Quatrefoil Library, I agree that I am responsible for the return of all borrowed materials when due, and I agree to pay promptly any fines or replacement costs for late, damaged, or lost materials.

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

Under current United States laws, \$35.00 of an individual membership and \$50.00 of a household membership is not deductible as a charitable contribution. Contributions to Quatrefoil Library in excess of those amounts may qualify for deduction under the provisions of section 501 (C) (3) of the Internal Revenue Code. Consult your tax advisor for information.

The Quatrefoil Library mailing list is confidential and is not available to outside organizations. You may request that we do not send any mailings by marking the box below. If you mark the box, your library card will NOT be mailed to you; you may pick it up at the Library in about 4 weeks. However, even if you mark the box, we retain the right to send you notices of overdue material.

- Please do not send me mailings from Quatrefoil Library (overdue notices excepted).

Complete this section ONLY if you are applying by mail and charging your membership to your Visa or Mastercard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature for credit card use: \_\_\_\_\_

### For Library Use Only:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Cash: \_\_\_\_\_ Check Number: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Membership Number 1: \_\_\_\_\_ Membership Number 2: \_\_\_\_\_

D/B: \_\_\_\_\_ Card(s): \_\_\_\_\_ D/R: \_\_\_\_\_