



SAM L. COHEN CHILDREN'S LIBRARY

PORTLAND PUBLIC LIBRARY
5 MONUMENT SQUARE
PORTLAND, MAINE
871-1700 EXT. 707
PORTLANDLIBRARY.COM

CHILD CARE/PRESCHOOL PROVIDER CARD REGISTRATION

Institution Name: _____

Mailing Address: _____

City: _____ Zip Code: _____

Phone #: _____ E-Mail: _____

Administrator: _____

Teacher/Classroom: _____

- This card is issued in the name of the institution to allow for classroom use of library materials. The teacher or child care director is responsible for the material borrowed on the card. Multiple cards may be issued to a single institution with proper authorization.
- This card is for classroom use only.
- Teachers must show verification of employment.
- This card expires August 31st of each year. Cards may be renewed with updated verification of employment.
- Books and compact discs are checked out for **6 weeks**; DVDs for **3 weeks**. Items are not renewable. No fines are charged on these items.
- The holder of this card and named educational institution is responsible for lost items.

I agree to accept responsibility for all materials borrowed on this educational institution's card and to notify the library if the card is lost or stolen.

Teacher's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

<p>STAFF USE ONLY</p> <p>BARCODE: _____</p> <p>VERIFICATION OF EMPLOYMENT: _____</p> <p>INITIALS: _____</p>
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