

Kinderhook Memorial Library Organization Borrower Card Policy

Approved: November 5, 2012

Revised and Approved: November 11, 2020

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Kinderhook Memorial Library values the work done by organizations in our community. The Library offers Organization Borrower Cards in order to provide specialized and expanded services for organization staff. The following procedures apply to all Organization Borrower Cardholders:

- To obtain the card, in addition to completing the Organization Borrower Card Application (*See Attachment A*), the Organization Director or their representative must provide a letter on organization letterhead requesting the card and their 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 present the Organization Borrower Card when borrowing materials.
- The organization will be granted five renewals on items not requested by other patrons; however, the organization is responsible for any lost or damaged item fees.
- Renewals must be made by phone, in person, or by email.
- The Organization Borrower 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 Borrower Cards are to be used only for materials being used by the organization; cards are not for personal use.
- It is the responsibility of the Organization Director or their representative to notify Kinderhook Memorial Library in writing if they wish to terminate the card.

Attachment A

Kinderhook Memorial Library Organization Borrower Card Application

Organization Name: _____

Organization Address: _____

Organization Phone: _____ Organization E-mail: _____

Organization Director or Representative: _____

I agree to follow all library policies and procedures of the Kinderhook Memorial Library, including those regarding Organization Borrower Cards, and will be responsible for all library materials borrowed with this library card, including all associated lost or damaged item fees. I understand that this card is only valid at Kinderhook Memorial Library, and may be withdrawn if privileges are abused.

Organization Director or Representative Signature:

Date: ____/____/____

For Library Use Only:

Director of Organization or Representative (Printed Name):

Organization: _____

Borrower Card ID#: _____ Date: ____/____/____

Expiration Date: ____/____/____ Staff Initials: _____