

Mid-Columbia Libraries 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		Circulation Policy	
		SECTION: 210	NO. 55
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TITLE:		<i>INSTITUTIONAL CARDS</i>	
ADOPTED: <i>JANUARY 22, 2001</i>	REVISED: <i>11/20/2006; 5/20/2014; 4/19/2016</i>		

Mid-Columbia Libraries works with community groups to provide them library services. 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.

1. Library cards may be issued to institutions such as licensed daycares, schools, and non-profit agencies for a period of one year following completion of the Institutional Card Letter of Agreement. At the end of this time, a verification of information is required for continued use.
2. The individual who completes the Institutional Card Letter of Agreement commits the institution to financial responsibility for any and all materials checked out on the card.
3. Possession of the institution's library card by an individual implies permission and authority to use the card.
4. Institutional cards used to carry out the mission of an institution are subject to the same rules as individual cards, but are exempt from the following:
 - Overdue fees. Should there be any fees for lost or damaged materials or collection agency fees incurred, it is the institution's responsibility to make restitution.
 - Standard loan periods and limits.