



Innovation Through Collaboration

RRLC ACCESS CARD PROGRAM

NOTE: This form is kept on file by the Issuing Library to insure privacy of the individual.

RRLC ACCESS CARD BORROWER APPLICATION

Name

Date

Undergraduate student

Graduate student

Faculty member

Researcher or professional staff

Home address

Library ID or other identifying number

Email address:

Daytime Phone Number

Evening Phone Number

Access Card Number Issued _____

Date Issued: _____

Expiration Date: _____

ACCESS CARD RULES AND REGULATIONS AND SIGNATURE (REQUIRED)

1. Each RRLC Access Card is non-transferable and can only be used by the person to whom it was issued.
2. Use of the RRLC Access Card is subject to the rules of each participating library.
3. Replacement costs for lost or damaged materials must be paid by the person whose signature appears on the card.
4. Overdue fines are payable to the lending library by the person whose signature appears on the card.
5. The card does not give automatic entrance to participating libraries. Borrowers must check hours and requirements for appointments of participating libraries.
6. Lending libraries may restrict access to certain categories of Access Card holders.
7. Cards are valid for a maximum of one year, from July 1 to June 30, with no automatic renewals.

I have read and understand the rules and regulations governing the use of the RRLC Access Card. I further acknowledge that failure to return borrowed material or pay fines owed the lending library will result in the permanent loss of RRLC Access Card privileges.

Signature

Date

Issuing Librarian's Name

Issuing Librarian's Email

Date

ABOUT THE RRLC ACCESS CARD

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| WHAT? | RRLC Access is a direct borrowing program in which many RRLC members participate. |
| WHO? | It is available to RRLC member library/library system: current faculty, graduate students, undergraduates, professional and research staff of participating institutions, serious researchers through their public library, and selected high school students. The card is non-transferable. |
| WHERE? | RRLC Access Cards are issued by the user's own library. RRLC does not issue access cards to individuals. The Access Card may be used at participating libraries listed on the RRLC Access Card webpage -- which also lists access levels and lending policies of Access Card participating libraries, which may vary by library |
| WHEN? | RRLC Access Cards are issued to eligible users needing extensive use of other participating libraries only after the home library's resources have been fully utilized. RRLC Access Cards are not designed for use when interlibrary loan would suffice. |
| WHY? | RRLC Access is one of a variety of services developed by the Rochester Regional Library Council to help library users get the information resources they need. |