



Yarmouth TOWN LIBRARIES

You are welcome!

Institution Card Registration Form (For Patron)

PLEASE PRINT

LAST NAME _____ FIRST _____ M.I. _____

CURRENT CLAMS BARCODE # _____

SCHOOL/ORGANIZATION INFORMATION

NAME OF SCHOOL/ORGANIZATION _____

STREET ADDRESS _____

TOWN _____ STATE _____ ZIP _____

WORK PHONE NUMBER _____

HOME PHONE NUMBER _____

VERIFICATION (i.e. pay stub, school ID, note from principal or director) _____

I hereby apply for an Institution Card and agree to use it for borrowing materials for use with students in the classroom, adult service care program or group home. I will use my adult CLAMS cards to borrow personal items. I will notify the library if I change my employment or am no longer employed as a teacher or with this organization.

Signature _____ Date _____

Staff use:

NEW INSTITUTION CLAMS CARD BARCODE # _____

STAFF INITIALS _____



Institution Card Borrowing Guidelines
(For Patron)

- Card is valid for 1 year running from August 1 to July 31 the following year, (i.e. August 1, 2009 - July 31, 2010), verification necessary for updating.
- Patron must have an adult CLAMS card before an Institution Card can be issued. Institution cards will be issued as a separate card from adult CLAMS card.
- 50 items per card
- 30 day loan period (No renewals)
- Videos will have normal loan rules of 7 days
- Materials borrowed are for use in the classroom or approved organizational use
- Use adult card for borrowing personal materials
- YTL Institution Cards will be honored at the two Yarmouth Town Libraries. Borrowing guidelines may vary at each CLAMS library. Be sure to ask for more information about loan periods, fines, reserves, etc.
- Lost materials are the responsibility of the card holder.
- Charges for lost materials must be paid to the library where the materials were checked out.