
Date

Dear Institution Executive Officer:

We are happy to issue a borrower's card in the name of your institution to enable your representatives to check out materials from the St. Joseph Public Library.

We ask that you complete the attached application form giving the name of your institution and the names of the particular individuals to whom you have given permission to use this card. Please know that it will be your institution, not the listed individuals, that is ultimately responsible for any fines or fees incurred for lost or damaged materials.

That being said, we will do our best to alert you to any materials on the card that are overdue or are returned damaged so you may address any problems in a timely manner. To do this, we require an email address you personally use on a regular basis.

The library card will expire every year from date of issue and will need to be updated by you. We will require information on any address, phone and email changes along with changes to personnel who may use the card.

We look forward to introducing you, your staff and your clients to the many services of the St. Joseph Public Library

Sincerely yours,

Mary Beth Revels
Director

Institutional Card Application Form

Name of Institution: _____

Address: _____

Phone number: _____

Name of responsible party: _____

Email of responsible party: _____

Name or names of representatives of the institution given permission to use the card:

I, the undersigned, understand the terms explained in the accompanying letter, and on behalf of this institution, is authorized and responsible for any fees accrued for lost or damaged library materials.

Signed: _____

Position at institution: _____

Date: _____