

Organization Card Policy

Approved November 5, 2012

Kinderhook Memorial Library values the work you do through your organization. In order to provide specialized and expanded services to your staff, we would like to offer you a Kinderhook Memorial Library Organization Card. The following procedures apply to all Organization cardholders:

- In order to obtain the card, in addition to completing the Organization Card Borrower Application (attached), the Organization Director must provide a letter on organization letterhead, requesting the card and listing the names of all authorized users of the cardholders. An authorized user of the card must present the letter, the application, and his/her personal photo identification to a staff member at Kinderhook Memorial Library.
- One card will be provided per organization, in the name of the organization.
- All users will be required to provide photo identification in addition to the library card when borrowing materials.
- It is the responsibility of the Organization Director to notify Kinderhook Memorial Library in writing in the event that a change needs to be made to the list of authorized card users.
- The Organization will be granted five renewals on items not requested by other patrons; however the Organization is responsible for any late fines or lost or damaged item fees.
- Renewals must be made by phone or in person.
- The Organization card is only good for items owned by the Kinderhook Memorial Library, and does not allow any checkouts of items from other libraries in the Mid-Hudson Library System.
- Organization cards are to be used only for materials being used by the Organization; cards are not to be used for personal use.

For Library Use Only

Director of Organization (last name, first name): _____ *Organization:* _____

Borrower ID: _____ *Date:* _____

Expiration Date: _____ *Staff Initials:* _____

Kinderhook Memorial Library
Organization Card Borrower Application

Organization Name: _____

Organization Address: _____

Organization Phone: _____ *Organization E-mail:* _____

Organization Director: _____

Authorized Users of Card: _____

I agree to follow all library policies and procedures of the Kinderhook Memorial Library, including those regarding Organization cards, and will be responsible for all library materials borrowed with this library card, including all associated fines and/or fees. I will notify the library promptly and in writing of any change of authorized staff. I understand that this card is only valid at Kinderhook Memorial Library, and may be withdrawn if privileges are abused.

Organization Director Signature: _____ *Date:* _____