



# Institutional Library Card Application

## Q&A: Institutional Library Cards

TRL provides institutional library card accounts to public and private schools and government offices **within** the TRL service area, excluding non-annexed, non-contracting cities.

- **Why is this account different from regular individual library card accounts?** Institutional accounts enable your staff 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 institutional library card?** Any institution 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, principal or other person who is financially responsible for the institution.
- **What is the institution responsible for?** Materials must be renewed or returned by their due dates. All institutions must pay for items damaged, lost or long overdue on the institutional 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 institution. These may be given to the person submitting the form, or mailed to the institution.
- **Where can my organization get an application?** Applications are available at any TRL library.
- **How does the institutional 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.
  - Although Institutional accounts do not accrue daily overdue fees, material is expected to be renewed or returned 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 institutional 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 Institutional accounts.
  - Institutional administrators determine how many staff can access an institutional account. Some institutions prefer one account for the entire institution while others prefer one account per teacher, classroom or department.
  - The institutional card is a special service and will be revoked if misused, such as not returning or renewing material by the due date.
  - Institutional 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).**