



Carbon County Library System

Library Card Application—Institutional

Application is to be completed by the head of the organization.

Please print clearly and use black ink

Institutional cards may be issued to schools, churches, government agencies, non-profits and businesses located in Carbon County. The head of the organization must agree to be responsible for all use of the account, apply for the card, and present a business card or name tag listing their title in addition to acceptable photo ID. The head of the organization is the director, CEO, principal, president, chair, or organization leader. The head of the organization is responsible for designating individuals allowed to use the account.

Institutional card customers have the same checkout privileges as Resident card customers.

Organization

Head of Organization (Last Name, First Name)

Title

Organization Mailing Address

Town

State

Zip

Organization Physical Address (if different than mailing)

Town

State

Zip

Head of Organization Email Address

Please send me new list items by email

This library card entitles designated persons from my organization to borrow materials from the Carbon County Library System. I will report any change in contact information or lost/stolen card(s) immediately. As head of this organization, I am willing to be responsible for all use of the account, including overdue, lost, or damaged materials borrowed with this card.

Signature (must sign in presence of library staff)

Date

How many cards does your organization need? _____

Please list Designated Card Users for your organization on the back

Designated Card Users
Please Print First and Last Names

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

For Library Staff Only

1. Barcode Assigned: *Initial* _____

2. Barcode Assigned: *Initial* _____

3. Barcode Assigned: *Initial* _____

4. Barcode Assigned: *Initial* _____

5. Barcode Assigned: *Initial* _____

6. Barcode Assigned: *Initial* _____

7. Barcode Assigned: *Initial* _____

8. Barcode Assigned: *Initial* _____

9. Barcode Assigned: *Initial* _____

10. Barcode Assigned: *Initial* _____

11. Barcode Assigned: *Initial* _____