



Half Hollow Hills Community Library

55 Vanderbilt Parkway * Dix Hills, NY 11746 * 631-421-4530
510 Sweet Hollow Road * Melville, NY 11747 * 631-421-4535

A Business Library Card will be issued for library service upon receipt of a written request on company letterhead, signed by an officer of the company.

1 - A request for a library card must include the statement: "the company and person who make the initial request will comply with all the rules of the library; pay fines, damages, & replacement costs promptly for materials borrowed and to immediate notice of change of address or change in the company's representative.

2 - A Business Library Card application must be signed by the person(s) in the company who will be responsible for the major use of the card.

3 - Materials may be inter-loaned from other libraries if they pertain to the business.

4 - Business Library Cards will be valid for one year and will be renewable upon submission of another letter from the company's officer.

5 - Library cards may be voided for cause at the discretion of the Library.

6 - Business Library cards will have stamped across the face of them **"Local Use Only"** and may not be used at any other Suffolk County Library.

This copy of the Half Hollow Hills Community Library's application card policy for businesses may be retained for your files.



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Business Application For a Library Card

(For businesses located in the HHH Library district, including counselors in special schools)

BARCODE _____

EX. DATE _____

Company Name _____

Full Address _____

Town _____ State _____ Zip _____

Telephone _____

+ + + + + + + + + + +

Name of Individual requesting Library Card _____

Home Address _____

Town _____ State _____ Zip _____

The above Representative has my approval to borrow materials from the Half Hollow Hills Community Library.

Firm's Officer _____ Date _____

Signature _____

This card is issued for one year and is renewable upon submission of a new Half Hollow Hills Library Business Application or letter from the company's officer.

Entered by _____ Date _____

Policy for Business Library Cards issued to businesses and private or public institutions located in the Half Hollow Hills School district.