

Institutional Library Card Application

Examples of eligible institutions: Schools and government offices.

Please Print:

Institution Name _____

Tax ID # _____

Administrator/Owner: _____
First Middle Last

Phone # _____ **Email** _____

Mailing Address _____
Street or P.O. Box Apt #

City _____ Zip Code _____
Institution Address _____
(If different from mailing address above)

City _____ Zip Code _____
Is your institution within the City Limits? Yes ___ No ___ If No, which County? _____

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 lost, damaged. We understand that we are responsible for all use made of our library card (s), with or without our consent. The institution and any designated institutional card users understand this account is restricted to borrowing of materials related to the business of the institution only. Personal items are to be checked out on personal library cards. The institutional card is a privilege that can be revoked if abused.

Date Administrator/Owner Signature

TRL Use Only: # _____ # _____

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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 or lost on the institutional account. Options for payment include cash, check, credit card. 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 items considered lost or damaged.
 - 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.