

# Business Library Card Application

**Examples of eligible institutions:** Businesses and non-profit organizations.

Please Print:

**Institution Name** \_\_\_\_\_

**Tax ID #** \_\_\_\_\_

**Administrator/Owner:** \_\_\_\_\_  
First Middle Last

**Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
Street or P.O. Box Apt #

**Business Address** \_\_\_\_\_  
City Zip Code  
 (If different from mailing address above)

**Is your business within the City Limits?** Yes \_\_\_ No \_\_\_ If No, which County? \_\_\_\_\_  
City Zip Code

**How would you like to receive Library Notices?** (Check one) Email  Phone

**Who is authorized to check out materials on this account?** (Attach additional names, if necessary)

\_\_\_\_\_  
 Full name Email

\_\_\_\_\_  
 Full name Email

**Advanced notification of due dates is available by email. Multiple email addresses can receive notices.**

**Please allow the following additional individuals to pick up materials on hold for this account:**

\_\_\_\_\_  
 (Full name)

**Would you check out materials in a language other than English?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list which languages: \_\_\_\_\_

The institution agrees to abide by the rules of the libraries from which we borrow materials and to pay any costs or fees that may be charged for materials overdue, lost, damaged or sent to collection, as stated in the rules. We understand that we are responsible for all use made of our library card (s), with or without our consent. The business and any designated business card users understand this account is restricted to borrowing of materials related only to the business. Personal items are to be checked out on personal library cards. The business card is a privilege that can be revoked if abused.

\_\_\_\_\_  
**Date** **Administrator/Owner Signature**

TRL Use Only: # _____ # _____
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## Q&A: Business Library Cards

TRL provides business library card accounts to businesses and non-profits **within** the TRL service area, excluding non-annexed, non-contracting cities.

- **Why is this account different from regular individual library card accounts?** Business accounts enable your employees to access additional materials and information services for their work-related information needs without using their personal library accounts.
- **How does an organization qualify an business library card?** Any business with a Tax-ID number can qualify.
- **Who sets up the account?** The application must be filled out and signed by the owner, director, administrator, manager, or other person who is financially responsible for the business.
- **What is the business responsible for?** Materials must be renewed or returned by their due dates, or pay overdue fees. All businesses must pay for items damaged, lost or long overdue on the business account. Options for payment include cash, check, credit card, or providing a replacement copy. As long as fees stay below \$10, materials can still be checked out.
- **When does the account become activated?** As soon as the paperwork is received, TRL staff will create the account and the requested number of cards will be issued to the business. These may be given to the person submitting the form, or mailed to the business.
- **Where can my organization get an application?** Applications are available at any TRL library.
- **How does the business account work?**
  - Initial checkout period of 5-weeks, with one additional 5-week renewal allowed if there are no holds.
  - Feature films check out for the standard 7-day period and may be renewed if there are no holds.
  - Email notification of holds and overdue items is sent to email addresses provided.
  - Businesses will accrue daily overdue fees for materials not returned or renewed by the due date. All accounts will be billed for replacement costs for long overdue items considered lost. Accounts may be submitted to a collection agency if the balance owed reaches \$50 dollars.
  - The following items are not eligible for checkout on the business account:
    - Materials for personal use and eReaders.
    - Downloadables (music, eBooks, audiobooks) and databases. (TRL licenses databases for individual use by patrons).
    - Interlibrary loans (requests for materials outside of TRL) may be requested on individual accounts only, not on business accounts.
  - Business administrators determine how many employees can access the business account.
  - The business card is a special service and will be revoked if misused, such as not returning or renewing material by the due date.
  - Business accounts require annual renewal.
  - There is a limit of 25 holds and 50 checkouts per account.
- **What are some other ways organizations can partner with TRL?** Contact any TRL library to participate in collaborative programs, events, school visits, library classes, tours or to sign up for meeting room space.
- **For more information call 704-INFO (4636), or outside the Olympia calling area dial 1-800-562-6022 or visit [www.TRL.org](http://www.TRL.org).**