

Library Field Trip

Dear Parents and Guardians,

We are excited that your child will visit Surrey Libraries with their class!

If you would like your child to borrow books, they will need a **library card**.

If your child already has a Surrey Libraries card please contact any branch to ensure that the account is current to allow your child to borrow books on the field trip.

To apply for a library card you may come to any Surrey Libraries branch before the field trip to register your child for their card. A parent or guardian must accompany children 0-11 years to apply for a library card.

The following identification is required to register your child:

- Child Identification (*such as your child's BC Services Card, passport or Permanent Resident card*), AND
- Parent Identification (*such as Driver's License, BCID, passport, Permanent Resident card*), AND
- Proof of current family address (such as a utility bill)

Remember to send your child to school with a library card on field trip day.

If you can't visit the public library before the class field trip, please complete the attached library card application and return it to your child's teacher at least 1 week before the field trip. Your child will be issued a library card on field trip day and will be able to borrow books and other materials.

Need Assistance? Please telephone, email or visit your local library and our friendly staff can help you.

surreylibraries.ca

We look forward to meeting your child at the library!

English **This document contains important information. Please ask someone to translate it for you.**

Chinese 這份文件包括一些重要資料，請找人為你翻譯

Panjabi ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਹੈ | ਕ੍ਰਿਪਾ ਕਰ ਕੇ ਇਸ ਦੇ ਅਨੁਵਾਦ ਲਈ ਕਿਸੇ ਜਾਣਕਾਰ ਦਾ ਸਹਿਯੋਗ ਲਵੋ |

Korean 이 문서에는 중요한 내용이 들어 있습니다. 영어를 아는 분에게 번역을 부탁드립니다.
바랍니다.

LIBRARY CARD APPLICATION For Library Field Trips

(Please print clearly in ink)

STUDENTS Children 0-11 years

NAME OF CHILD

_____/_____/_____
last (family) first middle

ADDRESS _____

CITY _____ POSTAL CODE _____

E-MAIL ADDRESS of Parent/Guardian:

DUE DATE receipt options: E-MAIL PRINT

Notifications (due date receipts, courtesy reminders, hold notifications, overdue notices) are sent by email. If you do not wish to receive these notices by email, you can unsubscribe by visiting www.surreylibraries.ca for more details.

TELEPHONE _____

DATE OF BIRTH ____/____/____ MALE FEMALE
(CHILD) day month year

Parent/Guardian: I agree to be responsible for all materials borrowed on this card and for payment of any charges at all libraries at which it is registered. I will report loss of card or change of contact information directly to all library systems at which the card is registered. I understand that children have access to all library materials and services, including the Internet, and that I am responsible for my child's selection of materials, use of library services, and my child's safety in the library.

NAME of Parent/Guardian: (please print)

_____/_____/_____
last (family) middle first

SIGNATURE of Parent/Guardian:

_____ DATE: _____

NAME of Parent/Guardian: (please print)

_____/_____/_____
last (family) middle first

SIGNATURE of Parent/Guardian:

_____ DATE: _____

LIBRARY STAFF USE: data in Horizon record double-checked



STUDENTS Youth 12-18 years

NAME OF YOUTH

_____/_____/_____
last (family) first middle

ADDRESS _____

CITY _____ POSTAL CODE _____

E-MAIL ADDRESS: (YOUTH decides to use their own or a parent/guardian's email)

DUE DATE receipt options: E-MAIL PRINT

Notifications (due date receipts, courtesy reminders, hold notifications, overdue notices) are sent by email. If you do not wish to receive these notices by email, you can unsubscribe by visiting www.surreylibraries.ca for more details.

TELEPHONE _____

DATE OF BIRTH ____/____/____ MALE FEMALE
(CHILD) day month year

Youth: I agree to be responsible for all materials borrowed on this card and for payment of any charges at all libraries at which it is registered. I will report loss of card or change of contact information directly to all library systems at which the card is registered. I understand that I have access to all library materials and services, including the Internet, and that I am responsible for my selection of materials, use of library services, and my safety in the library. I understand and agree that my parent/guardian may be notified to resolve any outstanding charges incurred against this card.

CONSENT (Youth to fill out): YES NO

In accordance with B.C.'s privacy laws, I give my CONSENT for my Parent(s)/Guardian(s) to have access to my account (including picking up holds, and receiving email notifications of due dates, holds, overdues, and courtesy reminders). I give the following permission to access to my account:

Parent/Guardian Name: _____

Parent/Guardian Name: _____

SIGNATURE of Youth: _____

Date: _____

TEACHER: important information

Please return applications to Surrey Libraries at least 1 WEEK before tour

Teachers, please initial here that you have verified each application is accurate and complete.

Library Tour Contact: _____

TOUR INFORMATION: School: _____

Phone: _____ Teacher: _____

Tour Date: _____ Time: _____

Surrey Libraries is authorized to collect information under the authority of the *Library Act* and section 26 (c) of the *Freedom of Information and Protection of Privacy Act*. This information will be used for matters relating to the circulation of library materials and administrative statistics. For questions regarding the collection of personal information, please contact the Manager of Administrative Services, 10350 University Dr. Surrey, BC V3T 4B8, 604-598-7303