



INSTITUTIONAL BORROWER'S APPLICATION

Institutions in Durham County are eligible to apply for an institutional card. An institution is defined as Child care, Preschool, Kindergarten, School, Prison, Hospital, Nursing Home or Retirement Community. Agencies of Durham County Government may also be issued an Institutional card. The purpose of the card is to supplement the materials needed by the institution. Employees of the institution must use their own card for this purpose, and if living outside the county, must purchase out of county cards annually. If the library determines that an institutional card is being abused, the library will terminate borrowing privileges. Institutional cards must be present to check out materials.

The same regulations applying to individual adult resident borrowers apply to institutions.

Circulation managers and outreach staff must approve applications for issuance of card.

PLEASE PRINT

Name of Institution: _____
(Use Official name, Also include parent institution, if any)

Address: _____

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

Phone: _____ Renewal: Card number: _____

Name of Person Making Application: _____

Title: _____ Signature: _____

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. Responsibility includes full payment for any lost materials or equipment, payment as determined by library for damaged equipment or materials, and any fines or fees for overdue items. The institution is fully responsible for controlling the use of the card. The institution must notify the library if the fiscal agent changes.

Name: _____ Agency: _____

Address: _____

I have received a copy of the average replacement cost of library materials and limits that apply to this card:

Signature: _____

CARD EXPIRES ONE YEAR FROM DATE OF ISSUANCE

Staff Use

Date: _____

Staff Initials: _____



INSTITUTIONAL BORROWER'S INFORMATION SHEET

- Institutional cards expire one (1) year from the date of issuance.
- The library allows a maximum of 100 items to be borrowed concurrently on an institutional card. Institutions may apply for up to 2 additional cards if desired.
- 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 any changes to the list of authorized users, you must notify the Circulation Manager at the Main Library.

REPLACEMENT COSTS

If items are lost, full replacement price is charged. If actual replacement price is known, that price will be used. If not, a default price will be charged. There is also a \$5.00 per item non-refundable processing fee for all lost items. Please note that any item which is 40 days overdue is automatically declared lost.