



OFFICE USE ONLY:  
 card issued: \_\_\_\_\_  
 date / initials \_\_\_\_\_

# Resource Center Library Application YEAR \_\_\_\_\_

Group # \_\_\_\_\_ Name \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_ last \_\_\_\_\_  
 Service Unit \_\_\_\_\_ Level: Da Br Jr Cd Sr Am Multi \_\_\_\_\_  
 Address \_\_\_\_\_ Apt # \_\_\_\_\_  
 City \_\_\_\_\_, Texas Zip \_\_\_\_\_

**Place Bar Code here**

Contact Information	
Work #:( _____ )	Best time to reach you: _____
Home #:( _____ )	Email: _____
Cell #:( _____ )	Fax #:( _____ )

**Please read and sign back of card before you turn it in.**

OFFICE USE ONLY: Privileges revoked:  
 Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Girl Scouts of Southwest Texas  
**Library Policies/Procedures:**

- ✚ Library materials **cannot** be reserved. They are on an "as available" basis.
- ✚ Each Resource Center library patron must apply and be approved for a library card. The first card is provided free of charge, replacement cards are \$3.00 each. Library cards do not expire as long as your account remains in good standing. Requirements for the card include:
  - You must be a registered Girl Scout member of the current membership year.
  - You must be in "good standing" and without debt to the council (i.e. cookie debt, lost equipment or books, returned checks, etc.)
  - You must agree to abide by these Library Policies/Procedures.
- ✚ Library materials can be checked out from the Resource Center Library for 2 (two) weeks at a time. There is a limit of 6 items per check-out unless other arrangements have been made with center staff.
- ✚ **A late fee of 10¢ per item, per day** will be assessed on all late library items. Library privileges will be revoked until all items have been returned and fines/replacement fees paid.
- ✚ There is no charge for using the library resources, we simply ask that you honor your due date and return items **on time**. Others are **always** waiting to use them.
- ✚ Library privileges will be revoked upon loss of "good standing" status or upon debt due to the council.

**Check-Out Procedure:**

- 1.) Present your library card and selected items to Resource Center staff.
- 2.) Center staff will scan your items and post the due date in them.

I agree to abide by Resource Center Library Policies/Procedures. I understand my library card and privileges will be revoked should I become indebted to the council or lose my "good standing" status.

Signature \_\_\_\_\_

Date \_\_\_\_\_