

Application for Morley Library Institutional Card

This account allows an institution to borrow Morley Library materials for a deposit collection at the institution's facility. This account is available to any qualifying organization in the Morley Library service district. Arrangements for an Institutional Card must be made with the circulation manager.

Institution Name

Institution Address

City

State

Zip Code

Name of Responsible Party (First/Last Name & Title)

Phone Number (work)

Phone Number (cell)

Email Address

Advantages of Institutional Card:

- Morley library materials will be checked out for **6 weeks** with no renewals.
- A maximum of **100** library materials can be on loan at one time.
- No overdue fines.
- With advance notice, Morley staff will select materials for check out.

Institutional Card Guidelines:

- The above-listed responsible party will be responsible for maintaining the collection and communicating with the library.
- The institution will be responsible for all charges on lost or damaged items.
- The institution agrees to provide adequate storage and/or shelving for library materials.
- CDs, DVDs, Video Games, & Hotspots cannot be borrowed with the institutional card. (Exceptions will be considered based on need and availability).
- Items not returned within **1 month** of their due dates will be considered lost and billed to the account. If more than **5 lost items** are on the account, the account will be suspended until either the items are returned in good condition, or the lost bill is paid.
- The institution must arrange for pickup/return of deposit collection materials (unless other arrangements for pickup/return are made with library staff).
- The card may not be used to borrow items for personal use.
- Only Morley library materials may be borrowed.

Signature of Responsible Party

Date