

TRL Institutional Library Card Application

1. Complete Information

Organization Name _____

Tax ID# _____ Preferred branch or pickup location _____

Administrator _____

First Name

Last Name

Mailing Address _____

Street / PO Box

City

ZIP Code

Institution Address _____

*(if different from
mailing address)*

Street

City

ZIP Code

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

Phone _____ Email _____

4-digit account PIN _____ Courtesy notification preference (check one) Email Phone Text

What other languages would you use library materials in? _____

2. Authorization

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

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

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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 cardholder'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

Frequently Asked Questions

- **How does this account differ from an individual library card account?** Institutional accounts enable your staff to access additional materials and information for work-related needs without using their personal library accounts.
 - 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.
- **Who is responsible for the account?** 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.
- **When does the account expire?** Institutional accounts require annual renewal, approved by the qualifying signee.

Borrowing Items

- Institutional accounts can check out up to 50 items at a time and have up to 25 items on hold.
- Most items check out for 5 weeks. If you can't get an item back by the due date, you may renew it for an additional 5-week checkout period, as long as no one is waiting for it.
- Just like with regular accounts, cardholders are responsible for knowing when materials are due and are billed for materials lost or damaged.

Restrictions

- The following items are not eligible for checkout on an institutional account:
 - Materials for personal use, including Library of Things.
 - Online resources, including databases and downloadable content.
 - Interlibrary Loans (materials requested from outside TRL.)
- Institutional accounts may be revoked if misused.

Privacy

- TRL protects the privacy of patron accounts by keeping all records confidential. That includes all information in the account (e.g., address and contact information, items borrowed or requested, and computer use information).
- Accountholders may opt to share information with others by granting specific permissions to access or utilize the account.

Updates and Corrections

- Account information may be updated through your local library staff.
- If a card is lost, contact the library immediately. 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 on the account, contact your local library staff.

Contact your local branch or email us at asklib@trl.org with any additional questions.