



## INSTITUTIONAL BORROWER'S INFORMATION SHEET

Institutional cards expire one (1) year from date of issuance.

The library allows a maximum of 99 items to be borrowed concurrently on an institutional card. Institutions may apply for 1 or 2 additional cards if desired.

Control of the card is the responsibility of the organization. Only those persons assigned by the institution, as noted on the application may use the institutional card. If there are changes to the list of authorized users, you must notify the Circulation Manager at the Main Library.

### REPLACEMENT COSTS

If items are lost, full replacement price is charged. If actual replacement price is known, that price will be used. If not, a default price will be charged. There is also a \$10.00 per item non-refundable processing fee for all lost items. Please note that any item which is 40 days overdue is automatically declared lost.