



# San Diego County Public Law Library

www.sdcpll.org

## GOVERNMENT MEMBERSHIP ACCOUNT APPLICATION

Print Name of Office Applying for Borrowing Privileges

Business Address

City

State

Zip Code

Telephone Number

Fax Number

E-Mail

Individual Responsible for updating the account

Signature of Department Head (Please attach business card)

Title

Date

Type of Agency:

- City of San Diego  
  County of San Diego  
  U.S. Govt.  
  U.S. Navy  
  U.S. Marine  
  U.S. Army  
 U.S. Air Force  
  Other: \_\_\_\_\_

Would you like to sign up for the Library's monthly e-newsletter?    yes     no

[Join us!](#)



(We will never sell or share your personal information!)

Processing of government applications takes several days. Please submit the following documents to the Circulation Desk:

- Brief description of the reason your office is requesting an account
- Listing of authorized borrowers on the agency letterhead

The following represents an agreement between the San Diego County Public Law Library, referred to hereafter as "library" and the government agency named above:

We hereby apply for membership as a government office borrower at the San Diego County Public Law Library. We have read and agree to abide by the rules of the library. The undersigned agrees that utilization of library materials is solely for activities related to the mission of the organizational entities and that individuals checking out materials are engaged in activities directly pertaining to the function of the organization.

We agree to send the library a current list of our borrowers at least once a year. We understand library cards are property of the library and we will return these whenever we request the deletion of a former employee. We will update the library if our address or telephone number changes. We will be responsible for any lost or damaged library materials. We understand we are responsible for paying for overdue book fines, library cards or other library charges incurred by agency members utilizing library materials with an authorized borrower's card. The library may suspend at any time deemed necessary. Library will close the account if the office fails to pay overdue book fines , library card charges and other fees within a six month period.

### FOR LIBRARY USE ONLY

Library Director Approval

Date

Date Issued \_\_\_\_\_ Patron Type \_\_\_\_\_ Affiliation \_\_\_\_\_

Cards Made \_\_\_\_\_ Cards Sent \_\_\_\_\_ Cards Picked Up \_\_\_\_\_ Staff \_\_\_\_\_

Application Originated:    M    V    SB    EC