



BELGRADE
COMMUNITY
LIBRARY

Empowering a community of lifelong learners.

106 N BROADWAY
BELGRADE, MT 59714
(406)388-4346
www.belgradelibrary.org

INSTITUTIONAL CARDS POLICY

Any nursing home, hospital, residential care home, day care facility, school, business, or developmental achievement center in the Belgrade Community Library service area wishing to borrow materials from the Library and willing to accept full responsibility for materials borrowed may register for a Belgrade Community Library Institutional Card.

This agreement must be signed by the chief administrator of the institution. Any staff member allowed by the institution to use its card must have their names listed on the account. The institution thus assumes responsibility for the care and prompt return of all materials checked out to it and is liable for any service charges or fees resulting from overdue, damaged, or lost materials.

When an institution has filled in and signed the application, a card will be issued to the institution. Any staff member borrowing materials for use at the institution must present this card at the time of check out. If a staff member of the institution does not have the card with them when checking out items, Library staff may look up the account, provided the institution member's name is listed on the card and the member shows a photo ID.

The limits on the number of items borrowed will be the same for institutional cards as they are for individual cards. All materials checked out with an institutional card must be for use by the institution only. **Materials for personal use by staff members or other individuals may not be checked out on an institutional card.**

APPLICATION FOR AN INSTITUTIONAL CARD

Name of Institution: _____

Address: _____

County: _____ Business Phone: _____

I agree that the institution I represent will be responsible for the materials borrowed on the card issued by the Belgrade Community Library.

Date of application: _____

Name (Please Print): _____

Authorized Signature: _____

STAFF MEMBERS AUTHORIZED TO USE THIS LIBRARY ACCOUNT

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____

Name (Please Print): _____