



Institutional Card Registration

This information is solely for the purposes of library records and is confidential according to the Official Code of Georgia 24-9-46.

The Fitzgerald-Ben Hill County Library offers an institutional card for use by institutions/agencies in Ben Hill County. Eligible institutions include, but are not limited to: day cares, kindergartens, preschools, schools, prisons, retirement homes, nursing homes, or hospitals; eligibility will be determined by the Library Director.

- The purpose of the card is to provide materials needed by institutions/agencies to fulfill their missions. The card is not intended for individual employee use; individuals must apply for their own library card.
- If the purpose of the institutional card is abused, the library will terminate the institution's/agency's borrowing privileges.
- The institutional card must be presented at the time of checkout.
- The same regulations applying to individual adult resident borrowers apply to institutions/agencies. However, institutional cards must be renewed annually.

Applications for institutional cards must be approved by the Library Director.

The fiscal agent, owner, treasurer, or other individual duly authorized to accept financial responsibility for materials borrowed on this card must complete the information below.

NAME OF INSTITUTION / AGENCY: _____

NAME OF PERSON APPLYING ON BEHALF OF INSTITUTION / AGENCY:

(First) _____ (Middle) _____ (Last) _____

DRIVER'S LICENSE NUMBER: _____

OR OTHER STATE ISSUED PICTURE ID NUMBER: _____

BIRTHDATE: _____

PHONE: _____ CELL PHONE: _____ OTHER PHONE: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

IN CITY LIMITS (Please circle one)? YES NO

PHYSICAL ADDRESS (if different from mailing): _____

IN CITY LIMITS (Please circle one)? YES NO

I, on behalf of (INSTITUTION / AGENCY) _____, apply for the right for our institution/agency to use the Library; we agree to comply with all its rules and regulations and give immediate notice of any change of address or change in fiscal agent, owner, treasurer, or other individual duly authorized to accept financial responsibility. Financial responsibility includes full payment for any lost materials or equipment, the cost of repairs/replacement of damaged equipment or materials (cost determined by the library) and any fines and fees charged for overdue items. The institution is fully responsible for controlling the use of the institutional card. The institution/agency accepts financial responsibility for all fines and/or damages to all Library materials, audiovisual materials and equipment beyond normal wear and tear, which is lost or damaged beyond use while checked out on this institutional card. Under Georgia Code (OCGA Annotated Rev. 1985 20-5-53), failure to return items borrowed from a public library is considered a misdemeanor.

SIGNATURE: _____

STAFF USE:

Library Card Number: _____

Entered by: _____ Date: _____ Approved by: _____