



LIBRARY APPLICATION / UPDATE FORM

Legislative Reference Bureau - State of Hawaii

Must provide current valid picture I.D.

Loan date: _____

Due date: _____

Last name		First name	
Employed by			
Business address		Room	
City	Zip Code	Business phone	
Home address		Apartment #	
City	Zip Code	Home phone/cell phone	
e-mail			
User type (please check one box):			
<input type="checkbox"/> House	<input type="checkbox"/> Senate	<input type="checkbox"/> City & County	<input type="checkbox"/> Public
<input type="checkbox"/> Legislative	<input type="checkbox"/> Executive Branch	<input type="checkbox"/> Federal	<input type="checkbox"/> Other _____
Library Borrowing Policy Note: Borrowing privileges are provided for users, age 18 and over			
<p>The Library is maintained primarily for use by the Legislature and the legislative service agencies (§23G-3(6), HRS). Material in this collection must be available to the members and staff of the Legislature at all times. Therefore: borrowing privileges may be restricted at the discretion of the Head Librarian. All borrowed material is subject to recall prior to the due date.</p> <p>Borrowing privileges may be suspended or revoked for the following reasons:</p> <ul style="list-style-type: none">• Failure to return borrowed material by the due date• Failure to respond to overdue notices• Transferring borrowed material to a person other than the authorized borrower• Deliberately providing inaccurate or misleading information on the charge-out form resulting in the inability of the Library to contact the borrower• Altering or damaging Library material or property <p>I have read and agree to honor the Library's borrowing policy:</p>			
Signature		Date	
STAFF USE ONLY			
Patron ID#: _____		Did you verify:	
<input type="checkbox"/> New Patron	<input type="checkbox"/> Info change	<input type="checkbox"/> Address/Phone	
Information input by: _____		<input type="checkbox"/> Photo ID	
Date: _____		Staff initials: _____	