



Bethlehem Area Public Library Card for Business — Application

Businesses and organizations (the "Organization") located in Bethlehem, Bethlehem Township, Fountain Hill and Hanover Township (Northampton County) may obtain a ***Bethlehem Area Public Library Card for Business*** (the "Card") at NO charge. The Card is being offered to area businesses and organizations to extend FREE access to all Bethlehem Area Public Library ("BAPL") online subscription-level databases plus collection borrowing privileges to authorized staff ("Users") without need of individual cardholder memberships.

The following conditions¹ must be met by the Organization in order to be eligible for the Card:

1. Completed application must be accompanied by an official Organization letterhead indicating designated contact person ("Administrator") responsible for Card and payment of fees (if any) incurred on behalf of the Organization and Users.
2. The Organization will provide and maintain a list of authorized Users, as to be current and kept on file at BAPL, and agrees to assume responsibility for items borrowed by Users, including fees (if any) incurred for late, damaged, lost, or stolen materials.
3. When checking out BAPL collection items, Users must show proper photo identification.
4. The Card needs to be renewed annually.

¹ Please note that preceding conditions are subject to change and we will inform you of any modifications.

Complete this Application and the Authorized User List (on reverse side) and return
to: **Delia Paredes** *Circulation Department Head* at **dparedes@bapl.org**

Organization _____

Street Address _____

Municipality (*check one*)

Bethlehem

Bethlehem Twp

Fountain Hill

Hanover Twp (Northampton Co)

Organization Phone Number* _____

* Last four digits of this phone number become your PIN, which is required for the use of online resources.

Administrator Name _____

Administrator E-mail _____

Administrator Phone Number _____

Notification method for Reserve Items, Overdue Items and Fees Standard Mail Email**

** Unless otherwise indicated below, all email notifications will be sent to Administrator's email address

Notifications Email (optional) _____

Authorized User List must be kept current at all times. BAPL must be informed when a User is no longer employed or otherwise associated with your Organization. New Users may be added at any time with written notification, by postal mail or by email.

Authorized User _____

Authorized User _____

Authorized User _____

Authorized User _____

Authorized User _____

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