

APPLICATION FOR THE UNIVERSITY OF ARIZONA BUSINESS LIBRARY CARD

Application Process for Arizona Businesses (non-Arizona businesses are not eligible):

Along with completing and signing this application, the following must also be submitted:

- A letter of request which must be written on company letterhead including the names of the authorized employees; the business mailing address and phone number; and the main person to contact at the business.
- A copy of each designated card user's driver's license (only required if the each person does not come in so that the driver's license number can be verified; copies will be destroyed once verification has taken place).

Cost: \$200 every year for 1-3 employees (additional employees can be added at a rate of \$200 for each block of 3 employees; i.e. 4-6 cards would cost \$400 per year, 7-10 cards would cost \$600 per year, etc...). These fees are not tax deductible.

Length of Validity: 1 year from date of purchase

Policies Regarding the Use of the Library Card:

- Business cards grant a 90 day checkout period (as opposed to the 21 days for normal community user cards) and a checkout limit of 75 items per user (as opposed to 25 items for the community user card). The card does not however grant remote access to databases or Interlibrary Loan privileges. Due to contract restrictions, systematic or programmatic copying or downloading from subscribed databases while in the library is not allowed.
- Authorized users must present a photo ID and the Library card when checking out items. If there is a change of authorization, please send a letter with the changes to the Materials Access Team Administrative Assistant via fax (520-626-3787) or mail.
- One University of Arizona Library Card will be issued per user. Anyone not issued a card will not be authorized for library privileges. Each individual issued a card, not the business, will be held liable for the activity on that account. It is up to each individual card holder to check the policies of their place of employment regarding reimburse for any fines or charges which may accrue.
- Library cards should be kept in a safe place. In case of a lost or stolen card, notify the Library as soon as possible (tel. 621-6406). AFTER you have reported the loss or theft of your card to the library, you will not be held responsible for any materials that are subsequently checked out on your card, or for fines or charges on such materials. You are responsible for telling the library about the loss or theft of your library card. Card holders remain responsible for all materials, fines and charges for the time prior to your report of the loss or theft. If your card is lost or stolen, protect yourself by reporting it to the library immediately. Lost library cards can be replaced for a fee of \$10 each.

If you subsequently find your library card or get a new one you must come to one of the Library Information Desks with your library card and additional ID to have us remove the block. This can not be done over the phone nor can another person request the block to be removed.

- Overdue fines accrued must be paid at the time of revalidation.

Agreement Statement:

Failure to pay any overdue fines, fees or charges will result in the loss of library privileges. Past due accounts may be turned over to a collection agency. Account holders are responsible for all collection cost and legal fees. Policies and fees are subject to change at any time without prior notice.

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PLEASE HAVE EACH EMPLOYEE FILL OUT THE FOLLOWING AFTER THEY HAVE READ AND UNDERSTAND THE POLICIES AND AGREEMENT STATEMENT:

Employee #1 (Completely filled out and signed by the employee):

Last Name: _____ First Name: _____ Middle Name/Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

Driver's license number: _____ Date of Birth: ____/____/____

Signature: _____ Date: _____

Copy of **Driver's License** included or shown in person (note: copies will be destroyed after verification)

Employee #2 (Completely filled out and signed by the employee):

Last Name: _____ First Name: _____ Middle Name/Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

Driver's license number: _____ Date of Birth: ____/____/____

Signature: _____ Date: _____

Copy of **Driver's License** included or shown in person (note: copies will be destroyed after verification)

Employee #3 (Completely filled out and signed by the employee):

Last Name: _____ First Name: _____ Middle Name/Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

Driver's license number: _____ Date of Birth: ____/____/____

Signature: _____ Date: _____

Copy of **Driver's License** included or shown in person (note: copies will be destroyed after verification)

NOTE: Driver's license and date of birth are required if a card is to be issued. We do not sell customer information to third parties and we do not share customer information with outside parties who may wish to market their products to you.

LIBRARY USE ONLY (complete at time of processing) Employee Name: _____

Bar-code/ ISO #1: 6017 _____

Driver's License Verified? Yes

Bar-code/ ISO #2: 6017 _____

Driver's License Verified? Yes

Bar-code/ ISO #3: 6017 _____

Driver's License Verified? Yes