LIVERMORE
CALIFORNIA
LIVERMORE PUBLIC LIBRARY

Springtown Library
Easy Access Keycard Application

Easy Access keycards are available to Livermore Public Library card holders in good standing who are 18 years of age or older.

☐ **New Card**   ☐ **Replacement Card ($5)**

Last Name: _____ **First Name:** _____

Library Card Number: PLIV_____

Phone Number: _____

Mailing Address:_____
                                    Street Address

_____
          City   State   Zip Code

My Signature Indicates My Agreement With the Following:

- I am responsible for the use of my Easy Access keycard. I will report a lost or stolen card immediately. **There is a non-refundable cost of $5 for a replacement card.**

- The Livermore Public Library reserves the right to revoke an Easy Access keycard that has been used irresponsibly.

- Although the Springtown Branch Library and the surrounding premises are under recorded video surveillance, I understand that this is not a guarantee against crime. I will use caution when entering and leaving the building.

- For liability reasons and my own security, I will **not admit anyone** who does not possess an Easy Access Card.

_____   _____
Signature of cardholder   **Date**

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FOR STAFF USE ONLY

Name of staff taking application: _____
☐ Checked Photo ID / over 18
☐ Verified Library Barcode
☐ Verified Mailing Address
☐ Change PCODE2 in Sierra to 'Easy Access'
☐ New Card _____ ; Replacement card payment: Cash___ Check___ Credit Card___
☐ Use register code 2500 and put note in Reference box—"Easy Access, Patron's Last Name"
☐ Receipt offered to patron and copy of receipt attached to this form

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ADMIN STAFF   ☐ Easy Access Keycard Number _____
☐ Mailed On _____ Initials _____   12/11/2019