



# Application for Business Library Card

175 Parrott Avenue, Portsmouth, NH 03801 (603) 427-1540

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Business Phone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Business email:** \_\_\_\_\_  Check to receive monthly email newsletter

**Name of Owner/CEO:** \_\_\_\_\_

**Home address of Owner/CEO:** \_\_\_\_\_

**Owner/CEO Personal Phone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Owner/CEO Signature:** \_\_\_\_\_

**Check to receive text notifications**    **Phone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_  
(Message and data rates may apply)

**Provider:**  AT&T    Sprint    T-Mobile    Verizon    Xfinity

**Presented the following proof of current business presence:**

\_\_\_\_ Lease    \_\_\_\_ Tax Invoice    \_\_\_\_ NH Business Lookup

**Check to receive monthly email newsletter**

***The following guidelines apply to business cards:***

- To apply for, or renew a business card, the owner or Chief Executive Officer must present a completed Business card application along with accepted proof of business presence in Portsmouth to the Circulation Desk in the library.
- Persons wishing to borrow materials using the business card must have it with them.
- The owner/CEO accepts full financial responsibility for all fines and fees accrued.
- Cards are issued for two years and are considered void if the business leaves the city.
- Changes in location or phone number must be updated at the Circulation Desk
- Any person presenting the card may borrow materials at the library. As with individual cards, the cardholder is responsible for all materials taken out on the card until the date the card is reported lost.
- Report a lost card immediately.
- A lost card may be replaced for a \$1.00 fee.

24518000 \_ \_ \_ \_ \_ Staff Initials \_\_\_\_\_ Date \_\_\_\_\_