

HCLS Application for Designated Borrower Service

Thank you for registering for the Designated Borrower.

This is a confidential application. Please complete this form and submit the information online, in person, or by phone. Contact any branch if you have questions.

About the Applicant/Cardholder

Full Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Note: *Hold, Items Due Soon, and Overdue* notices will be emailed to you and the designated borrower's email address, if both are included. Replacement costs for overdue items are added to [your](#) account 28 days after the due date, with a printed bill sent to the mailing address.

___ I have an HCLS Library Card with barcode number _____.

___ I need a new or replacement HCLS Library Card.

Home Branch [please check one]

- | | |
|--|----------------|
| ___ Central - 10375 Little Patuxent Pkwy, Columbia, MD 21044 | (410) 313-7800 |
| ___ East Columbia - 6600 Cradlerock Way, Columbia, MD 21045 | (410) 313-7700 |
| ___ Elkridge - 6540 Washington Blvd, Elkridge, MD 21075 | (410) 313-5077 |
| ___ Glenwood - 2350 State Route 97, Cooksville, MD 21723 | (410) 313-5577 |
| ___ Miller - 9421 Frederick Rd, Ellicott City, MD 21042 | (410) 313-1950 |
| ___ Savage - 9525 Durness Lane, Laurel, MD 20723 | (410) 313-0760 |

About the Designated Borrower

Full Name: _____

Phone Number: _____

Email Address: _____

** If there are two email addresses on your account, this email will replace your alternate email address. Add the designee's email address only if you want them to receive your ***Hold, Items Due Soon, and Overdue*** notices.

By submitting this application, I authorize the designated borrower to do the following on my behalf:

Pick up my new or replacement library card at my home branch, if applicable.

Borrow and renew materials after showing valid ID.

Pay fines and fees

Discuss information about my account, including requests and items borrowed, with library staff.

View and manage my online account.

Signature: _____ Date: _____

Please print your name: _____