

Institution Cards at Brantford Public Library

What are they?

Institution Cards provide staff members of local organizations with increased access to the Brantford Public Library's resources, in support of their work. Each staff member of an organization who applies will receive their own card. Institution Cards are available for organizations located within the City of Brantford, including:

- Licensed Day Cares and Preschools
- Elementary or Secondary Schools
- Rest Homes, Hospitals and Churches
- Non-profit Organizations

How do they work?

- Pick out your own books or request a Deposit Collection (see below)
- Check-out limit of 50 items at a time, with an extended loan period of six weeks
- No late fees (but we do charge replacement fees for unreturned or damaged items)
- Physical card must be presented to borrow materials
- Items that cannot be checked out: bestsellers, videogames, interlibrary loans

The card is intended to support organizations in their work; if it appears that a card is being used for personal use, rather than professional, borrowing privileges may be affected.

Deposit Collections

Don't want to pick out books yourself? Try a Deposit Collection! This is a set of up to 50 library books that our staff will choose for you, based on the age range and topics you specify. Sets can be delivered to your organization and picked up on a regular schedule, or you can pick them up yourself from the Main Branch.

How do I apply?

1. Fill out an application form
2. Get it approved by your organization's Designated Officer (Principal, Vice-Principal, Manager, Director, or equivalent)
3. Submit the form...
 - in person at the Main Branch (173 Colborne St.) or the St. Paul Avenue Branch (441 St. Paul Ave.)
 - by email to info@brantfordlibrary.ca
4. If approved, you will be notified, and you can pick up their card in person at the Main Branch

Questions?

Contact the Public Services Coordinator at 519-756-2220 ext. 3307 or info@brantfordlibrary.ca

Institution Membership Form

Staff will verify information before Memberships become active.

(Please print clearly)

Member Information (To be completed by Borrower)

Name of Organization: _____

Name of Borrower: _____

Name of Designated Officer: _____

Title of Designated Officer: _____

Organization's Address: _____ Apt: _____

City: _____ Postal Code: _____

Province: _____

Organization's Phone Number: _____ Cell Work

Borrower's Email Address: _____

Please create a four-digit PIN: ____ _

I consent to receive circulation notices by: Phone Email (choose one)

I prefer to Pick up the card at the Main Library Have card mailed to institution.

Membership Terms and Agreement (To be completed by Institution's Designated Officer)

On behalf of the organization named above, I agree, as the Designated Officer, to accept responsibility for all materials borrowed from the Brantford Public Library using the Institution Card, and for any charges that may accrue.

Lost and stolen cards must be reported to the Library immediately. Membership cards will expire annually and require renewal for continued borrowing privileges. A separate Membership Form must be completed and approved for each Borrower at the Institution.

Name: _____ Signature: _____ Date: _____

Staff Use Only

Check for prior card: YES NO Barcode number: _____

City of Brantford: Ward 1 Ward 2 Ward 3 Ward 4 Ward 5

Verified on: _____ Verified by: _____ Staff initials: _____

The information provided on this form is collected under the authority of the *Public Libraries Act*, R.S.O. 1990, c.P.44, s23(4) and the *Municipal Freedom of Information and Protection of Privacy Act*. Information collected will be used only for the administration of the library and the promotion and provision of library services and programs. Questions related to the collection of personal information should be directed to the CEO, Brantford Public Library, 173 Colborne Street, Brantford, N3T 2G8