Learning Resources Center
ONE CARD/ LIBRARY CARD REQUEST FORM

Date: ________________

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: ___________________

Updated 08.2011