

Policies of the Albion Municipal Library and Heritage Center
Section 3 – Patron Access

Policy Section 3.2 – Library Card

1. New patrons must fill out this form and submit to library staff at circulation desk
 - a. See procedure manual for further instructions on entering a new patron

Albion Municipal Library – Patron Information	<i>Member number written here</i>
Full Name: _____ Birthdate: _____	
Primary Telephone # (area code):	____ - ____ - _____
Work Telephone # (area code):	____ - ____ - _____
Alternate Telephone # (area code):	____ - ____ - _____
Address (include PO Box & Street): _____	
City/State/Zip Code: _____	
PARENT/GUARDIAN (if under 18 yrs) * _____	
*Under Iowa Code 613.16 parents are responsible for the acts of their children. The child's confidentiality is protected under Iowa Code Chapter 22 if they possess their own library card.	
Driver's License #: _____	
Would you like to receive emails about upcoming events at your library? Yes / No	
When we need to contact you, how do you prefer it to be done?	
(check one) ___ e-mail ___ phone	
E-mail address: _____	

ORIGINALS FOR MAKING NEW FORMS

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