**Sample Institutional Patron Application**

Institutions in XXXXX County and agencies of XXXXX County government are eligible to apply for an institutional card. An institution is defined as: day care, kindergarten, preschool, school, prison, retirement home, nursing home, or hospital.

The purpose of the card is to provide materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for their own library card.) 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.

Applications for institutional cards must be approved by the Library Director.

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 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. 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_