

## **Institution Cards Procedure**

OWLSnet libraries may issue Institution cards to schools, business and other organizations, but not other libraries. Individual libraries can determine if these cards accrue fines, but the institution is responsible for any lost or damaged material. OWLSnet libraries may choose to issue Institution cards under the following conditions:

1. The President, Director, Principal, or individual with signing authority for the institution must sign for the card, agreeing that the institution accepts responsibility for all materials checked out on the card.
2. The card should be given an expiration date of one year from the date the card is issued. When this card expires, the President, Director, Principal, or signing authority should sign for the card again in order for the card to remain valid.
3. The use of the card must be for materials which support the institution and not for personal needs.
4. Bills for any materials checked out on the Institution card must be sent directly to the Institution.
5. When entering data for the Institution card please use the following procedures:
  - a. Enter the name of the Institution in the name field.
  - b. Enter the address of the Institution in the address field.
  - c. Enter the name of the person who has signed for the card in a note field, along with their title.