

Email Notification

Dear Beauregard Parish Library Patron,

The Beauregard Parish Library is pleased to offer our patrons a new service :
E-mail notification of requested material ready for pick-up and/or of overdue material.

Previously, we have reached patrons by telephone and/or postal mail to let them know when their requests have become available for pick up as well as mailing letters to remind them when their material becomes overdue. Now patrons may sign up to replace such phone calls and letters with e-mails.

If you wish to sign up for e-mail notification, please complete the bottom portion of this form and return it to any branch of the Beauregard Parish Library or mail it to:

Beauregard Parish Library
205 S Washington Ave
DeRidder, La 70634.

I, _____ hereby request to be notified of availability of my future library requests via electronic mail. I understand that said notification *will NOT be accompanied by secondary notification via telephone or postal mail.*

I also wish to receive electronic notification of delinquent material(s).
Furthermore, I realize that it is my responsibility to:

- 1) check my e-mail daily for notifications
- 2) inform the Beauregard Parish Library immediately should my e-mail address change or become invalid for any reason.

If at any time I wish to discontinue e-mail notification, I may submit my request, in person and with picture ID, at any branch of the Beauregard Parish Library.

Library Card Number: _____

Email Address: _____

Signature: _____ Date: _____

* Please note: Email notifications from the Beauregard Parish Library will appear in your inbox with a subject line of "Atrium Form Letter." Please do not disregard these emails.