

WEBSTER PARISH LIBRARIES
ORGANIZATION LIBRARY CARD APPLICATION/AGREEMENT

IDENTIFICATION REQUIRED FOR IN-PERSON CHECKOUT ON BEHALF OF ORGANIZATION:

- **Photo I.D.** (i.e. driver's license, state I.D. card)
- **Proof of Authorization** (letter on official letterhead from head of organization)

Organization cards will be issued for in-person checkouts on behalf of an organization only after receipt of a letter of authorization on official organization letterhead, from a financially responsible officer of the institution, expressing the institution's acceptance of responsibility for all fines, fees, and charges, including charges for damaged or lost materials. The letter must designate a contact person within the organization for handling any library matters. The same privileges and policies which apply to individual cardholders will also apply to institutional cardholders. The institution assumes responsibility for any library materials checked out on its card, and is responsible for ensuring authorized access to its card. The Library will not maintain a list of authorized users for an institution. The institution will notify the Library in the event their library card is lost or stolen. Institutional cards are not to be used by employees or instructors of an institution for their own personal purpose unrelated to their work or teaching. They are expected to apply for personal cards for those purposes.

ACCEPTANCE/AGREEMENT OF RESPONSIBILITY FOR IN-PERSON CHECKOUT ON BEHALF OF ORGANIZATION:

- We will be responsible for all materials/items checked out to the organization.
- We will report any change of information regarding the organization, agent, and secondary contact immediately.
- We will comply with all library rules and policies.
- We understand that there will be a charge for lost, damaged, and/or stolen materials/items.
- We understand that the library provides access to a broad range of materials and that it is the responsibility of the organization to judge what resources are appropriate for use.

ACCEPTANCE/AGREEMENT OF RESPONSIBILITY AS AN OUTREACH LOCATION WITH ROTATION SCHEDULE:

- We will inform Webster Parish Libraries of any damages to any materials noticed while in our possession.
- We will take initiative to ensure materials remain onsite within the facility.
- We will notify Webster Parish Libraries of any damages to the structure housing library materials.
- We understand that the library provides access to a broad range of materials and that it is the responsibility of the organization to judge what resources are appropriate for use.
- We acknowledge that the structure and all of its contents provided by the Library remain sole property of the Library.
- We understand that if materials are lost/stolen on a recurrent basis, the Library has the right to remove its structure and any of its contents from the premises.

TYPE: (please select one):

IN-PERSON CHECKOUTS ON BEHALF OF ORGANIZATION

This selection allows the primary agent to checkout materials/items on behalf of the institution and provides the primary agent with the authority to make material selections on behalf of the organization. The card will remain in the possession of the primary agent acting on behalf of the organization, and the organization accepts responsibility for all fines, fees, and charges, including charges for damaged or lost materials.

OUTREACH LOCATION WITH ROTATION SCHEDULE

This selection mandates that the physical card remain in the possession of Webster Parish Libraries, and the Library will place the organization on a two week rotation schedule in which the Library selects materials and delivers/swaps out materials according to existing outreach schedules. The organization is not held financially responsible for damaged or lost materials.

Note: Dependent upon the type of organization card selected, not every application for an organization card will be accepted. This could be due to time restraints, staff availability, resources, etc. Acceptance is at the sole discretion of the Webster Parish Libraries, and these privileges may be revoked at any time, for any reason.

ORGANIZATION INFORMATION (please print):

Organization Identity: _____

Main Address: _____

Street

City

State

Zip

Main Phone (_____) _____ Email Address: _____

PRIMARY AGENT INFORMATION (please print):

Name: _____ Title: _____

Work Phone: (_____) _____ Work Email: _____

SECONDARY CONTACT (please print):

*Required for In-Person Checkouts on Behalf of Organization Only

Name: _____ Title: _____

Work Phone: (_____) _____ Work Email: _____

HEAD OF ORGANIZATION:

Signature: _____ Date _____

Name (please print): _____

LIBRARY USE ONLY:

Library Card Number: _____

Director's Signature: _____

Approval Date: _____

Outreach location with rotation schedule.

In-person checkouts only

SAMPLE LETTER OF AUTHORIZATION FOR IN-PERSON CHECKOUTS

To obtain a library card for a business or organization, please provide a signed, original copy of this letter on your official letterhead or stationery.

(Date)

Savannah Jones
Webster Parish Libraries
521 East and West Street
Minden, LA 71055

Dear Webster Parish Libraries,

I have read and understand the Organization Library Card Application/Agreement and would like to apply for an organization library card. The **(Business or Organization)** accepts liability and financial responsibility for all transactions charged to this library card at any library branch, including, but not limited to, charges for overdue, lost, or damaged materials. On behalf of **(Business or Organization)**, I hereby authorize the following **(individual)** to use the library card issued in their name:

(Name of Agent), (Title)

(Name of Agent) will be the staff person responsible for handling any library matters. They can be contacted at **(phone)** or **(email)**.

Sincerely,

(Signature)

(Name of Head of Organization)