

NEWIL COURTESY CARD

LOAN OF LIBRARY MATERIALS IS SUBJECT TO THE RULES AND REGULATIONS OF LENDING LIBRARIES. BORROWER IS RESPONSIBLE FOR ALL MATERIALS INCLUDING REPLACEMENT COSTS.

Borrower's

Signature _____

Date

card expires _____

Referred by (librarian's name) _____

Referring library _____ Circ.phone _____

Borrower's name _____ ID# _____

Borrower's address _____

Phone: daytime _____ evening _____

Library referred to _____

SUBJECT OR MATERIALS REQUESTED:

**NORTH EAST WISCONSIN INTERTYPE LIBRARIES, INC.
515 PINE ST., GREEN BAY, WI 54301**

COURTESY CARD INSTRUCTIONS

1. THE LIBRARIAN WHO ISSUES THE COURTESY CARD SHOULD:

- Determine which library has the needed materials. Issue the card only for a specific subject or specific materials.
- Refer the patron to the nearest or most convenient library.
- Fill out the Courtesy Card and give it to the patron with an explanation of its purpose.
- Tell the patron that the privileges to be granted are decision of the source library.

2. THE LIBRARIAN WHO RECEIVES THE COURTESY CARD SHOULD:

- Accept the Card and tell the patron what his/her privileges are.