



Learning Resources Center

ONE CARD/ LIBRARY CARD REQUEST FORM

Date: _____

NOTE: Please submit your current class schedule or proof of registration and driver's license or state ID to the circulation desk with this form to activate your library card.

Identification Information:

Name: (Last) _____ (First) _____ (M) _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (Include area code) _____ - _____ - _____ cell home office

Email address: _____

Student/Employee ID Number: A 00 / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____

One Card Barcode Number: 2 / 2 / 0 / 2 / 9 / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____

Status (check one)
 WCCCD Student WCCCD Staff WCCCD Faculty Guest student
Please Check: New Card Replacement Card

One Card /Library Card:
 A One Card is not only your student ID (or your employee ID), but it is also your library card and a debit card that can be used for printing and copying material. A One Card that has been activated as your library card allows you to check out material in the general collection of the LRC, permits access to reserve items, and provides you remote access to WCCCD's collection of online databases. A library card can be used at any of the five Wayne County Community College District campuses. A student library card validation period terminates at the end of every semester; please visit any of the five campus LRC's to renew the library portion of your One Card. WCCCD guest students can obtain a One Card and activate it as a library card following the above procedure to use college library resources. An employee library card needs to be updated annually.

If you lose your One Card please notify the LRC immediately. You are responsible for all charges made to your card. The replacement fee is \$10.00; a new card can be obtained at the Security Office.

I read the One Card / Library Card procedure and accept the terms.

Signed: _____ Date ____ / ____ / 20 ____

To Be Completed By Library Personnel

Approved by: _____ Date: _____