Agreement for Business and Group Cards

Name of Owner/Manager_____

Business Name_____

Business Address_____

Business Phone_____ Business Email_____

Authorized borrowers have permission to checkout library material from West Bend Community Memorial Library for business purposes. The library will keep the card on file at the Circulation Desk and will require identification of authorized borrowers at the time of checkout. In the case of some businesses, this agreement allows authorized borrowers to sign as guardian for clients or students of the business. The business is responsible for the payment of late fees, and for replacement of lost or damaged library material.

Signature_____ Date_____

Contact Emily Laws, Access Services Librarian, at elaws@westbendlibrary.org to notify the library of authorized borrowers who become ineligible for the service and to add new borrowers.

Accounts not updated or used within 18 months will be deleted.

Authorized Borrowers:

_____ _____

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