

## **INSTITUTIONAL CARDS**

The Library may issue borrower's cards to any business or agency that has their office or place of business in the City of Rockford, subject to the following requirements:

- An officer empowered to sign contracts for the agency or business shall sign the registration form and a statement that the agency will be responsible for the timely return of borrowed items and will pay all fines and fees properly charged to that registration.
- The officer will designate one person to have exclusive custody and use of the borrower's card except that use by other employees and officers may be authorized for a specific date by a memorandum dated and signed by the assigned custodian or the same officer that signed the registration. The card itself must be presented to be honored.
- The registration and assignment of the responsibility for the borrower's card shall be renewed annually.
- Institutional cards may not be used for reciprocal borrowing. This Library will not offer reciprocal borrowing service on institutional cards from other libraries.