

# Be a Friend of the Bridge

## Be a Friend of the Bridge

Yes, I would like to be a “Friend of the Bridge” at the Gardena Valley Japanese Cultural Institute. Being a friend entitles me to “check-out” library privileges and signifies my support of the Bridge in the form of a donation of **\$1 or more.**



PLEASE COMPLETE ALL INFORMATION BELOW

Check here if you are under the age of 18.

Name \_\_\_\_\_  
Last First

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Donation Amount \$ \_\_\_\_\_

Make checks payable to “Gardena Valley JCI”, listing “The Bridge” in memo.

YES, I would like to VOLUNTEER. Please contact me.

### Circulation Policies

- Bridge circulation privileges are granted only to individuals with membership in the “Friends of the Bridge.” Friends membership is established with a gift of \$1 or more and the submission of a completed Friends form.
- Books and media can only be checked out during the normal operating hours of the JCI or during special events. The standard procedure is to take the item to the JCI front office for check-out.
- Books and media can be returned to the JCI office during normal operating hours. Small books may be placed in the drop-off slot located in the JCI office lobby’s door after hours.
- Standard borrowing periods will be a “sliding scale” of 2 to 3 weeks always ending on a Friday two weeks following the date of check-out (e.g. if a book is checked out on a Monday, it would be due two weeks after the following Friday. Likewise, if a book is checked out on a Friday, it is simply due in two weeks).
- Friends are responsible for lost, damaged or destroyed items and will be billed an appropriate dollar amount based on the item’s condition, value (including age and rarity), and other factors as determined by the JCI.

I have read and agree to abide by the circulation polices stated above.

Signed: \_\_\_\_\_ Date \_\_\_\_\_



Gardena Valley Japanese Cultural Institute  
1964 West 162nd Street • Gardena, California 90247  
310.324.6611 • info@jci-gardena.org

### Office use only

Entered Date \_\_\_\_\_