

Chattahoochee Valley Libraries issues library card to certain institutions to facilitate access to library materials for their residents and participants. These institutions must agree to assume responsibility for the use of the library card by their staff for borrowing materials.

Many residents of institutions in Muscogee, Chattahoochee, Marion, and Stewart Counties could benefit from accessing library materials, but for reasons beyond their control are unable to obtain a library card. This policy will enable them to utilize the library under the supervision of the institution.

**Requirements and Guidelines:**

1. Card is available to institutions including:
  - Group home residential care for children and adults
  - Boarding and care homes
  - After-school programs serving youth
  - Childcare facilities
  - Correctional facilities
2. Not eligible:
  - Public and private schools
  - Colleges and Universities
  - Community and technical colleges
3. Institution must submit completed application and letter of responsibilities. CVL provides a template for this letter.
4. Institution/responsible party assumes responsibility for all use of the card, including replacement costs for lost materials
5. Delinquent accounts will be referred to the library's collection agency, following the library's policies and procedures
6. Only authorized users on the list provided by the institution will be allowed to use the card
7. Authorized users must show photo ID before being allowed to borrow materials
8. Total items limit is 40 items
9. Only CVL owned items may be borrowed using this card
10. Institutional cards will expire in one year, and will need to be renewed in person after that year.

Institutions can apply by submitting:

1. Completed application for library card
2. Letter of agreement (see template) on institution's letterhead, including:
  - Name, address, and phone number of institution

- Name, address, and phone number of primary contact/responsible party
- Acceptance of responsibility for all materials borrowed, including replacement costs
- List of authorized users of the card
- Agreement to inform the library of changes to list of authorized users

Library staff will:

- Issue one library card per institution. Any duplicate cards discovered will be associated together as one account.
- Maintain custody of the institution's card at all times (though not required for checkout)
- Check photo ID of authorized users before lending materials
- Check out materials at the desk rather than referring customer to self-check machines
- Maintain list of authorized users on the card, and keep a list in the Notes field of the account

*Approved by the Chattahoochee Valley Regional Board July 18, 2019*

*(To be printed on institutional letterhead)*

I, \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*position of authority*) within \_\_\_\_\_ (*Institution Name*) hereby authorize the issuance of an Institutional Library Card to be used to borrow materials to meet our organizational needs. Our organization will assume all financial responsibility for all materials borrowed on this card, for fines incurred, as well as for lost or damaged materials. I understand that this card must be renewed every year and will not be used to access CVL's online databases. I understand this card will expire after one year.

\_\_\_\_\_  
Signature & Title of Authorizing Individual

\_\_\_\_\_  
Date

**Contact Information for Institutional Card Account:**

Institution Name: \_\_\_\_\_

Institution Mailing Address (street, city, zip): \_\_\_\_\_  
\_\_\_\_\_

Individual responsible for notices and billing: \_\_\_\_\_

Email address of individual responsible for notices and billing: \_\_\_\_\_

Telephone Number of individual responsible for notices and billing: \_\_\_\_\_

If you are designating one or more individuals to use the Primary Institution Card:

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_