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To: Gwinnett County Public Library Organizational Card Applicants
From: Barbara Spruill, Division Director, Branch Services
RE: Obtaining and Updating an Organizational Library Card

Thank you for your interest in the Gwinnett County Public Library system. We do offer a wide variety of services for businesses, organizations, and county and city government agencies located within Gwinnett County. There is no charge for an organizational card.

In order to obtain or update your organizational card, the following must be submitted annually on your organization's letterhead and signed by your organization's CEO or officer:

- A statement accepting financial responsibility for all fines and fees incurred by anyone using the card. This includes fines for late materials and replacement fees for lost and damaged materials.
- The CEO or officer's name, job title, and work phone number.

Furthermore:

- It is the responsibility of the primary cardholder to share the library card number and PIN with any individual they wish to have full access to library services. Services cannot be provided to anyone without a card number and PIN.
- Non-profit organizations should include the non-profit number in order to be exempt from fines.
- Organizational cards expire a year from the date issued. Information must be submitted annually to update the account. Please remember that it is your responsibility to ensure that former employees no longer have access to your library account. It is recommended that you change the PIN on the account when persons who had access to this information leave your employ.

If you have any questions about the application process, please contact your local branch of the Gwinnett County Public Library. We appreciate your interest in our services and look forward to serving you and your organization!