

Mid-Columbia Library System 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		<b>Circulation Policy</b>	
		SECTION: 210	NO. 55
<b>TITLE:</b>		<b><i>INSTITUTIONAL CARDS</i></b>	
COVERAGE: <i>COMMUNITY GROUPS</i>	RESPONSIBLE: <i>BRANCH MANAGERS &amp; SUPERVISORS</i>	Page 1 of 2	
AUTHOR: <i>LORI PORTUGAL</i>	SUPERSEDES: <i>INSTITUTIONAL CARDS POLICY OF OCTOBER, 2001</i>		
REVIEWED BY: <i>PLANNING AND DEVELOPMENT COMMITTEE</i>		APPROVED BY: <i>BOARD OF TRUSTEES</i>	
ADOPTED: <i>JANUARY 22, 2001</i>	REVISED: <i>NOVEMBER 20, 2006</i>	EFFECTIVE: <i>NOVEMBER 20, 2006</i>	NEXT REVIEW: <i>NOVEMBER, 2007</i>

## 1. PURPOSE:

- To allow institutions to use the Mid-Columbia Library System as an institution.

## 2. SUMMARY OF NOVEMBER 2006 REVISION:

- Reword 7.4 for clarity
- Revise 7.5 to include collection agency fees
- Revise 7.6 to allow increased limits to institutions

## 3. RELATED POLICIES & PROCEDURES:

- Circ Policy – Loan Periods and Limits CPO.21.60

## 4. SETTINGS AND OR SUPPLIES NEEDED:

## 5. DEFINITIONS:

## 6. APPENDICES:

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## 7. POLICY STATEMENT

The Mid-Columbia Library System works with community groups to provide them library service. This policy allows an institution, as defined in the policy, to acquire a library card to be used to carry out the mission of the institution.

## REGULATIONS

1. Library cards may be issued to institutions such as daycares, schools and non-profit agencies.
  2. The institution will provide the library a letter, written on institutional letterhead, requesting such a card.
  3. The person authorized by the institution who signs the letter commits the institution to financial responsibility for any and all materials checked out on the card.
  4. Possession of the institution's library card by an individual implies permission and authority to use the card.
  5. Should there be any fees for overdue, lost or damaged materials or collection agency fees incurred it is the institution's responsibility to make restitution.
  6. Institutional cards will be subject to the same rules as individual cards with the exception of limits as outlined in the Loan Periods and Limits policy.
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