



GLEN ELLYN PUBLIC LIBRARY
400 DUANE STREET
GLEN ELLYN, IL 60137

Please print this form and bring it to the Information desk at the library with your photo ID and a business card that includes the applicant's name, title, and business address.

Date: _____

Name of Business: _____

Fed ID# or Tax designation: _____

Address: _____

Main Phone: _____

Bills for lost, damaged or overdue material should be sent to:

Name: _____

Department: _____

Phone: _____

Address (if different from above): _____

By signing below, it is agreed that:

- **All materials checked out or charges that may result from late return, loss or damage of materials borrowed is the responsibility of the organization.**
- **The library card must be in the possession of the user to receive library services.**
- **The user will comply with library's Internet Use Policy; further, the library is not responsible for content viewed by others on computer or mobile devices in the library.**
- **The user will comply with all Library and System policies, rules and regulations.**
- **This card must be renewed annually by the owner or manager, providing the same documentation required at time of original application.**
- **This card may only be used by owners, managers and employees of the company for business use; it is not to be used for personal use and is not for distribution outside the company.**

Owner/Manager/Village of Glen Ellyn Dept. Head Name _____

Signature _____

Title _____

For staff use only.

Library card number _____

Expiration date _____