



**CORPORATE SERVICES**  
**Oxford County Library**  
21 Reeve Street  
Woodstock, Ontario N4S 7Y3  
Phone: 519-539-9800 • Fax: 519-421-4712  
Web site: [www.ocl.net](http://www.ocl.net)

## Computer Program Installation Request

Complete this form when requesting a program to be installed on the Library's public access computers.

**Please Print**

<b>Date:</b> _____	<b>Location:</b> _____
<b>Name of Applicant:</b> _____ Last First Middle	
<b>Address:</b> _____ Apt./Unit # Street Number Street Name _____ City Province Postal Code	
<b>Phone:</b> ( ___ ) ___ - _____ <b>Other Phone:</b> ( ___ ) ___ - _____	<b>Email Address</b> (optional form of contact): _____ @ _____
<b>Provide the name of the program you are requesting to be installed on the Library's public access computer:</b> Name of Program: _____ Website where program is available for download: _____	
<b>Provide a brief explanation why you would like/need to use this program at the Library:</b> _____ _____	
<b>Date range for which the program is required:</b> From: _____, 20__ to _____, 20__	
<b>Signature:</b> _____ Signature of Applicant	

Collection of personal information on this form is necessary for the proper administration of a lawfully authorized activity under the *Public Libraries Act, R.S.O. 1990*. This information is collected for the purpose of contacting library card holders who have reserved circulating materials and for the purpose of overdue materials notification. For more information about this collection, please contact Lisa Miettinen, CEO and Chief Librarian, at 21 Reeve Street, P.O. Box 1614, Woodstock, ON, N4S 7Y3 or (519) 539-9800 (ext. 3260).