



## **Corporate Library Cards**

Policy Number: LS 104

Effective: June 2021

### Purpose

The corporate library card provides service to organizations that require quantities of materials for an extended period of time. Such organizations include schools, daycare centers, group homes, senior citizen homes, and other institutions and businesses in Hillsborough County. Organizations outside of Hillsborough County may apply for a Non-Resident Corporate Card with an annual fee of \$100.

### Policy

Only one card per facility is issued. Cards expire one year from the date of issue and may be renewed. The borrower must present the corporate library card in order to check out materials. Up to 35 items can be checked out at any one time for a period of up to 90 days. Items cannot be renewed. No Interlibrary Loans can be placed. Multiple cards can be issued to a corporate account.

### Procedure

Corporate library card users must present the card in order to check out materials. Use will be denied when library materials checked out on corporate cards are overdue and account is locked. Corporate cardholders will receive overdue notices and will be required to pay for books that are lost. Charges will be assessed for lost or damaged items. Holds may be placed on print items in accordance with LS 109 Requests (Holds.)

For corporate accounts with multiple cards attached, the following steps occur:

- A parent card is issued for the person or organization financially responsible for materials
- Proper identification and willingness to assume responsibility is required of the parent card
- Additional cards may then be issued to residents or individuals in group homes or organizations and do not require any further address verification
- Cards for residents will be associated with parent cards for financial responsibility