



Company Library Card Application

Springfield-Greene County Library District



The branches of the Springfield-Greene County Library District are repositories of a wide range of resources that can be useful in the operation of your Greene County business.*

We want to make it easy for your company to use Library services; that's why we encourage you to apply for a Company Library Card.

Company Library Cards are issued for one year in your company name and mailed to the company address, in care of the president. Overdue notices are sent to the company president.

How to apply for a Company Library Card:

- Submit a request for a Company Library Card on your organization's letterhead, signed by the president.
- Complete the application below.
- Deliver the request and application to any Library location, or mail to:

Company Library Card
Springfield-Greene County Library District
P.O. Box 760
Springfield, MO 65801-0760

Date _____

Company name _____

President _____

Address _____

City _____ State _____ Zip _____

How would you like to be notified of overdues and holds?

Phone: _____ E-mail: _____

The cards will be issued in the name of your company, in care of its president or director. Your company is responsible for all charges incurred on each card.

If you wish to cancel your card, notify the Library on your company letterhead and return all issued cards.

Company name _____

President's Signature:

Title _____

* If your business is located outside Greene County, you are required to pay the \$50 out-of-county fee.