

**Prince George's County Memorial Library System**  
***Instructions for Bulk (Group) Library Card Applications***

Dear Bulk Library Card Application Coordinator:

Please follow these guidelines when submitting applications for library cards for a class or large group of children:

**1. When individual children will take the completed application to their nearest public library to have a library card issued:**

- a. Obtain a sufficient supply of library card applications and Letters to the Parent/Guardian from the library for each child that will be applying for a card (Forms are available in Spanish if needed.). Please return those forms you don't use to the library.
- b. Send an application and Parent/Guardian letter home with each child. Include a letter from your organization explaining your interest in, or the purpose for having the child obtain a library card.
  - a. The letter should also state that the parent or guardian must accompany the child when taking the completed application to the library to have a library card issued and that the parent/guardian must present appropriate ID (driver's license, passport, resident alien card etc.) for verification of identification.

**2. When the bulk application process will be coordinated by and through your organization:**

- c. Obtain a sufficient supply of library card applications and Letters to the Parent/Guardian from the library for each child that will be applying for a card (Forms are available in Spanish if needed.). Please return those forms you don't use to the library.
- d. Send an application and Parent/Guardian letter home with each child. Include a letter from your organization explaining your interest in, or the purpose for having the child obtain a library card.
- e. In your letter, please direct parents/guardians to complete the application with all pertinent information including the parent or guardian's identification information and signature and to return the completed application to your organization for processing.
- f. The project coordinator for your organization should review each completed application to ensure that all required information is provided, is legible, and that the parent or guardian has signed the application. (Please check carefully – any incomplete or illegible applications will be returned to have missing or illegible information provided.)
- g. Once all applications have been gathered and checked for content, please bring the applications to the library at least two weeks prior to the date they will be needed.
- h. At the library, the applications will be reviewed and entered by library staff. Applications with missing or incomplete information will be returned to you for follow up.
- i. Once applications that are entered, the library cards will be issued to you for distribution. They should be sent home to be signed.
- j. Once signed, the children may use their library cards.

Note: Where it is determined that a child already has a Prince George's County library card on file, the application will be returned with a note indicating so. A new card will not be issued.

If you have any questions, please do not hesitate to contact the staff at your branch library.

Sincerely,

***the PGCMLS Staff***

