Corporate Library Cards
Guidelines

The Montgomery County-Norristown Public Library makes corporate cards available to all organizations in Montgomery County. This type of card enables organization members to borrow library materials for use within their facilities.

The following rules and regulations apply to the corporate cards:

- The chief administrator of the organization (i.e. Director, or other person empowered to sign contracts and approve payments) must sign the organization’s library card application form. Proof of organization employment is required at the time of library card registration (i.e. appropriate documentation on official company letterhead).

- The library will keep the organization’s card on file at the library. The card should not be used by corporate employees in place of their personal library card.

- The organization should provide a list of staff members who will be checking out materials from the library using the corporate card.

- When borrowing audio-visual materials, copyright restrictions must be respected. (For example, videos labeled “for home use only” may not be shown to groups. This constitutes a public performance of copyrighted material, a right which is not granted by the copyright owner).

- The organization registering for the corporate library card must agree to return library materials on time and pay for any lost, stolen or damaged materials.
Organization Name __________________________________________________________

Street Address ____________________________________________________________ Suite # ________________

City ___________________________ State ______ Zip Code +4 ______________________

Municipality ______________________ Township or Borough ____________ County ____________

Preferred Mailing Address & Zip Code (if you use a P.O. Box or alternate address to receive mail)

Administrator __________________________ Name and Title __________________________

Email * ___________________________ * Your email address will be used to send you a reminder when your items will be due soon and to send your first overdue notice.

Contact Person(s)/employees eligible to use card:

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Organization Main Phone # __________________________

Additional Contact Phone # (if applicable) __________________________

Organization’s Federal Employer ID Number: [   ] [   ] - [   ] [   ] [   ]

Bookmobile Stop (if applicable)) __________________________

LIBRARY CONFIDENTIALITY: In accordance with the Pennsylvania Library Confidentiality law please note that information about items borrowed or requested may only be revealed to the library cardholder. [PA. Title 24; Ch. 16 - Article IV; 24 P.S. section 4428 Library Circulation Records] View the entire privacy policy at http://www.mclinc.org/PrivacyPolicy.pdf

Please Read and Sign
The above named organization hereby applies to use the Montgomery County-Norristown Public Library and promises to obey all its rules, to be responsible for all materials charged out on card by the organization or authorized clients (students, patients, residents, etc.), to pay promptly all fines or damages charged to it, and to give prompt notice of any change in its address or loss/theft/unauthorized use of its card.

Signature of Administrator: __________________________

Barcode: ______________________ Term: _______ Expiration Date: __/__/____

| Preferred Method for Notices (check) |
| ______Email ______Phone ______other (list) |

FOR LIBRARY USE ONLY

Former Patron ID: ____________ Home Library: __________________________

Registered at: ____________ Date: / / YEAR

Statistical Class: _______ Patron Code: __________________________ Eligible for Access: [ ] Yes [ ] NO

Proof of residence / ID: __________________________

Registration Taken By (initials): __________________________

Date Entered: / / YEAR By (initials): __________________________

Barcode Issued: __________________________

Registered at: ____________ Date: / / YEAR

Statistical Class: _______ Patron Code: __________________________ Eligible for Access: [ ] Yes [ ] NO

Proof of residence / ID: __________________________

Registration Taken By (initials): __________________________

DateEntered: / / YEAR By (initials): __________________________

Barcode Issued: __________________________