HAWAII STATE PUBLIC LIBRARY SYSTEM
ORGANIZATIONAL AGREEMENT FOR LIBRARY USE

Name of Organization:_____

Business Address:_____

Telephone: _____

Electronic Mail Address (optional):_____

Effective dates for E-mail address (MM/DD/YY) From _____/_____/____ To_____/_____/_____

Name of Executive Officer: _____

Title of Executive Officer: _____

The organization accepts responsibility for all materials and services charged on the library card issued and agrees to pay all fines, fees, or charges assessed by the Hawaii State Public Library System for overdue, lost or damaged materials and services charged on this card. This card is non-transferable. A fee will be charged for each card that is replaced. The organization will promptly report loss or theft of this card and will be responsible for all materials charged to it until the loss or theft is reported. The organization will notify the library when its status changes (e.g., new executive officer, address, reorganization). This library card must be renewed every 5 years.

The organization understands that the public libraries shall loan any circulating materials to this organization under the same conditions provided to individual library customers. Library card customers shall provide their personal valid HSPLS library card to use the HSPLS Internet computers. Organizational library cards are not valid for HSPLS Internet use.

I attest that I am the executive officer for this organization and will be responsible for any financial obligations due to the use of this card.

Subscribed and sworn to before me, this

_____day of _____ 20 ____

_____
NOTARY PUBLIC, _____JUDICIAL CIRCUIT
            STATE OF Hawaii

My Commission Expires:_____

I have been provided with a copy of this Organizational Agreement for Library Use.

_____
SIGNATURE OF EXECUTIVE OFFICER

_____   _____
Library Card Number   Signature of person who picked up card, if
_____   different from above.
Date