TRL Institutional Library Card Application

1. Complete Information

Organization Name _____

Tax ID# _____

Administrator _____ _____
                              First   Last

Phone _____ Email _____

Mailing Address   _____
                                       Street / PO Box

                                       _____   _____
                                       City   ZIP Code

Institution Address   _____
(if different from   Street / PO Box
mailing address)

                                       _____   _____
                                       City   ZIP Code

Is your institution within the City Limits?   ☐ Yes   ☐ No   County _____

How would you like to receive Library courtesy notices? (Check one)   ☐ Email   ☐ Phone   ☐ Text

Would you use materials in a language other than English?   ☐ Yes   ☐ No

        If yes, which languages: _____

2. Authorization
Indicate who is authorized to use this account and if they require an individual card. Attach additional names if necessary.

_____ _____ ☐ Individual Card
                Full Name   Email   Required
Permissions granted: ☐ All   ☐ Check out materials   ☐ Place holds   ☐ Pickup holds

_____ _____ ☐ Individual Card
                Full Name   Email   Required
Permissions granted: ☐ All   ☐ Check out materials   ☐ Place holds   ☐ Pickup holds

3. Agreement for Library Use
The institution agrees to abide by the rules of the libraries from which it borrows materials.   The institution agrees to pay for any costs or fees that may be charged for materials lost or damaged. The institution understands that it is responsible for all use made of its library cards, with or without consent. The institution understands that the library is not responsible for the card holder's choice of library materials. The institution and any designated institutional card users understand this account is restricted to borrowing of materials related only to the institution. 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 Signature

INSTITUTIONAL CARD APPLICATION Q&A

Applying for a Card
- TRL provides institutional accounts to qualifying organizations within the TRL service area, excluding non-annexed, non-contracting cities.
- Any institution with a Tax ID number can apply.
- Institutional accounts enable your staff to access additional materials and information for work-related needs without using their personal library accounts.
- The application must be filled out and signed by the owner, director, administrator, manager, principal, or other person financially responsible for the institution. This person determines how many staff members can access the institutional account, and whether they should be issued individual cards.
- After the paperwork is received, TRL staff will create the account and issue the requested number of cards to the institution. These may be given to the person submitting the application or mailed to the institution.

Borrowing Items
- Institutional accounts can check out up to 50 items at a time and have up to 25 items on hold.
- Email notification of holds and overdue items is sent to email addresses provided.
- Most items have an initial checkout period of 5 weeks, with one additional 5-week renewal allowed if there are no holds.
- Account holders have the same responsibilities as regular cardholders. Items must be renewed or returned by their due dates. Institutional accounts will be billed for materials lost or damaged. As long as fees stay below $15, materials may still be checked out.

Restrictions
- The following items are not eligible for checkout on an institutional account:
    - Materials for personal use
    - Downloadables (music, eBooks, audiobooks) and databases. TRL licenses databases for individual use.
    - Interlibrary Loans (materials requested from outside TRL.)
- Institutional accounts cannot log into our Internet computers. An individual card is required.
- Institutional accounts may print from our catalog computers or through our wireless printing services.
- Institutional accounts are a special service and may be revoked if misused.

Updates and Corrections
- Institutional accounts require annual renewal, approved by the qualifying signee.
- If a card is lost, contact the library immediately since cardholders are responsible for all use made of their cards, with or without consent. Replacement library cards are free.
- To add or remove authorized staff to the account, contact your local library staff.

Additional Information
- Contact your local branch or email us at asklib@trl.org with any additional questions, or to discuss collaborative programs, events, school visits, library classes, or sign up for meeting room space.