



**We will help you find what you need**

Registration form for a person age 18 and Older.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone \_\_\_\_\_

Please check one:

\_\_\_\_\_ I am a resident or own land within Griggs County, ND.

\_\_\_\_\_ I am no a resident or won land within Griggs Count, ND. I will pay the yearly fee for a library card.

I am requesting a library card from Griggs County Public Library. I take full responsibility for any material I may borrow from the Griggs County Public Library. I will pay any fees I may incur when using the Griggs County Public Library. If fees are not paid, my privileges will be revoked until all fees are paid.

**Complete Policy available upon request.**

**Lending Periods**

Material Type	Books	Audio	Visual	Magazine
Loan Period	14 days	14 days	7 days	14 days
Renewal	2	1	1	2
Maximum Items Out	25	5	6	25

- ❖ **Parent or guardian** The adult requesting the minor’s card is responsible for the items borrowed.
- ❖ **Reserved materials** will be held for seven (7) business days at which time the hold will be removed.
- ❖ **Overdue Notices** The 1<sup>st</sup> notice is by email or phone; 2<sup>nd</sup> notice by mail; 3<sup>rd</sup> notice by mail with suspension of borrowing privileges.
- ❖ A patron whose privileges have been suspended may appeal to the board if he or she desires
- ❖ **Lost and Damaged Materials** Patrons will be billed for lost and damaged materials
- ❖ **Interlibrary Loan Service** Material may be requested from the North Dakota State Library through the Interlibrary Loan program. The cost of this service will be partially funded by the service fees of \$3.00
- ❖ **Patron Conduct** So that all may have a safe, fair and pleasant opportunity to use the library. A violation may result in a patron’s expulsion from the library and/or suspension of library privileges. Please observe the following while in the library:
  - Mute your cellular phone
  - No soliciting, petitioning, distributing written materials
  - Footwear and shirts are required, wet bathing suits are prohibited
  - Parents/guardian must control their children – no running, climbing on library furniture
  - Any behavior which is disruptive or which hinders others’ use of the facilities or library staffs’ ability to do their jobs is prohibited.