

## APPLICATION

*We hereby apply for the privilege of borrowing library materials pertinent to the conduct of our group or business from the Denver Public Library. We agree to observe all Library rules and regulations and assume responsibility for all materials charged to our group/business card, until the card expires or is reported in writing to the Library as lost or stolen.*

Today's Date: \_\_\_\_\_

Group/Business Name: \_\_\_\_\_

Primary Officer Name: \_\_\_\_\_

Primary Officer Signature/Title: \_\_\_\_\_ / \_\_\_\_\_

Denver Street Address/Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Group/Business: \_\_\_\_\_

How Long Established: \_\_\_\_\_

**The Denver Public Library  
connects people with ideas,  
information and experiences  
to provide enjoyment, enrich lives  
and strengthen our community.**

10 W. 14th Avenue Parkway  
Denver, CO 80204  
720-865-1111  
denverlibrary.org

The Denver Public Library

# GROUP AND BUSINESS LIBRARY CARDS



*Our Resources  
Can Be Your Resources*



DENVER PUBLIC LIBRARY  
DENVER LIBRARY .ORG

## How The Denver Public Library Card Works For Your Group Or Business:

With the Denver Public Library Group/Business Card, our resources - from databases to books to DVDs - can be your resources!

Our librarians and other staff are here to help you find answers and make selections. They can even help you locate items from other library collections. Best of all, if your group or business is in the city and county of Denver, this service is free.

All you need to do is complete the application (on the back) and follow the instructions. If you have any questions, call Borrower Services staff at 720-865-1325. Welcome to the Denver Public Library!

### To renew items:

- **720-865-1325**  
(during library hours)
- Online at:  
***denverlibrary.org***

## Privileges and Responsibilities

- One Library membership per group/ business.
- Checkouts are permitted only to an individual in possession of the card.
- Although many people within the group may use the card, all responsibility lies with the group/business (i.e. the primary signers).
- Group/Business Cards expire one year after issuance with the opportunity to renew the card if it is in good standing.
- For additional information about loan periods and circulation policies, please visit:

***[denverlibrary.org/card/policies.html](http://denverlibrary.org/card/policies.html)***

## Application Process

1. Complete the application form.
2. Send a letter on company or official letterhead requesting a Group/Business Card and accepting responsibility for all materials borrowed on the card. The highest official in the business's Denver office must sign the letter.
3. The Library will verify the group/company's current status with the Secretary of State or Denver County Tax Office before issuing a Group/Business card.
4. The application and letter should be mailed or delivered to the

**Borrower Services  
Denver Public Library  
10 W. 14th Avenue Parkway  
Denver, Colorado 80204-2731.**

The completed card will be mailed back to the group/business.

**For more information,  
please call  
Borrower Services:  
720-865-1325**