



INSTITUTIONAL BORROWER'S APPLICATION

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.) If the purpose of the institutional card is abused, the library will terminate the institution's/agency's borrowing privileges.

The institutional card must be presented at the time of checkout.

The same regulations applying to individual adult resident borrowers apply to institutions/agencies. However, institutional cards must be renewed annually.

Institutional card applications must be approved by the Library Director or Circulation Manager at the Main Library. Library staff will verify employment of the applicant as part of the approval process.

PLEASE PRINT:

Name of institution/agency: _____
(Use official name, including name of parent institution, if applicable.)

Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ E-mail: _____

Name of Applicant (Must be Institution Director/CEO): _____

Title: _____ Signature: _____

Other AUTHORIZED USERS: _____

The fiscal agent, owner, treasurer or other individual duly authorized to accept financial responsibility for materials borrowed on this card must complete the information below. Financial responsibility includes full payment for any lost materials or equipment, the cost of repairs/replacement of damaged equipment or materials (cost determined by the library) and any fines and fees charged for overdue items. The institution is fully responsible for controlling the use of the institutional card. The institution must notify the library if the fiscal agent changes.

Name of fiscal agent: _____

Title of fiscal agent: _____

If different from above:

Agency: _____

Address: _____

I have received a copy of the Institutional Borrower's Information Sheet, which includes the limits and responsibilities, as well as information about replacement cost for lost items.

Signature of fiscal agent: _____ Date: _____