

# Springtown Library Easy Access Keycard Application

Easy Access keycards are available to Livermore Public Library card holders in good standing who are 18 years of age or older.

New Card \$5       Replacement Card \$10

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Library Card Number: PLIV \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_

City

State

Zip Code

**My Signature Indicates My Agreement With the Following:**

- I am responsible for the use of my Easy Access keycard. I will report a lost or stolen card immediately. There is a **non-refundable** cost of \$10 for a replacement card.
- The Livermore Public Library reserves the right to revoke an Easy Access keycard that has been used irresponsibly.
- Although the Springtown Branch Library and the surrounding premises are under recorded video surveillance, I understand that this is not a guarantee against crime. I will use caution when entering and leaving the building.
- For liability reasons and my own security, I will **not admit anyone** who does not possess an Easy Access Card.

\_\_\_\_\_  
Signature of cardholder

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY**

Name of staff taking application: \_\_\_\_\_

- Checked Photo ID / over 18
- Verified Library Barcode
- Verified Mailing Address
- Change PCODE2 in Sierra to 'Easy Access'
- Collected Payment / Type: Cash\_\_\_ Check\_\_\_ Credit Card\_\_\_
- Use register code 2500 and put note in Reference box—"Easy Access, Patron's Last Name"
- Receipt offered to patron and copy of receipt attached to this form

ADMIN  Easy Access Keycard Number \_\_\_\_\_  
STAFF  Mailed On \_\_\_\_\_ Initials \_\_\_\_\_