



## ALPHA PARK PUBLIC LIBRARY DISTRICT

### Institutional (INST) Card Policy

For the purpose of this policy an “Institution” is defined as an organization that has self-agency and is currently recognized by local, state, and federal authority. The organization may or may not be certified as a 501 (c) (3), may or may not possess or operate under an EIN. They must be established in the Alpha Park Public Library District. The organization must have one single continuous point of contact with established continuity. Institutional Cards will be issued with approval from the Circulation and Technical Services Department Head and/or the Director. The purpose of Institutional Cards are to provide basic library services to individuals in “At-Risk” groups or are considered “protected populations” that may not meet the requirements of an individual card.

#### *Issuing a Card*

- **ONLY ISSUED BY CIRCULATION SPECIALIST OR CIRC AND TECH SERVICES DEPARTMENT HEAD.**
- Patrons must fill out INST Card form found at the circ desk.
- The INST card will be good for one year.
- Institutional cards are single user accounts the library issues to a daycare, senior center, group home, school, or other community entity.
- These are to be used in situations when a library has reached an agreement with an institution in their service area, in which the institution itself has agreed to be responsible for items checked out to the institutional account, up to and including paying replacement costs for lost or damaged items. It is up to the issuing library which staff member(s) at that institution are allowed access to this card. Institutional accounts may be used to check out materials at the issuing library and to place holds on items owned by that library **ONLY**.
- These accounts should not be used to place holds on items owned by other RSA member libraries or to check out materials at other RSA members. RSA recommends that these cards be held by the issuing library, rather than by a staff member at the institution. Please use the INST User Profile when creating these accounts.

#### *Renewing Card*

- Patron must verify they are still member/employed at community entity.
- Library card must be in good standing.
- Once those are verified, extend their privileges for one year.