



Institutional Library Card Policy

(05/2002, revised 10/20/2015)

If an institution (or agency, business, etc.) within the city of Hudsonville requests a card for the use of their institution, the head or director agrees that the institution will be responsible for any fines, fees, or lost/damaged items on the account. These cards may be used by staff, clients, or residents of the institution at the discretion of the director and **must be presented** at the time of checkout.

1. The institution must request the card on the institution's letterhead, signed by the director/owner.
2. An institutional application form will be mailed or faxed to the institution. When returned, the institutional card will be issued and mailed with an official letter.
3. If staff of an institution present the completed registration form and official letter at the desk, the card may be issued at that time and given to the staff.
4. Institutional cards expire annually.
5. If not using the self-checkout (which requires a pin number as well as the barcode) the person checking out items must sign a receipt of the items for the library to retain.
6. Per LLC policy, institutional patrons may be allowed to place holds for pickup only at the issuing library.
7. Per LLC policy, institutional patrons will exist as separate patron records in the shared online system and a note will be placed in the record to identify them as such.

To renew an institutional card, the owner/director or financially responsible party of the card may either visit the library in person and present ID for renewal, or re-submit the completed application registration form for renewal.

Institutional Library Card Registration

Name of Institution: _____

Address: _____, Hudsonville, MI, Zip _____

Phone: _____ Tax Id # _____

Name of Director, Owner, or Chief Executive: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Driver's License # _____

Birthdate: _____ Gender: _____

Any existing Lakeland Library Barcode: _____

Institution Library Cardholder Agreement:

As a Gary Byker Memorial Library Institution cardholder, the staff of the above institution are entitled to use the services of the Gary Byker Memorial Library, subject to the rules and procedures of the library used.

As director (owner, chief executive, etc.) of the above institution, I agree to be responsible for the return of, and for any loss of or damage to, all materials and equipment borrowed with the institution card. The institution will pay any fees or charges established under those rules and procedures.

This card may be used by staff or residents of the above institution at my discretion. **Possession of the institution card implies my consent for its use.**

SIGNATURE OF DIRECTOR, OWNER, OR CHIEF EXECUTIVE:

 X _____ Date: _____

Internal Use Only: Procedure of data entry for Institutional Library Cards:

1. Expiration date June 30 of the upcoming year.
2. PCODE 1 is entered as "w" for Institution.
3. PCODE 2 is entered as "i" for Institution.
4. PType is entered as for the Director, Owner, Chief Executive, etc. as listed above. (This allows holds and collections)
5. Birthdate is entered as for the Director, Owner, Chief Executive, etc. as listed above.
6. PCODE 4 is entered as for the Institution: 167 (Blendon) or 168 (City of Hudsonville).
7. NAME is the full name of the institution as listed on their letterhead, minus any punctuation.
8. When Address comes up, right click in the field and insert a line. The first line should be the name of the Director, Owner, Chief executive, etc., in this format: FIRST LAST. No punctuation. Address and phone number is for the institution as it appears on this application form.
9. Phone is the phone number for the Institution.
10. Use the DL# of Director, Owner, and Chief Executive as listed above.
11. Assign the institution a regular GBML patron barcode and write the agency name as it appears on the patron record on the plastic card.
12. Do not set a PIN unless authorized by the Director, Owner, and Chief Executive.
13. Add Message to Patron Record which says **"INSTITUTIONAL PROPERTY TAX PATRON. CARD VALID ONLY AT GARY BYKER MEMORIAL LIBRARY. PARON MUST HAVE CARD IN HAND TO USE."** This message should never be removed.

