

Lancaster Veterans Memorial Library

Institutional Library Card Policy

In accordance with LANCASTER VETERANS MEMORIAL LIBRARY CARD, Wi-Fi, INTERNET AND ELECTRONIC RESOURCE POLICY AND GUIDELINES, institutions within the corporate limits of the City of Lancaster may obtain a free library card in order to check out library materials and have remote access to the library's licensed databases.

Regulations

- Institutions operating within the corporate limits of the City of Lancaster may obtain an Institutional Card. Institutions may be corporations, partnerships, or other forms of businesses. 501© organizations also qualify for institutional cards. Tax exempt status may be confirmed at the IRS web site <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>
- Operational address within the corporate limits of the City of Lancaster will be verified in the current edition of Mapsco. If Mapsco is unclear or questionable, refer to the Dallas County Appraisal District website (www.dcad.org). If the address cannot be located at all, contact the City of Lancaster Development Services Department.
- An officer of the company with financial authority must request an Institutional Library Card on company letterhead stationary. The letter must state that the individual employees/ members of each company accepts financial responsibility for all uses, and state the estimated number of cards requested along with an employee roster listing all current employees.
- The officer completes a LVML application form with the name of the institution as the customer and signs it, indicating his/ her position with the company. Each employee/ member desirous of obtaining a resident library card will be required to complete individual applications (in person) at the LVML.
- The LVML is responsible for distributing and monitoring the use of these cards. The individual members/ employees of the respective institution is responsible for fines and lost materials.
- The Library places no restrictions on types of materials that may be checked out on an institutional card.
- All of the institution's cards have an individual account. The account is subject to the established maximum borrowing limits per card holder.

- Institutional cards must be renewed annually. All delinquencies must be cleared before the institutional employee/ members cards can be renewed. To renew an institutional card, the financial officer must request the renewal on company letterhead.
- Individual lost or stolen cards on institutional accounts will be deactivated. There is a \$2.00 charge to replace lost or stolen institutional cards.
- City of Lancaster employees may obtain Institutional Cards. These cards are subject to the same rules and regulations, except that lost and stolen cards will be replaced at no charge. The employee who signs the application must also sign the cards and is responsible for materials checked out on the cards.
- Institutional card applications are retained for 6 months.
- City of Lancaster shall reserve the right to suspend use of card and privileges if the Director determines that the activity would unduly burden the library or pose an unreasonable financial risk.