

REGISTRATION INFORMATION FOR BUSINESSES WISHING TO JOIN AUCKLAND LIBRARIES

This membership form applies to businesses, schools, preschools and rest homes.

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

“To Auckland Libraries

We wish to obtain an Auckland Libraries Business/School/Rest Home Membership.

We realise that this card must be renewed annually for businesses, schools and preschools, or every five years for rest homes. At the time of writing this letter, the business representative to be named on the library membership is _____.

We will take full responsibility for all items issued on this card and pay any fees and charges incurred related to this library membership.

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.”

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

Business Name

Business representative's Name

Postal Address of the business

Suburb

Post code

Telephone

Street Address - if different from above

Suburb

City/District

Post code

Business Email

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.

Signature

Date

NB: Business, school and preschool memberships will need to be renewed annually. Rest home memberships need to be renewed every five years.