

MEHERRIN REGIONAL LIBRARY

LIBRARY CARD REGISTRATION (**Teacher & Educator Card**)

Please complete this form to receive your library card. You must show proof of local residency. Your current Virginia driver's license meets this requirement. If you receive mail at a P.O. Box, you must provide a street address.

Information on lines preceded by an * is required in order to obtain your library card. Other information is voluntary, but helps the library serve its customers better. All information is confidential. The registration list is not sold, and information is disclosed only upon presentation of the library card, or as required by the courts.

PLEASE PRINT

*PRINT Full Name		Today's date	
*P.O. Box	Street Address	Apt. #	
*City		*State	*Zip
Please select: <input type="checkbox"/> Brunswick County <input type="checkbox"/> Greensville County <input type="checkbox"/> City of Emporia <input type="checkbox"/> Other _____			
Preferred method of contact (Arrived Holds, Friendly Due Date Reminders, Overdue Notices): <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Telephone/Paper (Due Date Reminders - Not Available)			
Preferred Phone		Secondary Phone	
Email address		PIN Unless otherwise noted your PIN will be the last 4 numbers of your library card number. _____	
Cell Phone Carrier (Only if TEXT option is selected above)			
Is it OK to call you at work if we have a reserved book for you? <input type="checkbox"/> Yes <input type="checkbox"/> No			

I apply for the right to use the library and will abide by its rules, take care of all materials I borrow, pay fines or damages charged to me, and give prompt notice of change in my name or address.

* _____
Signature

* _____
Social Security # or VA DMV #

Completion and approval of this registration grants material loan privileges and computer usage. Computer Users must read and accept the Internet User's Policy for computer access.

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Guidelines for Access and Conditions of Use:

1. Patrons wishing to use a public access computer must use his or her own valid library card each time they register to use a computer. Utilizing any other person's library card for a customer's computers use is not recommended. Those users having library cards are responsible for the use of their library card and must follow all MRL policies. Those without valid MRL library cards must leave identification with circulation staff to access a computer.
2. Patrons with blocks on their library card due to overdue material or fines or fees over \$2.00 will not be allowed to use the computers.
3. Public access computer appointments are for 2 hours.
4. The Library does not offer electronic mail accounts, chat lines, listserves or news groups.
5. A maximum of two people at a workstation at one time.
6. Library Staff can provide limited assistance with computer use. Software program use is the responsibility of the computer user.
7. The Library will provide selected software designed for business, educational or recreational uses. Software use and downloading to discs are at the user's own risk.
8. Library Staff is not responsible for lost information. Blank discs for data storage are available for purchase at \$1.00 each. Saving files to the library system hardware is not permitted.
9. Any software provided by the Library for public use is protected under U.S. Copyright Law. Computer users are forbidden to make copies of these programs for any reason or purpose.
10. Only authorized software, which has been officially purchased by the Library, may be used.
11. Paper will be provided for the printer. There will be a fee of \$.20 per page to print. Only paper provided by the Library will be used on the printer.
12. With the exception of headphones and USB storage devices, hardware and software other than that provided by the Library cannot be attached to or used with library computers.

The library reserves the right to modify and change this policy, guidelines, conditions of use and procedures at any time.