

Organization Account and Card Procedures

An Organization card is issued to an institution, company, center, establishment or association that is either profit or non-profit, and has more than 5 employees, members, partners, or associates. The Organization must be a legal entity within the boundaries of Pueblo City-County Library District (PCCLD). Local clubs or social groups are not eligible for this card.

The profile for the account will be GROUP.

An authorized individual with the authority to accept financial responsibility on behalf of the entity must sign and agree to the terms of the account. That person will be the “authorized agent.” A note will be added to the account stating that person’s name and any users authorized by that individual.

The individual responsible for the card(s) must complete and sign an Organization Library Card Application and submit it with a letter authorizing the application on company letterhead. The Organization is responsible for fines, damages, and any replacement fees. Lost or stolen cards must be reported promptly to PCCLD’s Circulation Department. Library materials checked out and/or fines accrued on the card prior to the date the card was reported missing will be the responsibility of the Organization. The Organization card may be used only by authorized members of the entity and must be presented, with a photo ID, when materials are checked out.

All standard Borrowing Terms apply, and are available on the library website, www.pueblolibrary.org.

These cards expire after one year. Upon expiration, a new Organization Library Card Application and an updated list of authorized users must be submitted to continue library privileges. The privileges may be extended for 30 days to allow the organization time to complete the new application. If the authorized individual changes, a new application should be submitted and new library cards may be issued free of charge, if desired, in order to have the new authorized individual’s signature on the card, with the new authorized individual present. If there are no changes to the authorized individual, then a completed application may be re-submitted by a representative of the authorized individual.

The Circulation Manager must approve all applications and will do so within two weeks of submittal. The Circulation Manager will retain hard copies of all application materials in the Circulation Manager’s office for the life of the account. The Circulation Manager and Pueblo City-County Library District reserve the right to suspend privileges for any reason.

Organization Library Card Application

Name of Organization: _____

Address: _____

City/Zip Code: _____

Web Address: _____

Phone Number: _____ Alternative Phone Number: _____

Email Address: _____

I request the service of an Organization Library Card at Pueblo City-County Library District (PCCLD). I am in receipt of the policies governing this service and agree to all terms and conditions stated therein.

I am authorized to sign on behalf of the above named Organization for the library card issued. The Organization agrees to pay promptly all fines and damages or replacement costs for library materials. I grant permission to the listed authorized users to use this account for the purposes of the Organization. I further agree to report a lost or stolen card, as well as any address change, and to notify PCCLD's Circulation Department when I am no longer affiliated with the above organization. I understand that the Organization Library Card and a photo ID of any authorized users must be presented before an item may be borrowed from any PCCLD location.

Authorized Agent (Print): _____ Date: _____

Authorized Agent Signature: _____ Date: _____

Title/Position: _____

Authorized Users:

Name: _____

Name: _____

Name: _____

The following section to be completed by the Circulation Manager (please allow 2 weeks)

Account Numbers (Quantity will be determined by Circulation Manager):

#1: _____ #3: _____

#2: _____ #4: _____

Group ID (First four letters of Organization, last four digits of phone #) _____