

Labette Community College

KEY CARD ACCESS LIBRARY APPLICATION

Complete Form

Return form to M100 or computersupport@labette.edu

Application will be reviewed

Once approved, you will be notified via email to pick up your card. Cards will be picked up in the IT office (M100). Please bring your Student ID and one other form of identification.

STUDENT CONTACT INFORMATION			
Student ID Number		STATUS	MAJOR
Student Name		<input type="checkbox"/> Full Time Student <input type="checkbox"/> Part Time Student <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Online	
Phone			
E-mail			
Address City, State ZIP Code			
Application Year and Term			
AGREEMENT			

1. Extended hours is only available to Faculty, Staff, and currently enrolled Degree Seeking Students.
2. Library premises (both inside and outside) are monitored and recorded.
3. Library Resources are NOT to be removed from the Library.
4. Any reports of misconduct will be investigated, and could result in disciplinary action including, but not limited to, suspension of Library access rights or expulsion from Labette Community College.
5. I understand that I must report a lost or stolen access card to the IT Department immediately.
6. I understand that I am responsible for replacing a lost or stolen card, which includes a new application and fee.
7. By submitting this application, I agree to adhere with all Labette Community College Computer Use and Conduct Rules.
8. I understand that extended Library usage is a privilege, and should be treated as such. I understand that all actions and activities are recorded. I also understand that access is for the applicant only. Allowing others access with my account will result in disciplinary action.
9. Extended Access is only granted per Semester. If you are enrolled for the following semester you will receive an email with reactivation details.
10. LCC Issued Student ID Card must be on my person at all times while using extended access hours in the Library.
11. Study groups are encouraged, and outside food is allowed. Abuse of this privilege could result in termination of your key card access account.

SIGNATURES	
Signature	
Name	
Student ID Number	
Date	