

## 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*

*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, or every 5 years if the business is a rest home.*

*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.*

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 photo ID, and a membership card will be issued immediately.

This membership does not include remote access to our online resources.

**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 confirm that our organisation owns or leases commercial/industrial property in Auckland

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 agree to renew our membership annually, or every five years if the business is a rest home

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; rest home memberships will need to be renewed every 5 years.