

**INSTITUTIONAL BORROWERS LIBRARY CARD APPLICATION Date**

The Dougherty County Library System provides an institutional card in order to allow institutions to borrow the needed resources to fulfill their missions.

**Who is eligible?** Childcare Centers, Churches, Prisons, Adult Daycare Centers, Schools, Nursing Homes, and Hospitals

The institutional card is not intended to be used for personal employee borrowing of materials not typically used by learning institutions and such use will be deemed as abuse and the Library may terminate the institution’s/agency’s borrowing privileges. The institutional card must be presented at the time of checkout. Borrowed items will not accrue daily late fees, but lost, damaged and long overdue fines will be charged. Items can be checked out for 6 weeks with no renewals. Iinstitutional cards must be renewed annually. Applications for institutional cards must be approved by the Library Director or assigned representative.

I certify that 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.

**PLEASE PRINT:**

Name of institution/agency:

Street address:

Phone:

Email:

Name of person applying:

Title: Signature:

**Others authorized to use this card (Please Print)**

Print Signature

Print Signature

Print Signature

*The fiscal agent, owner, treasurer or other individual duly authorized to accept financial responsibility for materials borrowed on this card must sign 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 fines or fees charged for overdue items. Items checked out on the institutional card will not incur overdue fines but when they reach “long overdue” status (180 days overdue), the cost of the item(s) will be charged plus a $10.00 nonrefundable processing fee per item. The institution is fully responsible for controlling the use of the institutional card and the guidelines regarding the use of items by students/residents of the institution. The institution must notify the library if the fiscal agent changes.*

Signature: Date:

Library Staff Signature: