

Organization Library Card Policy

Purpose: A Jerome Public Library Organization Card is issued in the name of an organization, agency, or school with a physical location and mailing address within the City of Jerome. This service is offered as a courtesy to the staff and the organization. The Organization Card allows the staff to borrow materials from JPL in order to support the clientele or mission of the organization.

An organization which does not have a physical location and mailing address in the City of Jerome may obtain an Organization Card for an annual fee of \$45.

Using the Organization Card allows the individual to protect his/her personal library card from fines and fees which might be due to professional situations out of their control. Some examples of organizations that might be interested in an Organization Card include: staff of nursing homes or assisted living facilities who borrow materials for residents and teachers who borrow materials to use with their students.

Limits: The same borrowing limits and library rules which apply to an individual apply to the users of an Organization Card: i.e., overdue fees, renewals, loss of borrowing privileges if a certain level of financial debt is incurred, etc.

Responsibility: The board or individual which has fiscal authority and responsibility for the organization will be held responsible for any fines and fees charged against this card.

Procedure: The organization must submit a letter, on letterhead, with all the individuals listed, by name, that have the authority to use the organization's card. The letter from the organization must include the following information:

Date

“The following persons have the authority to use our organization’s Jerome Public Library card: (list every authorized person, by name)”

The letter must be signed by the person who has fiscal authority and responsibility for the organization, with his/her title.

The letter should be sent to:

Jerome Public Library
Attn: Library Director
100 1st Avenue East
Jerome, ID 83338

Approved by Jerome Public Library Board of Trustees, dated February 8, 2011.