

## Patron Registration Form -- V.I. Residents at least 18 years of age

### Applicant Information

*Enter Applicant's Name using upper and lower case*

FIRST NAME \_\_\_\_\_  
 MIDDLE NAME \_\_\_\_\_  
 FAMILY NAME \_\_\_\_\_  
 SUFFIX \_\_\_\_\_

*Choose your closest Public Library Branch*

<u>Code</u>	<u>Library</u>	<u>Location</u>
BAA <input type="checkbox"/>	Enid Baa	St. Thomas
TRG <input type="checkbox"/>	Thomas Regional	St. Thomas
SPR <input type="checkbox"/>	Ione Sprauve	Cruz Bay
BKT <input type="checkbox"/>	Bookmobile	St. Thomas
SUN <input type="checkbox"/>	Sunny Isle	Mid-Island
PET <input type="checkbox"/>	Athalie Petersen	Frederiksted
WIL <input type="checkbox"/>	Florence Williams	Christiansted
BKX <input type="checkbox"/>	Bookmobile	St. Croix

*Age Group*

<u>Code</u>	<u>Age Range</u>	<u>Age Group</u>
A <input type="checkbox"/>	18 years and older	Adult

*Indicate Applicant's Gender*

<u>Code</u>	<u>Gender</u>
F <input type="checkbox"/>	Female
M <input type="checkbox"/>	Male

*Enter Applicant's Birth Date using digits only*

<u>Month</u>	<u>Date</u>	<u>Year</u>
Example 0 8	2 5	1 9 8 2
___	___	_____

2 3952 000 \_\_\_\_\_

*Enter Applicant's MAILING ADDRESS Information*

ADDR. LINE ONE \_\_\_\_\_  
 ADDR. LINE TWO \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CELL PHONE \_\_\_\_\_ / \_\_\_\_\_ -- \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ / \_\_\_\_\_ -- \_\_\_\_\_  
 OTHER PHONE \_\_\_\_\_ / \_\_\_\_\_ -- \_\_\_\_\_  
 EMAIL ADDR. \_\_\_\_\_

### REFERENCE CONTACT INFORMATION

(Person not living in your household)

Check One Prefix: Mr.  Ms.  Mrs.

FULL NAME \_\_\_\_\_  
 RELATIONSHIP \_\_\_\_\_  
 ADDR. LINE ONE \_\_\_\_\_  
 ADDR. LINE TWO \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CELL PHONE \_\_\_\_\_ / \_\_\_\_\_ -- \_\_\_\_\_  
 DAY PHONE \_\_\_\_\_ / \_\_\_\_\_ -- \_\_\_\_\_  
 EVENING PHONE \_\_\_\_\_ / \_\_\_\_\_ -- \_\_\_\_\_

I acknowledge financial responsibility for all fines and replacement costs for all items and materials borrowed on this library card and I agree to notify the Virgin islands Public Library System (VIALS) immediately upon changes in my contact information. (See <http://www.virginislandspubliclibraries.org> for patron rules, rights and responsibilities.)

\_\_\_\_\_  
 Staff Address & Reference Check

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

DPNR / Division of Libraries, Archives and Museums  
**Patron Responsibility and Internet Policy**  
(Keep for your records)

**TELEPHONE & EMAIL CONTACTS**

The Division of Libraries uses telephone & Email contact as the primary modes of external communication with its patrons. Continued library service is contingent upon the availability of at least one working and locally accessible telephone contact and a valid Email address. Public library services will be declined or suspended if either viable telephone or Email contact is absent.

**PARENTAL RESPONSIBILITY STATEMENT**

I have read and I understand the Library's Internet Access Policy as it applies to minors. By signing the application form I agree to the following:

I give my permission for the named minor patron to use the Internet Services at the Public Library.

I understand and accept the responsibility for this patron's adherence to the rules and regulations of VIALS and the Division of Libraries and to pay promptly all fines and other charges incurred by him / her for overdue charges, or damage to books, or loss of books, and to give immediate notice of any change of class or address information.

