

Library of Congress
Acquisitions Fiscal and Support Office

Surplus Books Program

Non-Congressional Application to Participate

rev. 1/23/2012

- New Application
 Renewal Application

Organization Name: _____

Street Address _____

City: _____ **State:** _____ **Zip:** _____

Eligibility: Please indicate your qualification/s for eligibility and provide your tax identification number below.

- Full-time, tax-supported or nonprofit educational institution: school, school system, college, university, museum, or public library.
 Agency of local, state, or federal government.
 Nonprofit institution or organization that has tax-exempt status under the provisions of section 501 of the Internal Revenue Code of 1954 (see 41 CFR 101-44.207 (a)(17)) and that operates a library and/or research center open to the public.

IRS-issued tax identification number _____

Book Selectors: List the individuals who will select books for your organization. Library of Congress staff members may not select materials for Program participants.

First Name: _____ Last Name: _____

Phone: _____ Fax: _____ Email: _____

Notify via email when new materials are available for selection.

First Name: _____ Last Name: _____

Phone: _____ Fax: _____ Email: _____

Notify via email when new materials are available for selection.

First Name: _____ Last Name: _____

Phone: _____ Fax: _____ Email: _____

Notify via email when new materials are available for selection.

Use an additional sheet if more space is needed.

Organization's Authorized Official Requesting Approval to Participate:

First Name: _____ Last Name: _____

Job Title: _____

Phone: _____ Fax: _____ Email: _____

Notify via email when new materials are available for selection.

Certification: Check each statement in acknowledgement.

- My organization or institution will be responsible to make the arrangements for the shipping of materials selected from the Surplus Books Program. This may include providing a Fed Ex or UPS account number, providing Congressional frank labels, or hand-carrying the materials. If providing frank labels, my organization or institution will make arrangements with a Congressional office to provide the labels.
 No books will be shipped without a completed and approved application to participate.
 Any knowing or fraudulent misrepresentations on this application may subject me to prosecution under federal law.
 I understand that this application must be renewed every two years.

Signature: _____ Date: _____

OFFICIAL USE ONLY:

I have verified the registration form is complete and I grant access to the Book Selector for the organization or institution listed above.

Signature: _____ Date: _____