



**Application for Institutional Borrower's Library Card**

Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Responsible Party \_\_\_\_\_

Title \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_

Intended Use of Card: \_\_\_\_\_

Additional Persons Authorized to use the Library Card:

Name	Title
_____	_____
_____	_____
_____	_____

**(NOTE: If planned use of this card includes use of the Library's public access computers, please fill out the Application for Public Access Cards also.)**

I agree to follow all Library rules and regulations and will assume responsibility for the prompt and timely return of all materials and equipment to the Library or its designated representative.

I realize that the above named institution is financially responsible for any fine or fee accruing from damage to, loss of, or late return of any Library materials or equipment charged to this institutional borrower's card.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

For Library use:  
Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Card Number: 2 4 2 0 0 \_\_\_\_\_ PIN: \_\_\_\_\_

**Application for Institutional Public Access Cards:**

The Institutional Card number is used for materials checkout and access to information and services through the Library's website, but does not provide logon access to the Library's public access computer terminals. Public Access cards may be issued to individual authorized users at the discretion of the agency.

These public Access cards:

- 1) Allow public terminal use for not more than 120 minutes per day;
- 2) Expire after six months;
- 3) May be renewed for a further six months with the authorization of the agency director and submission of this form.

Authorized public access computer users:		For Library use:	
Name	Title	Card Number	Expires
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I realize that public access computer users are required to follow the Library's public access computer policies and that users may have their Internet access privileges suspended or terminated if they violate these policies.

I understand that although the Library's computers are filtered in compliance with the Children's Internet Protection Act (CIPA), it remains the responsibility of our agency as the responsible party for any authorized computer users under the age of 17 to determine what websites and content are appropriate for these individuals to access.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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For Library use:  
Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Agency's Institutional Card Number: 2 4 2 0 0 \_\_\_\_\_