

**LANE MEDICAL COPORATE MEMBERSHIP FORM**

Print legibly and complete

**Library ID:**

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title of Contact Person:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

Street City State Zip Code

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

The undersigned agrees to abide by Lane Medical Library regulations.

The undersigned agrees that the use of Lane Medical Library's resources and services must be related to the instruction, research, patient care and public welfare goals of Stanford University and Stanford University Medical Center; or for the personal use of the undersigned, who is an eligible member of the Stanford community. The user's library privileges may not be sold or transferred or used in the context of employment by an external business. Use of Lane Medical Library for an external business must be purchased for a fee. Proxy privileges are available to qualified individuals. Library privileges may be revoked for cause at any time.

**Signature of Contact Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION PROCEDURES:**

- Application must be made in person at the Lane Medical Library, Single Service Desk
- At the time of application individual must provide:

A check for the appropriate amount payable to Lane Medical Library, exact cash or credit card (Visa or Master Card)

Valid form of identification with photo ID (Government issued ID)

- Cards will not be mailed, but must be purchased and picked up in person
- Cards are issued in the name of the company and may be use by its employees
- The company contact person is responsible for maintaining accurate records of those to whom the card is issued

\_\_\_\_\_ Office Use Only \_\_\_\_\_

Payment: \_\_\_\_\_ Received By: \_\_\_\_\_

GENCAT: CORP  
Pat. Type: XFEEBOR

Lane Medical Library  
300 Pasteur Drive Room L109  
Stanford, CA 94305-5126  
Circulation: (650) 723-6691



# Corporate Membership Application

## LANE MEDICAL CORPORATE MEMBERSHIP INFORMATION AND POLICIES

Individuals representing a profit or non-profit company, or those who are self employed, may use Lane within the guidelines. Benefits of a corporate membership include the ability to search Lane online resources, borrow general books and request for items to be retrieved from offsite storage.

### Annual Corporate Membership Rate:

**(\$500): Access to electronic content/ borrowing items** *(Maximum of 25 at a time)*

### Excluded Services

- 1) DocXpress/ ILL
- 2) Recall items from Stanford affiliates
- 3) Extended Reference Service
- 4) Access to remote electronic content
- 5) Access to exam review, course reserves or circ desk collections
- 6) Borrowing periodicals and reference materials
- 7) Use of the digital arts area

### Guidelines

- 1) Lane corporate membership ID card issued to corporate members must be presented for computer access, borrowing materials and offsite retrieval
- 2) Non transferable
- 3) Corporate cards must be presented for borrowing transactions and computer access. (Lane staff has the right to ask for this card at anytime)
- 4) Borrowed items must be returned or renewed by their due date or fines will be assessed
- 5) Cardholders will be responsible for overdue fines and replacement costs of \$100 for lost material.
- 6) Recalled items must be returned within a day or a fine will be assessed.
- 7) Holds may be placed for item checkout, community user will be notified when item is returned and ready for pickup.
- 8) Material borrowed may not be loaned to another institution, individual or group.
- 9) Companies are responsible for keeping track of individual card users of the card
- 10) The Library reserves the right to deny use to individuals that abuse library privileges or in any way infringes upon the priority rights of Stanford's faculty, staff or students. Library privileges may be revoked for case at anytime

**Company Card**

**\$500 for a year membership**

### Access and Borrowing Privileges

**Computer (online access to electronic resources)**

**Books (LC collection) 4 week loan period**  
(Maximum 25 items checkout at one time)

**Borrowing**

**2 hour computer access**  
(Maximum of 4 hrs per visit)