

Dear Family:

In order for Briarcliff Manor Public Library to issue a Library card to a person in your employ, we ask that you fill in the following information and sign below. The employee/nanny/caregiver should then bring the signed letter to the Library, along with personal identification (license, passport, etc.) in order to receive a Library Card.

We recommend that you allow the nanny/caregiver to use a family member's card to check out items intended for family use, and reserve use of her/his card for personal use, so that any fines or charges are applied to the appropriate card.

This letter is to verify that _____(name of nanny/caregiver)

is currently employed by the _____family

residing at this address:

_____, Briarcliff Manor, NY 10510.

____I give the above-named person my permission to use a family member's card to take out library items.

____I do NOT give the above-named person my permission to use a family member's card to take out library items.

Printed Name of Adult Family Member

Signature

Date:_____

____Received by Briarcliff Manor Public Library

____Check-In Note re: permission to use family card

____Copy of this letter sent to family