

## 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.