

Institution card policy sample for MORE-member libraries

May 2017

Institution cards may be issued to the following organizations:

- Governmental agencies and departments
- Hospital departments
- Businesses
- Nursing homes and group homes
- Schools and classrooms, including homeschoolers
- Pre-schools and licensed daycare centers
- Professional offices and clinics
- Schools of Higher Education
- Religious institutions
- Service organizations

Cards will be issued only after receipt of a letter of application on 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 also 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. The institution 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.