



Check
It out!

Institutional Library Cards for Schools and Other Agencies

1. The Institutional Card form will be filled out by the principal, director or other comparable person representing the school or agency, who has both administrative and financial authority to be responsible for the materials checked out on the card. When completed, the form should be returned to the Main Library Children's Department, which will process the application and issue the card. The form may be mailed, faxed, or dropped off at one of the Library's branches to be sent to the Main Library via the inter-branch courier.

Mail to: Julie Criser, New Hanover County Public Library, 201 Chestnut Street, Wilmington, NC 28401
or fax to: 910-798-6312, attn: Julie Criser

2. The director is also responsible for designating which teachers/employees of the agency are authorized to use the card. This list of designated employees needs to be kept up to date, and the director is responsible for notifying the Main Library Children's Department when the list changes. An employee of the agency whose name is not on the designated list as recorded on the library card record will not be permitted to use the card. We strongly recommend that the director of the agency meets with authorized staff and determines in-house guidelines such as where books should be kept at the center, how many books each child may select, and so on.

3. Library card information (items checked out, due dates, fines, renewals) may be accessed through the Library's online catalog at www.nhcgov.com. Access requires the library card number and a PIN number. The default PIN is the last four digits of the library card number; the agency director may change this PIN by logging on to the account or by contacting the Main Library Children's Department.

4. Due date reminders and overdue notices will be sent by e-mail. Overdue notices may also be delivered by automated phone message if e-mail is not available. Final overdue notices and bills will be mailed to the agency in care of the director. The director is strongly encouraged to check with agency staff as soon as any material is overdue, so further problems can be avoided.

5. The agency is responsible for paying any overdue fines accrued on the Institutional Card, and for paying for the replacement cost plus processing fee of any billed items on the card. Long overdue/billed items or excessive fines will block further use of the card until the charges are paid. This is why the application for an Institutional Card needs to come from a person who has access to agency funds and the authority to authorize spending them.

6. If the director wishes authorized users to be eligible for public access computer use, which is not available on the basic Institutional Card, the director should also fill out the Application for Institutional Public Access Cards appended to the Institutional Borrower's Card form.



New Hanover County Library

201 Chestnut Street

Wilmington, North Carolina 28401 | 910-798-6303

<http://www.nhclibrary.org/>