



Application for Business Library Card

Please print clearly or insert text

Business Name: _____

Mailing Address: _____

Business Phone: _____

Business email address for library correspondence: _____

Name of Owner/CEO: _____

Home address of Owner/CEO: _____

Owner/CEO Personal Phone #: _____

Owner/CEO Signature _____

Presented the following proof of current business presence:

Lease Utility Bill Tax Invoice

The following guidelines apply to business cards:

- To apply for, or renew a business card, the owner or Chief Executive Officer must present a completed Business card application along with accepted proof of business presence in Portsmouth to the Circulation Desk in the library.
- Persons wishing to borrow materials using the business card must have it with them.
- The owner/CEO accepts financial responsibility for all fines and fees accrued.
- Cards are issued for two years and are considered void if the business leaves the city.
- Changes in location or phone number must be updated at the Circulation Desk
- Any person presenting the card may borrow materials at the library. As with individual cards, the cardholder is responsible for all materials taken out on your card until the date the card is reported lost.
- Report a lost card immediately.
- A lost card may be replaced for a \$1.00 fee.

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Staff Initials _____ Date _____