

## Library Application

First Name:	Last Name:
Home Address:	City:
Zip Code:	Phone Number:
Form of Identification:	Driver's License/ ID Number:
Email Address:	

**Check One:**

- |  |  |
|--|--|
| <input type="checkbox"/> Family Child Care Provider<br><input type="checkbox"/> Center Base Provider<br><input type="checkbox"/> Parent<br><input type="checkbox"/> CCRC Staff | <input type="checkbox"/> Student<br><input type="checkbox"/> Teacher<br><input type="checkbox"/> Other _____ |
|--|--|

Photo ID along with proof of address (ex. bill, insurance card) must be presented when filling out the library application. Photo ID must be presented each time library materials are borrowed. **You are responsible for all library materials borrowed.** Return library materials on time and in good condition. The Resource Library may terminate membership at any time when the guidelines are not followed.

**REPORT CHANGE OF NAME OR ADDRESS IMMEDIATELY.**

FOR LIBRARY STAFF USE ONLY

<b>Assigned Barcode:</b>	<b>Entered By:</b>
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## **GUIDELINES FOR USING CCRC'S RESOURCE LIBRARY**

### **Please Read Carefully**

- The library hours are as follows for both the Chatsworth and Palmdale offices:  
Monday, Tuesday and Thursday from 9:00 am to 12:00 pm. Friday's by appointment only.
- The library hours are as follows for both the San Bernardino and Victorville offices:  
Monday through Thursday from 9:00 am to 12:00 pm. Friday's by appointment only.
- The number and type of materials that may be borrowed will depend on the size and availability. First time library patrons may borrow up to five items (two catalog items and or three books/ CDs/ videos). Returning patrons may borrow up to 10 items (five catalog items and or five books, CDs/ videos). Large items are restricted to one per patron (Ex. tricycles, mats, large cushions, climbers, etc.)
- Items may be borrowed for up to 30 days. If the library is closed items can be dropped off at the front desk. Patrons can renew items one time.
- If for any reason you cannot return the library items by the due date, please call the library staff to make arrangements (818) 717-1000 ext. 8313 (Chatsworth), (661) 789-1200 ext. 8187 (Palmdale), (909) 890-0018 ext. 301 (San Bernardino) or (760) 245-0770 ext. 3010 (Victorville).
- All items, including the containers, must be returned cleaned and disinfected.
- Patrons will have free access to the die-cut machine (patrons must bring their own construction paper) and the laminating machine. Patrons may take up to six feet of butcher paper.
- Patrons are responsible for replacing lost or damaged items. The replacement item should be similar in age group and cost (ex. if you borrow a school age book and lose or damage it, you can replace it with one of similar cost and age group).
- Any items 30 days overdue will lead to limitations on library privileges.
- **Important Notice: The given recommended ages for particular toys are those of the manufacturer. The determination of what is suited to an individual child and/or group of children is the sole responsibility of the library patron.**

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Signature of Patron

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Date