

(To be printed on institutional letterhead)

I, **(name)** as **(position of authority)** within **(institution name)** hereby authorize the issuance of an Institutional Library Card to be overseen by, **(name(s) of staff)** and to be used to borrow materials to meet our organizational needs.

Our organization will assume all financial responsibility for all materials borrowed on this card, for fines incurred, as well as for lost or damaged materials. I understand that this card must be renewed every year. I understand this card will expire after one year or at the end of the academic year.

Signature & Title of Authorizing Individual

Date

Contact Information for Institutional Card Account:

Institution Name: _____

Institution Mailing Address (street, city, zip):

Individual responsible for notices and billing: _____

Email address of individual responsible for notices and billing: _____

Telephone Number of individual responsible for notices and billing: _____

PIN (any four numbers): _____ (all cards will use the same PIN)

If you are designating one or more individuals to use the Primary Institution Card:

Name: _____ Email address: _____

Phone: _____