



BUSINESS LIBRARY CARD APPLICATION

FOR CONCORD OR PENACOOK BUSINESSES

-TO APPLY FOR A NEW LIBRARY CARD, PLEASE COMPLETE THIS APPLICATION AND SUBMIT WITH A LETTER FROM THE BUSINESS OWNER, CEO, OR CHIEF SUPERVISOR. SEE BACK OF THIS FORM FOR DETAILS.
-CPL BUSINESS CARDS ARE VALID FOR THREE YEARS.

1. BUSINESS NAME:

2. BUSINESS CONTACT INFO:

ADDRESS	CITY/STATE	ZIP CODE	PHONE NUMBER
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3. BUSINESS OWNER, CEO, OR CHIEF SUPERVISOR:

NAME	JOB TITLE	EMAIL ADDRESS
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4. ACCOUNT DESIGNEE:

NAME	JOB TITLE	EMAIL ADDRESS
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THE ACCOUNT DESIGNEE, APPOINTED BY THE OWNER/CEO/CHIEF SUPERVISOR, IS RESPONSIBLE FOR ALL MATERIALS BORROWED ON THIS CARD, INCLUDING FINES & FEES INCURRED. THEY WILL RECEIVE EMAILED DUE DATE NOTIFICATIONS & OVERDUE REMINDERS, AND WILL HAVE ACCESS TO INFORMATION ABOUT MATERIALS CHECKED OUT TO THIS CARD.

5. AUTHORIZED USERS:

THIS ACCOUNT MAY HAVE UP TO FOUR AUTHORIZED USERS, IN ADDITION TO THE ACCOUNT DESIGNEE. THE PEOPLE NAMED ABOVE MAY CHECK OUT MATERIALS USING THE BUSINESS' LIBRARY CARD OR THEIR OWN PHOTO ID.

6. WOULD YOU LIKE TO RECEIVE CPL'S MONTHLY E-NEWSLETTER? YES NO

7. WOULD YOU LIKE TO RECEIVE WEEKLY WOWBRAY EMAILS ABOUT CPL'S NEWEST BOOKS, MOVIES, AND MORE?

YES NO

8. SELECT A 4-DIGIT PIN (USED TO ACCESS THIS ACCOUNT ONLINE):

ADDITIONAL INFORMATION

TO OBTAIN A FREE LOCAL BUSINESS LIBRARY CARD, APPLICANTS MUST SUBMIT A COMPLETED APPLICATION AND A **SIGNED** LETTER OF REQUEST FROM THE BUSINESS OWNER, CEO, OR CHIEF SUPERVISOR. MATERIALS MAY BE SUBMITTED IN PERSON (ATTN: CIRCULATION SUPERVISOR) OR VIA EMAIL (LIBRARY@CONCORDNH.GOV).

THE LETTER OF REQUEST SHOULD INCLUDE THE FOLLOWING INFORMATION:

- BUSINESS NAME AND ADDRESS (MUST BE LOCATED IN CONCORD OR PENACOOK, NH)
- OWNER/CEO/CHIEF SUPERVISOR'S NAME AND JOB TITLE
- ACCOUNT DESIGNEE'S NAME AND JOB TITLE
- NAME(S) OF UP TO FOUR AUTHORIZED USERS (NOT INCLUDING THE ACCOUNT DESIGNEE)

THE LETTER OF REQUEST SHOULD APPEAR ON COMPANY LETTERHEAD OR BE SENT FROM A BUSINESS EMAIL ACCOUNT. ALL NAMES ON THE LETTER OF REQUEST MUST MATCH NAMES PROVIDED ON THE COMPLETED CARD APPLICATION.

BUSINESS CARDHOLDERS WILL BE ISSUED ONE WALLET CARD AND ONE SMALL KEY FOB CARD, TO DISTRIBUTE AMONG AUTHORIZED USERS HOWEVER THEY SEE FIT. AUTHORIZED USERS NAMED ON THE APPLICATION MAY CHECK OUT USING THE BUSINESS LIBRARY CARD OR A PERSONAL PHOTO ID.

THIS SECTION: FOR STAFF USE ONLY

DATE _____

2450300 _____

STAFF INITIALS _____

BUSINESS VERIFIED? Y N

LETTER OF REQUEST ATTACHED? Y N