



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 300 - 003

GROUP: MATERIALS SELECTION

TITLE: Institutional Card Policy

The Wadleigh Memorial Library may issue Institutional Borrowers Cards to non-profit organizations serving the Milford community upon receipt of an agreement to accept financial responsibility signed by a duly authorized official or agent of the organization. Such a form must be received every five years in order to renew the borrowing privileges and all accounts must be in good order with no outstanding balances. All such applications are subject to the approval of the Library Director. Abuse or misuse of this card may be cause for revocation of the privilege. Institutional card users must present the Institutional card every time the card is used.

Sample Form

The (name of Institution) hereby applies for an Institutional Borrowers Card (no charge) at the Wadleigh Memorial Library and by signing below agrees to be financially responsible for any and all materials borrowed or charges incurred through the use of this card. This card may not be used for personal purposes. It is intended for use in support of the community service programs of the above-named institution. This card is subject to renewal. In order to renew, the institution's account must be in good standing with no outstanding balance owed to the library. The representative of the institution agrees that the institution and any and all persons authorized by the institution to use this card shall abide by the rules and regulations of the Wadleigh Memorial Library.

Name of Institution: _____ Date: _____

Authorized signature: _____

Printed name of signatory: _____

Title: _____

Approved by: _____, Library Director Date: _____

Amended and Approved 6/20/23
Amended and Approved 5/21/19
Approved 2/16/99
Board of Library Trustees