Please bring this form to the Library Services Desk, along with a photo ID and one of the following forms of business identification:
   a. business card or other document that includes the business name, incorporated Glen Ellyn business address, and applicant’s name and title
   b. current Innovation DuPage membership card
   c. current pre-written Business Development Center (BDC) membership number

Applicant’s name: ____________________________ Date: ________________
Applicant’s title: ____________________________________________
Name of business: ____________________________________________
Innovation DuPage or BDC membership number (if applicable): ____________________________
Business address: ____________________________________________
Business phone: _____________________________________________

Bills for lost or damaged materials should be sent to:
Name: ____________________________________________
Department: ____________________________________________
Address (if different from above): ____________________________________________
Phone (if different from above): ____________________________________________
Email: ____________________________________________

By signing below, it is agreed that:
• The business library card must be in the possession of the user to receive library services.
• The business library card is for business use only by owners, managers, or employees of the company.
• The business is responsible for all borrowed materials and charges that may result from the loss of or damage to those materials.
• The business library card must be renewed annually by the owner or manager of the business, and the renewal is subject to the original documentation requirements.
• The businesses library card user will comply with all library policies, rules and regulations.
• The monthly L2B business e-newsletter will be sent to the business email address listed above.

Signature of Owner/Manager: ____________________________________________

FOR STAFF USE ONLY
Library card number: ____________________________ Expiration date: ____________________________

REV. 3/20