

TRL employees release information regarding library card accounts only to the person to whom the library card is issued. Card holders may grant others specific permissions using this form.

When applying for a library card, patrons agree to pay any costs or fees that may be charged for materials or equipment lost, damaged or returned or renewed late. The agreement also includes all use made of the library card, **with or without the card holder's consent**. It is the responsibility of the card holder to notify the library if a library card is lost, and to provide updates if any of these permissions change.

Patron Information	
Patron name (on account)	Library
TRL Card Number (required)	Phone Number
<input type="checkbox"/>	Check if other information in account (such as address, profile, etc.) is current and update as needed.

Permissions Granted	
<input type="checkbox"/>	Information on Account. May receive information on my account, including details on material checked out, placed on hold, fees, and contact information.
<input type="checkbox"/>	Check Out Materials. May check out materials on my account.
<input type="checkbox"/>	Pick up Holds. May check out holds on my account.
<input type="checkbox"/>	Place Holds. May place hold requests on my account
<input type="checkbox"/>	Pay fees. May pay any fees on my account and receive title information about those fees.
<input type="checkbox"/>	None. I reserve all permissions.

List Names:

I understand that I am responsible for **all** use of my card and grant the selected permissions to those indicated above. I agree to pay any costs or fees that may be charged for materials or equipment lost, damaged or returned or renewed late.

Patron Signature

Date

Staff Completes Other Side

Staff Completes (All steps required)

<input type="checkbox"/>	<p>In PERMISSIONS field on Extended Info: <i>NAME: [Selected permissions] [Initials/library Date]</i></p> <p>Permissions: ALL – All permissions granted INF – Information on account CKO – Check out on account HPU – Pick up holds PLH – Place holds PAY – Pay bills and receive title information NONE – Declined to add anyone</p>
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Staff Signature

Date