

LIBRARY CARD APPLICATION

Name of Firm / Institution (if applicable): _____

Full Name: _____ State Bar #: _____

Address: _____ City / State/ Zip: _____

Phone: _____ Fax: _____

Email: _____

☐ I would like to receive LA Law Library notifications via email.

LIBRARY CARD CATEGORIES

Please select one:

- | | | |
|---|--------------------------|----------|
| <input type="checkbox"/> Non-Borrower | - no security deposit | |
| <input type="checkbox"/> Individual | - security deposit \$140 | \$ _____ |
| <input type="checkbox"/> Individual - Reduced Deposit | - security deposit \$70 | \$ _____ |
| <input type="checkbox"/> Government | - no security deposit | |
| <input type="checkbox"/> Corporate* | - security deposit \$400 | \$ _____ |
| <input type="checkbox"/> Judicial* | - no security deposit | |

*Please list designated / authorized borrowers:
(Attach additional pages if necessary)

- ☐ Messenger Service - each service, per year \$16.25 \$ _____

Total Amount Enclosed: \$

Please see reverse side for terms & conditions and payment information

TERMS AND CONDITIONS: (INITIALS REQUIRED)

FOR BORROWING SERVICES

(Please check one)

☐ INDIVIDUAL / REDUCED FEE BORROWER

I have received the Borrowing Rules of the LA Law Library. I agree: (1) to abide by the Borrowing Rules and to be responsible for any fines and charges incurred by me or my Messenger(s); (2) that the security deposit may be drawn upon for any unpaid amounts billed by the Law Library; (3) that a collection agency will be employed to collect any unpaid debts and that the LA Law Library will add fees and costs to all accounts sent to a collection agency; and (4) that if the security deposit is not claimed within three (3) years after I am no longer an active Individual / Reduced Borrower, it shall become the property of the LA Law Library.

Initials

☐ CORPORATE BORROWERS

The Borrowing Rules of the LA Law Library have been received. The business entity agrees: (1) to abide by the Borrowing Rules and to be responsible for any fines and charges incurred by the firm, its agents, or by those persons it designates as Designated Borrowers and/or Messengers; (2) that the security deposit may be drawn upon for any unpaid amounts billed by the Law Library; (3) that a collection agency will be employed to collect any unpaid debts and that the LA Law Library will add fees and costs to all accounts sent to a collection agency; and, (4) that if the security deposit is not claimed within three (3) years after the firm is no longer an active Corporate Borrower, it shall become the property of the LA Law Library.

Initials

☐ JUDICIAL / GOVERNMENT

I have received the Borrowing Rules of the LA Law Library. I agree: (1) to abide by the Borrowing Rules and to be responsible for any fines and charges incurred by me or my Messenger(s); (2) that a collection agency will be employed to collect any unpaid debts and that the LA Law Library will add fees and costs to all accounts sent to a collection agency.

Initials

PUBLIC COMPUTER AND COPY CENTER

I have received the Library Computer Usage Policy and Guidelines and I agree to abide by these rules. I understand that this library card allows me to use the public PC terminals and copy machines. I understand that this library card must be replaced at the cost stated on the fee schedule if lost. I understand that I am responsible for all transactions and materials issued on this card.

Initials

Signature of Applicant (required)

Date

FOR OFFICE USE ONLY

CDL/CID # _____

Accepted By: _____

Date: _____

Payment Type:

☐ Cash

☐ Visa

☐ American Express

Receipt # _____

☐ MasterCard