

## REGISTRATION INFORMATION FOR BUSINESSES WISHING TO JOIN AUCKLAND LIBRARIES

This membership form applies to businesses, schools, preschools and resthomes.

Those businesses wishing to join Auckland Libraries are to supply a Letter of Authority on Business Letterhead, worded as follows:

*“To Auckland Libraries*

*As Industrial/Commercial Ratepayers of Auckland, or Leaseholders of Industrial/Commercial property within Auckland, we wish to obtain a Business Membership user’s card.*

*We realise that this card is for business use only and must be renewed annually.*

*We will take full responsibility for all items issued on this card and for all fees and charges which may accrue on overdue or lost items.*

*We undertake to notify Auckland Libraries of any changes which will affect the information pertaining to this card, e.g. change of staff contact person or change of address.*

*A copy of the current rates demand or other proof of rates or lease agreement is attached”.*

Letter to be signed by Person of Authority, e.g. Owner, Manager etc.

The attached Business membership form is to be completed and returned with the Letter of Authority.

Person with signing authority should take letter of authority and membership form to any Auckland Library and provide personal ID with signature, and a membership card will be issued immediately.

**AUCKLAND LIBRARIES BUSINESS MEMBERSHIP FORM**

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Business Name

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Business representative's Name

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Postal Address of the business

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Suburb

Post code

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Telephone

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Street Address - if different from above

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Suburb

City/District

Post code

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Business Email.

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Business representative's email if applicable

We agree to the following conditions:

- We agree that the information that we have provided on this form is correct
- We agree to notify the Auckland Libraries of any change to the above details
- We agree to notify the library immediately if the card is lost or stolen
- We accept responsibility for all items issued and charges incurred against this registration.
- We understand that the services of a debt collection agency may be used to recover outstanding debts and related costs.

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Signature

Date

NB: Business/Group memberships will need to be renewed annually