

Montgomery County-Norristown Public Library

State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries

1001 Powell St. Norristown, PA 19401-3817 Phone 610) 278-5100 π Fax (610) 277-0344 WWW.Mc-npl.org

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.

