

Staff Use Only:

Library Barcode Issued: _____

Please indicate the following card details by circling all applicable details:

Type	Profile Name	User Cat 1	User Cat 2
OBT (new or renewal)	VP-OBTERR	OBTERR	Adult or Juvenile
FEE	VP-NR-FEE	NON-RES	Adult or Juvenile
Non-resident taxpayer	VP-NR-TP	TAXPAYER	Adult or Juvenile
New card - Adult	VP-PATRON	Area 1 2 3 4 5 6	Adult
New card - Juvenile	VP-PATRON	Area 1 2 3 4 5 6	Juvenile
Renewal/new info	VP-PATRON	Area 1 2 3 4 5 6	Adult or Juvenile
Teacher	VP-TEACH	Area 1 2 3 4 5 6	Adult

Library card was (Circle applicable option):

Given at time of registration

Mailed

Issued at an Outreach Event

Please write in location of Outreach Event: _____

Expiration Date of card issued: _____

Staff initials: _____

Library Card Registration Form

Library Barcode Issued: _____



Today's Date: _____

Name: _____
First Middle Last

Street Address: _____ Apt. #: _____

City: _____ Zip Code: _____

Home phone: _____ Cell phone: _____

Birthdate: _____

Driver's License# (if over 16): _____ - _____ - _____

E-mail address: _____

(E-mail addresses are used to contact you for hold notifications, overdue notifications, and other important communications from the Library. When you provide your email address you also help the library save valuable tax dollars that would otherwise be spent on postage.)

1. Checkout History:

I am requesting to show and record my checkout history: _____

I acknowledge and understand that by opting in to this feature on the line above that library staff will also have access to my checkout history but that checkout history will not be made available to the public pursuant to the Illinois Library Records Confidentiality Act (75 ILCS 70/). Once items are checked in, they will appear in the My Checkout History in the checkout tabs in your account information below the listing of My Current Checkouts, or approximately 2 years.

I do not wish to have my checkout/record history shown: _____

2. Library Card Agreement:

I understand that I am responsible for all materials checked out on this card, and for any charges, costs, or fees that may result from the late return, loss, or damage of materials borrowed. I agree to comply with library and system regulations and to give immediate notice of any change of name and/or address to my account.

If the Library determines that any document you have provided in order to become eligible to borrow books and other materials is counterfeit, bogus, false, forged, specious, unauthentic, illegitimate, phony or otherwise a sham, the Library has the right to make this information available to the appropriate law enforcement authorities for appropriate legal action. This information will be stored in electronic format and this sheet will not be retained.

I hereby certify that the information I have provided on this application is truthful and that the documents I have provided are authentic and legitimate.

Applicant's Signature _____

3. If the applicant is under 18:

I agree to be responsible for my child's compliance of all rules listed above. I am aware that there are no age restrictions on borrowing any library materials and I accept the responsibility for my child's selection of materials and for any fines or fees incurred on my child's card.

Please Print Parent's Name _____

Parent's Signature _____

Digital Media Lab (DML) Ages 14-17 only—Parental Consent Required:

All patrons that use the DML must have a Villa Park Public Library card in good standing. The parent or guardian of all patrons between ages 14-17 that want to use the DML must sign on the line below. All rules regarding the internet computers and other digital resources also apply to the DML. See vppl.info for more info.

Signature of individual or minor parent/guardian

**REGISTRATION AND USER AGREEMENT FOR USE
OF THE INTERNET COMPUTERS**

Internet privileges are granted to all patrons who sign up for a library card. Please review the policy below. If you would like to OPT OUT of Internet access for yourself or your child at this time, please sign the line at the bottom of this application form on the next page.

The online environment has become an important and growing part of economic, cultural, civic, and social life, and the use of new Internet-based applications for collaboration and learning – including “social networking” sites – is becoming increasingly prevalent.

The Internet, as a global electronic network, enables individuals to search for ideas and information beyond the confines of the library collection. The Internet is an unregulated medium; it provides a wealth of enriching material but also some that may be erroneous, out-of-date, illegal, or offensive. Library users are the final selectors in using the Internet and are responsible for their individual choices and decisions.

The Villa Park Public Library provides public access to the Internet both through designated workstations and through its wireless. While it is the goal of the Library to provide access to this network during normal hours of operation, high demand, limitations of technology, and other factors may affect the delivery of this service.

REQUIREMENTS:

- Internet users must have a current Villa Park Public Library Card and must accept this policy.
- Patrons under the age of 18 must have the Internet Registration and User Agreement completed by their parents or guardians at the Library.
- Non-Villa Park Public Library cardholders must be 18 years of age, and accept the Internet policy prior to each use.
- Patrons must be able to prove age and identity upon demand.
- There is a limit of 120 minutes on the Internet per day per user.
- Printers are available for patron use. There is a charge for each page printed. Patrons may be charged for unpaid copies.

DOWNLOADING AND SAVING FILES: In some instances, patrons may have to download internet browser plug-in components in order to access certain features on internet websites. These plug-ins are generally allowed as long as they do not compromise the security of the computers or the Library network. Patrons may transfer their personal files only to personal media. The Library is not responsible for any loss or damage to personal media or data when downloading or uploading to personal media.

LEGAL USE: It is the responsibility of each user to obey all local, state, and federal laws when using the network, including, but not limited to, the rules concerning fraud, copyright, obscenity and privacy legislation. Any personal information sent through the network could be intercepted by a third party, and users are encouraged to be cautious about sending personal, financial or legal data.

Users must agree to use the computer equipment in a responsible manner and will be held responsible for any damage that may occur. Users may not extend or modify the network in any way. This includes adding access points and installing bridges, repeaters, switches or hubs. The Library will remove or disable any such unauthorized equipment. Users are financially responsible for any damage resulting from misuse of the equipment or software.

Patrons using the Library’s Internet connection illegally may lose their Internet and/or Library privileges. . The period of time privileges to be revoked will be determined by the Library Director. Loss of privileges will be noted in the patron’s account in the Library’s database. To reinstate privileges, the patron must reapply for Internet access.

Unacceptable uses include, but are not limited to: cyber-bullying; harassment; libel; slander; destruction of or damage to equipment, software or data; disruption or unauthorized monitoring of electronic communications; attempt to break into or gain unauthorized access to any computers, networks or secured files; or unauthorized copying of copyright-protected material. Certain of these violations may constitute a criminal offense and will be subject to prosecution by the appropriate authorities.

USE BY CHILDREN: Patrons under 14 are required to use the Internet at the Youth Services workstations. Children under eight years of age must be accompanied by a parent or other responsible adult while the child is using the Internet terminal. Children using the Internet computers may be asked to produce their library cards during each use.

Parents, guardians, and caregivers are expected to instruct minors in the safe and effective use of the Internet.

CONCERNS: A patron with a concern about the policy on the use of the Internet computer or the content available through the Internet shall express the concern as specifically as possible to the Director in writing, stating his or her name, address, and telephone number. If necessary in the judgment of the Director, the Board of Trustees will be consulted in addressing the concern.

EXCEPTIONS: In those cases where the Director deems it appropriate to do so, the Director is authorized to make occasional exceptions to this policy to permit use.

I have read through the above Use of the Internet Computers policy and would like to **OPT OUT of the Internet Agreement at this time.** I understand that in order to receive Internet privileges I may see a staff member at any time to fill out a new registration form to change my decision for myself or my child under the age of 18.

Signature of individual or minor parent/guardian

