

Kimball Library Request Form for the Current Borrowing Record of Minors (infants through age 17)

To Be Completed by:

THE PARENT OR LEGAL GUARDIAN OF THE MINOR

Full Name of Requester: _____

Relationship to the Minor: _____

Primary Address: _____

Phone Number(s): _____

Full Name of the Minor: _____

Primary Address of Minor: _____

I hereby swear and affirm that I am the parent or legal guardian of the above-named minor, and that such rights have not been terminated by any court or other legal proceeding:

Signature of the Requestor:

Today's Date:

STAFF ONLY – REQUIRED DOCUMENTATION: One of the following proofs of identity and relationship to the Minor must be provided to and confirmed by staff. Please check each proof provided. If it is difficult to verify either criteria, please ask for assistance from the Director or Assistant Director.

____ Current Kimball library card listing an address matching that on the minor's library account

____ The governmentally issued ID and the minor's Kimball library card

____ The parent or guardian's unexpired library card that is linked to the minor's library account as a parent or legal guardian, or

____ the minor's library card that is linked to the parent or guardian's library account

____ Governmentally issued identification and the minor's birth certificate naming the parent, or a court order appointing the legal guardian.

Printout provided for Minor's Card Number: _____ Staff Initials: _____

Forms shall be filed in the Director's Office at the front of the top drawer in the large file cabinet.