



## APPENDIX 10.2

INSTITUTE of  
**Museum and Library**  
SERVICES

### GPLS Patron Application Forms and Requests for Bookmobile Services Requirements for Schools/Institutions

1. Bookmobile Technician: GPLS Patron Application Forms Students name must be typed on the upper left corner; LAST NAME, FIRST, and Middle Initial).

Incomplete application will not be processed; library card will be delayed. This includes not being able to read information.

2. Teacher/Librarian/Program Coordinator: School Officials must verify applicant's (Name, Mailing, Physical Address, Date of Birth, Telephone Numbers, Ethnicity (MUST BE circled or printed legibly if "Other", and Signature's of student and parent /or guardian (must be legible).

School Official must place his/her initials next to student's signature that information provided is true and correct.

School name must be identified (typed, handwritten or stamped).  
Roster listing must be provided to Bookmobile staff.

3. Students:

Students are allowed to check-out only one (1) book/item during Bookmobile-School visits.

Library Card holder is responsible for the book being checked out under his/her own account.  
See "GPLS Library Card Policy"

Books are due every fourteen days (14) days, or two (2) weeks from the check out date.  
Holiday's and Sunday's are not included. See "GPLS Library Card Policy"

Overdue fee is 0.2S/day per book, excluding Sundays and Holidays. Books may be returned at any of the branch libraries. Ask Bookmobile Technician "GPLS Library Card Policy" for Library Hours and Branch Locations.

Lost or damage book: A fee charge of the "cost of book + accumulated overdue fees + \$2.00 handling fee". See "GPLS Library Card Policy".