

Prince George's County Memorial Library System

Instructions for Bulk (Group) Library Card Applications

Dear Bulk Library Card Application Coordinator:

Please follow these guidelines when submitting applications for library cards for a class or large group of children:

1. When individual children will take the completed application to their nearest public library to have a library card issued:
 - a. Obtain one library card application form and one Letter to Parent/Guardian form from the library for each child that will be applying for a card.
 - b. Send the application and the parent/guardian letter home with the child. Include a letter from your organization explaining your interest in, or the purpose for having the child obtain a library card.
 - c. The letter should also state that the parent or guardian must accompany the child when taking the completed application to the library to have a library card issued and that the parent/guardian must present appropriate ID for verification of identification.

2. When the bulk application process will be coordinated by and through your organization:
 - a. Obtain a sufficient number of library card application forms and Letter to Parent/Guardian forms from the library for each child that will be applying for a card to have one of each. (Forms are available in Spanish if needed.) (Please return those you don't use to the library.)
 - b. Send one library card application and one parent/guardian letter home with each child. Include a letter from your organization explaining your interest in, or the purpose for having the child obtain a library card.
 - c. In the letter, direct parents/guardians to complete the application, with all pertinent information including the parent or guardian's identification information and signature and to return the completed application to your organization for processing.
 - d. The project coordinator for your organization should review each completed application to ensure that all required information is provided, is legible, and that the parent or guardian has signed the application. (Please check carefully – any incomplete or illegible applications will be returned to have missing or illegible information provided.)
 - e. Once all applications have been gathered and checked for content, take the applications to the library at least two weeks prior to the date you want the children to visit the library and check out materials.
 - f. At the library, the applications will be checked by library staff for completeness and any that have deficiencies will be returned to you for follow up.
 - g. For applications that are correctly completed, library cards will be issued and returned to you. The library cards should then be sent home to the parents or guardians of the children to have the parents/guardians and the children sign them.
 - h. Once signed by both the parent/guardian and the child, children may then use the library cards.

Note: Whenever it is determined that a child already has a Prince George's County library card issued to them, the application will be returned with a note indicating so. A new card will not be issued.

If you have any questions, please do not hesitate to contact the staff at your branch library.

Sincerely,

The PGCMLS Staff