

# WCHTE Card Application

To obtain an WCHTE Card the authorized user fill-out the form below and provide the following:

- Authorized must provide Photo ID & Proof of current address. (Driver's License/State ID)
- Proof of current employment/membership with institution/school district.
  - (current employee identification)

A WCHTE Card is a separate account from a personal account and cannot be used for personal use. professional cards will expire yearly and can be renewed with current employee identification.

## Institutional/School District Information:

Please print. Read carefully and completely fill out the application below.

Institution's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

The Institutional/Fiscal Administrator below, agrees to make good any loss or damage to materials incurred during the use of the institution's card; and give immediate notification of any change in address, telephone, email address, or change in authorized users of the card.

Institutional/Fiscal Administrator (please print): \_\_\_\_\_

Signature of person fiscally responsible for card: \_\_\_\_\_

Date: \_\_\_\_\_

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Authorized User/Contact (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

User's Position/Grade & Building: \_\_\_\_\_

Contact Method:  Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Text: \_\_\_\_\_

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## Administrator Use Only:

ID & Proof of Current Address:

Proof of Current Employment:

Date & Supervisor Initial \_\_\_\_\_

\*Submit final forms to Director\*

# WCHTE Card Policy & Circulation Limits and Rules

## Policy

To obtain a WCHTE Card the authorized user fill-out the application form (*with authorized signature*) and provide the following:

- Authorized must provide Photo ID & Proof of current address.
  - (Driver's License/State ID)
- Proof of current employment/membership with institution.
  - (current employee identification)

The WCHTE Card is a separate account from a personal account and cannot be used for personal use.

WCHTE cards will expire yearly. They can be renewed with current employee identification.

WCHTE card holder agrees to make good any loss or damage to materials incurred during the use of the card. Items are considered lost if they are more than 30 days overdue.

The WCHTE card holder will give immediate notification of any change in address, telephone, email address, or change in authorized users.

## Circulation Rules and Limits

**WCHTE Cards are valid for 1 year. They can be renewed**

### **Loan Limits:**

**Total Items:** 100

**Total Holds:** 50

**Due Dates:** 2 months/56 days

### **Lost/Long Overdue Fees**

"Lost/Long Overdue" Material Fines: Any material more than 30 days overdue will be considered Lost/Long overdue. Account will be charged the price for items not returned or returned damaged. A processing charge of \$10.00 will be charged for accounts that have items "Lost/Long Overdue".