

APPLICATION FOR SKOKIE PUBLIC LIBRARY BUSINESS LIBRARY CARD



Skokie Public Library offers Library cards to employees of a business that owns or rents property in Skokie **or** that is a current member of the Skokie Chamber of Commerce.* Library card(s) will be issued in the name of the authorized employee(s)** upon presentation of **current** documentation (dated within the last year) such as a business license, property tax bill, or utility bill by the owner or manager of the business. Current documentation must show the name and address of the business. The business owner/manager takes responsibility for materials checked out and any charges assessed to the card(s).

Business:

Name: _____

Address: _____

City/State: _____ ZIP code: _____ Phone Number: _____

Business Owner/Manager:

Name: _____

Title: _____

Email address: _____

Authorized Employees: (if more room is needed, attach an additional sheet of paper)

Name: _____

Name: _____

Email address: _____

Email address: _____

Name: _____

Name: _____

Email address: _____

Email address: _____

I understand the above named business assumes full responsibility for unresolved fines and/or missing materials checked out on all cards issued. I will immediately report lost or stolen cards to Skokie Public Library as well as authorized employees who have left the company.

I understand the business card(s) are valid for 1 year only. Current business documentation will need to be presented upon renewal.

Signature of business owner/manager: _____ **Date:** _____

*Skokie Chamber of Commerce must provide Skokie Public Library with membership expiration date

**Employees who currently have a card registered with Skokie Public Library will not receive a business card

For Staff Use

of Cards Issued: _____

Staff Initials: _____

Expiration Date: _____