
NAME OF INSTITUTION OR ORGANIZATION

STREET NAME / APT. / UNIT NO.

CITY

POSTAL CODE

BUSINESS PHONE

EMAIL

NAME OF AUTHORIZED PERSON

POSITION / TITLE

SIGNATURE OF AUTHORIZED PERSON

DATE

Community Cards are available to staff employed by a Hamilton school, daycare, institution, corporation, business, government agency, association, charitable and non-profit organization, or group.

A Community card application requires the signature of an **executive, administrator or any staff member who has received authorization from the organization** to create a Community Card. By signing the application, the individual acknowledges they have permission from the organization and takes responsibility, on behalf of the organization listed, for any lost or damaged library materials.

Community Cards have **extended borrowing and loan periods**, as well as some exclusions:

- Borrow up to **200 items** at any one time.
- The loan period is **90 days**.
- A maximum of **99 holds**.
- HPL suspends borrowing privileges when **25 items are overdue**.
- **Access digital resources**.
- Community Card holders can't borrow video games, magazines, Express materials, or non-traditional formats such as Gallery or Parks Passes and iPads.

Conditions:

- The library card must be in hand to borrow materials.
- The card can't be used by staff for personal use.
- The Manager of the lending location reserves the right to impose limitations on the amount and type of material available or shorten the loan period if necessary.
- Community cards are **verified annually** to confirm all information.
- The individual signing as the authorized person is responsible for lost or damaged library materials.
- HPL Digital Media, DVDs and Blu-rays are for personal use only. Members accessing these resources and showing content to anyone outside of their home or a personally deeded residence are infringing copyright if they do not have a public performance license.

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990. The information collected is used in the process of the library's business, which may include fees, holds, overdue notices, fundraising and program information. Questions regarding the collection of this information and/or Freedom of Information requests should be mailed to: Chief Librarian, Hamilton Public Library, P.O. Box 2700, Hamilton, ON L8N 4E4.