

Alamance County Public Libraries

Institutional Borrower's Information Sheet

Institutions in Alamance County are eligible to apply for an institutional library card. The purpose of the card is to supplement the materials needed by Alamance County's institutions to fulfill their missions. To obtain an institutional library card, the director/owner of the institution must present the completed Institutional Library Card Application in person at any branch of Alamance County Public Libraries, along with proof of ownership/employment. Proof of ownership/employment includes a valid work ID, paycheck stub or other official documentation from the institution. Once an institution has a valid card, approved sub-cards or 'responsible party cards' (for classrooms or groups) can be issued under the original card, for users listed on the account.

Use of Institutional Cards

Institutional library cards are not intended for individual employees' personal use; individuals must apply for their own library card. Only authorized employees of the institution may use an institutional library card. Authorized employees must present the library card and a valid photo ID at checkout.

The same regulations applying to individual adult borrowers apply to institutions. The checkout period for new movies is 7 days; for all other materials is 21 days. Up to fifty items may be checked out per library card, but no more than ten can be movies. Further information on ACPL's borrowing policies is available in the "Using Your Library Card" brochure presented with this information sheet.

ACPL strongly recommends that all materials checked out with an institutional card stay at the institution, and not be sent home with participants. However, if participants are allowed to take items home, the institution is responsible for all fees if the item is lost. Accounts will be locked after the item(s) is marked lost in our system, which occurs 49 days after the due date.

If card is lost, only the director or responsible party named on the application may obtain a replacement card. The fee for a replacement library card is \$1.00.

The institutional library card is valid for one year. To renew the card, the director/owner must present a new completed Institutional Library Card Application in person at any branch of Alamance County Public Libraries, along with proof of ownership/employment.

If the purpose of the institutional card is abused, Alamance County Public Libraries will terminate the institution's borrowing privileges.

Use of Library Computers by Institution Residents

Residents of facilities that have institutional cards may use Alamance County Public Libraries' computers. Residents desiring access to library computers will be issued a computer use card. The institutional card may not be used for computer access. Normal computer use policies will apply, with additional restrictions when necessary.

Residents younger than 17 must have the signature of an authorized employee of the institution to receive a computer use card.

Institutional Library Card Application

Institution Name _____

(Use official name, including name of parent institution, if applicable)

Type of Institution _____

Institution Address _____

City _____ State _____ Zip _____ Phone _____

Director/Owner's Name _____

Director/Owner's Birthdate _____ Director/Owner's Driver's License _____

Director/Owner's E-Mail Address _____

I apply as director/owner of my institution for the right to use the Alamance County Public Libraries. I have received a copy of ACPL's Institutional Borrower's Information Sheet. My institution assumes responsibility for materials checked out on this library card and any necessary sub-cards, and will comply with all of ACPL's policies, including prompt payment of any charges on my institution's card. I will provide ACPL immediate notice to changes in my institution's address or directorship.

Signature of Director/Owner _____ Date _____

The director/owner must list the sub-cards needed and names of all employees authorized to check out library materials using the institution's cards in the space below. Employees will be asked to present photo ID and the institution's library card/sub-card at checkout. The director/owner must notify ACPL immediately of any changes to this list.

Sub-cards needed and/or Authorized Users:

List Class/Group of Card	Name of Authorized User
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Card Number	Date Issued	Library Staff Signature
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