



INSTITUTIONAL BORROWER INFORMATION SHEET

Institutional cards expire one (1) year from date of issuance. The card is renewable.

The library allows a maximum of 75 items to be borrowed concurrently on an institutional card.

While the card is issued in the name of the institution, the agency's director must be the applicant. Applicants must submit an Institutional Borrower Application that includes the applicant signature, proof of identification and documentation of employment at the institution. Card approval is subject to approval of the library.

Control of the card is the responsibility of the organization. Only those persons assigned by the institution, as noted on the application may use the institutional card. If there are changes to the list of authorized users, you must notify the Circulation Manager at the Main Library or the Library Director.

Replacement costs

If items are lost, full replacement price is charged at retail cost. If actual replacement cost is known, that price will be used. There is also a \$5.00 per item non-refundable processing fee for all lost items. Please note that any item which is 60 days overdue is automatically declared lost.

Card Responsibilities

- Use of the Institution Library Card is intended to support the operation of the institution. It is not for the personal needs of the cardholder.
- The established Library fines and fees schedule and library loan rules must be followed.
- Accrued fines and fees are the responsibility of the institution.
- Overdue notices are sent to the attention of the contact person at the institution. All outstanding fines and fees must be paid before the card may be renewed.

Institution Card Privileges

- All circulating youth library materials are available for institutional loan. There is a two (2)-renewal limit on items eligible for renewal.
- Items may be renewed twice if unless needed to fill a request by another borrower.
- Institution staff members may call in advance to have items selected by a librarian (minimum of 24 hours advance notice is needed).
- There is a maximum limit of 75 items checked out on the card at any given time.
- The card does not offer the ability to place holds or request interlibrary loans.
- Due to licensing agreements, this card does not provide remote access to the Library's databases.

If the purpose of the Institutional Card is abused, the institution's/agency's borrowing privileges will be terminated.