

Peach Public Libraries

Institutional Lending Agreement for Agency Library Card

The purpose of the Agency Library Card with institutional profile is to provide library materials and services needed by the agency to assist in fulfilling its mission. The Agency Library Card is not intended for personal use by agency employees, as these employees may obtain their own, personal library card.

Agency Name: _____

Agency Director: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone: _____ Email Address: _____

Please list the names of the individuals who are granted permission to checkout library materials using the Agency Library Card issued with this Institutional Lending Agreement. It is the Agency's responsible to provide the Library with changes/updates to this list :

CHECKOUT PROCEDURES

The following procedures should be observed when checking out library materials on Agency Library Cards with an institutional profile:

- The agency **MUST** have a signed agreement on file at the library. Agreements are valid for one (1) year or until halted by the library or at the institution Director's request.
- Agency Director agrees to notify the Library immediately of any changes to the lending agreement, including changes to the names of individuals who are granted permission to checkout library materials using the Agency Library Card.
- A file will be maintained at the Library where Agency Library Cards are kept. Agency Library Cards **WILL NOT** be given to agency personnel.
- Agency Library Cards with an institutional profile issued by Peach Public Libraries are valid **ONLY** at PPL locations – Thomas Public Library (Fort Valley) and Byron Public Library (Byron). These cards **ARE NOT** for use at other Georgia PINES member library locations.
- The agency may have up to **fifty (50) items checked out** at a time.
- Loan period is **6 weeks**, with **no renewals**. Items may be re-checked if not on hold or needed elsewhere by the Library.
- The agency may place up to **fifty (50) items simultaneous holds** of PPL materials.
- **No overdue fines or fee** will accrue on items checked out on Agency Library Cards with an institutional profile.
- Except for normal wear and tear, replacement cost for **damaged or lost items WILL be charged** to the Institutional Library Card account. The agency should report all damage to library items as soon as possible. The agency and the Library will make reasonable efforts to locate lost items as quickly as possible.

SEE REVERSE SIDE

Thomas Public Library
315 Martin Luther King Jr. Dr.
Fort Valley, Georgia 31030
(478) 825-1640 phone
(478) 825-2061 fax



www.peachpubliclibraries.org

Byron Public Library
105 Church Street
Byron, Georgia 31008
(478) 956-2200 phone
(478) 956-5688 fax

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CONSENT– Read before signing

As Director for this agency, I apply for the right for agency staff to use the services of Peach Public Libraries. I agree that agency staff will comply with all library rules and regulations.

Signature of Agency Director: _____

Printed Name of Agency Director: _____

Today's Date: _____

LIBRARY USE ONLY	
Library Card Number	
Library Staff Approval	
NOTE: <ul style="list-style-type: none">• Agency Library Cards issued by Peach Public Libraries are valid ONLY at PPL locations.• Agency Library Cards are to be held AT THE LIBRARY by the PPL's Outreach Specialist<ul style="list-style-type: none">○ The "wallet" library card is to be kept with the ORIGINAL application at the library headquarters○ The "keychain" library card is to be kept with a COPY of the application at the library branch location• The name of the institution and the names of any individuals allowed to check out items to the card should be listed in the account's ALERT FIELD.• Photocopy of THIS APPLICATION <u>and</u> LIBRARY CARD given to Library Director.• MONTHLY reports of items on loan to institutional users should be prepared to assist in account maintenance	