

**PORTAGE COUNTY DISTRICT LIBRARY**  
**(Member of the Portage Library Consortium)**

Application for Institution or School Library Card

Dear Patron:

The library has a policy of confidentiality of library records. All of the following information will be handled confidentially as allowed by Ohio Law. We look forward to serving you at our libraries.

Please **PRINT** the following information:

**Date:** \_\_\_\_\_

**Institution or School Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
Number & street PO box

\_\_\_\_\_ City State zip code + four

**Business Telephone:** (\_\_\_\_\_) \_\_\_\_\_

**Institution or School Representative's name:** \_\_\_\_\_  
(please print)

I agree to abide by the rules and regulations of the Portage County District Library and to be responsible for all fees and fines assessed for overdue, lost or damaged library items. It is understood that under Ohio Law, parents or guardians remain responsible for their children's library obligations up to age 18.

I agree to give immediate notice of any change of information and to report a lost or stolen card. I understand that I am financially responsible for any items charged against a lost or stolen card until the library has been notified. Any violations of the rules and regulations, including failure to pay fees or to return materials will result in the loss of library privileges.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**TURN PAGE OVER**

.....  
**For Library use only**

ID used for verification \_\_\_\_\_

Circle one:      **SCH**                      **INST**  
                         **INST**                      **INST**

Registration taken by \_\_\_\_\_

Computer input by \_\_\_\_\_

# Portage County District Library

## Permission to use Institution/School Card

The following staff members have permission to use this card:

---

(printed name)

---

(printed name)

---

(printed name)

---

(printed name)

---

(printed name)

---

(printed name)

### **Institution/school card policies:**

An institution is defined as a business, company, government agency or other corporate body. A school is defined as an accredited educational facility, such as a certified pre-school, elementary school, junior high/middle school or high school.

An institution/school registration form must be completed by an authorized agent of the institution/school and signed by the director/principal of the institution. Also, a letter typed on institution letterhead and signed by the director/principal of the institution must be presented at the time of registration indicating that the institution will be responsible for all materials checked out on the card, as well as postage fees for notices and charges for lost or damaged items. A list of all eligible users must be given to the library before the library card is issued. The institution/school is responsible for notifying the library if there is a change in eligible users.

Institution/school cards are kept on file at the branch where the registration is taken. Separate cards must be on file for PCDL, Kent Free and Reed Memorial libraries. An authorized agent of the institution must present identification at the time of check out and must be listed as an eligible user.

Institution/school cards are eligible for an extended loan period of six (6) weeks, with no renewal. The cards are fine-free, but the institution/school will be responsible for fees and will receive overdue notices and replacement bills for unreturned items. Items with a holds queue are not eligible for an extended loan period. Materials for personal use are not to be checked out on institution/school cards.