OR

**PATRON RESPONSIBILITY STATEMENT**

I have read and I understand the Library's Internet Access. By signing the application form I agree to the following:

I understand and agree to the library's Internet Access Policy.

I understand and accept the responsibility for this patron's adherence to the rules and regulations of VIALS and the Division of Libraries and to pay promptly all fines and other charges incurred by him / her for overdue charges, or damage to books, or loss of books, and to give immediate notice of any change of class or address information.

**INTERNET ACCESS POLICY**

**Statement of Services**

The Division of Libraries, Archives and Museums' (DLAM) Internet access is intended primarily as an information resource. It is provided as another feature of the Virgin Islands Automated Library System (VIALS). VIALS does not provide access to chat, news or discussion groups.

VIALS Internet Service provides Internet access to Virgin Islands library users to assist in meeting their informational and educational needs. The service is designed to support a basic level of information equity for all Virgin Islanders. VIALS will share information resources across local and global networks, and will be accessible within the territory to registered public library users from specifically designated library computers.

**General Content Disclaimer**

Due to controlling legislation, DLAM does restrict access to some resources on the Internet for reasons of content.

Library patrons use the Internet at their own discretion. DLAM does not protect persons from information, which may be found individually offensive. DLAM has minimal control over resources available from outside the library nor does the Library have complete knowledge of what is on the Internet at any given time. DLAM adopts the established position of the American Library Association in support of intellectual freedom.

The Internet and its resources contain a wide variety of material and opinions from varied points of view. In offering Internet access, Library Staff cannot control sites that often change rapidly and unpredictably. Users are hereby notified that they are responsible for the sites they reach.

**Age-related Content Disclaimer**

The Internet may contain material that is inappropriate for viewing by children. The library staff is not in a position to monitor and supervise children's use of the Internet at all times. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

Parents of minor children (under age 18) must assume responsibility for their children's use of the Internet.

**Sign In Requirement**

You must sign in at the Circulation / Media Desk before using the computers.

**Time Limits**

Depending on the availability of equipment, there is a time limit on the use of library the computers.

**Legal/Ethical Use**

All users must conduct themselves in a responsible and legal manner while using VIALS.

**Application Instructions**

(Keep for your records)

**The following outlines the documents and process required to prove Virgin Islands residency, valid mailing address and Email contact in order to receive a Virgin Islands Public Library Card:**

Present the following documents with your completed Library Card Application.

**(1) Valid VI Drivers License OR Voter ID OR Current Lease with Valid Picture ID**

[This serves as proof of identity and residency]

**(2) If the applicant's mailing address has not been established by one of the documents in #1 above, then present a Local utility bill in the applicant's name that has been mailed to the address of record on the Library Card Application.**

[This serves as proof of local mailing address.]

**(3) Be sure to complete the Parental Information or Reference Information section of the Library Card Application accurately, including all adult's telephone numbers and an adult's Email address.**

These elements of the application will be tested before the Library Card is issued.

[This provides for accurate, timely and cost effective means of communicating with patrons.]

N.B. The address information that is requested on the application form is always the postal mailing address NOT your residential address unless they are the same. Be sure to include correct zip code and apartment, RR, or building information if it is applicable.

After submission and approval of the application and the recording of the required documentation, a contact message will be sent to your Email address inviting you to pickup your library card at your selected closest branch library. You are required to present a hardcopy of the email and your photo ID in order to receive your library card.

We respectfully ask all parents to cooperate in this process by assisting their minor children in the completion and submission of the application and supporting information.

Parents who have an active library card account need only update their email and other contact information in order to sponsor new applications for their children.

Patrons are reminded that they have a continuing obligation to inform the library of changes to their contact information. (Email, telephone, mailing address)

Patrons who are totally inactive over long periods of time will be deleted from the database.