

The Lane Libraries Organization/Daycare Card Application

PLEASE READ CAREFULLY:

Daycares located within The Lane Libraries' service area are eligible for Organization Library Cards. At the time of application, a signed Organization Library Card Contract must be provided. The library will allow for a \$100.00 annual loss rate of materials for the entire organization. No fines will be charged for overdue materials for the entire organization. The organization will pay the cost of lost or damaged items above the \$100.00 annual loss rate. The Organization Library Card must be presented to check out or renew materials. Materials for personal use must be checked out on a staff member's personal library card.

PLEASE PRINT:

Daycare/Organization Name

Name of Executive Director

Daycare/Organization Address

City

State

Zip

Daycare/Organization Phone

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Email Address *(library use only)*

Your 4-digit PIN will be the last four digits of your phone number. If you want a different PIN, please write it here. _____

Automated Notices: How would you like to be contacted regarding overdue and hold notices?

Phone *(513 area code only)* Is this a mobile number where you would like to receive texts? Yes No

Email Text Text & Email

PLEASE READ BEFORE SIGNING: I verify the above information is correct.

Executive Director of Organization Signature

Date

Library Use Only

New Rereg Account Update *(Address____ Phone____ Name____)* Lost Card Reported

Signed Contract

Registering Branch

Staff Initials

Date

/ /

Exp. Date *(1yr)*

/ /

Verifying Staff Initials

Date

/ /

New User ID: 21842

**LANE PUBLIC LIBRARY
DAYCARE TEACHER / ORGANIZATION LIBRARY CARD
CONTRACT OF SERVICES AND RESPONSIBILITIES**

Lane Public Library agrees to provide an Organization Library Card to

Name of Organization

LANE PUBLIC LIBRARY'S RESPONSIBILITIES:

1. An Organization Library Card will be issued to the organization with a 28-day loan cycle. A maximum of 120 items, of which 25 items may be DVD/Blu-rays, are allowed per organization at one time. No fines will be charged for overdue materials. The library will allow a \$100.00 annual loss rate of materials at no charge to the organization. On an annual basis, the organization must pay for any items above this amount or services may be discontinued. Items from SearchOhio/OhioLINK are not eligible for request with this card type.
2. The Organization Library Card must be presented to check out or renew materials.
3. Damaged items will be considered "lost" and included in the \$100.00 annual loss rate.

ORGANIZATION'S RESPONSIBILITIES:

1. The organization is responsible for establishing its own method of circulating library materials to its participants. The organization will be responsible for choosing appropriate materials for its participants.
2. The organization will pay the cost of lost or damaged items above the allowed \$100.00 annual loss rate. No refunds can be given for items which are lost, paid for, and then found.
3. The organization agrees to notify Lane Public Library in the event the executive director or representative leaves the organization. The new executive director and representative will need to complete and sign a new copy of this agreement.
4. Materials for personal use must be checked out on a staff member's personal library card.
5. The organization agrees to respect the rights of other library patrons by returning materials promptly. Either party may terminate this agreement upon written notification thirty (30) days in advance of the termination date.

This agreement will expire one year from the date of acceptance. The agreement will then be updated and modified as deemed necessary by both parties.

These conditions and terms are agreed upon by Lane Public Library and the Organization named in this contract.

This portion to be completed by Lane Public Library

This portion to be completed by the Organization

Lane Public Library

Name of Organization

Manager, Lane Public Library (signature)

Executive Director of Organization (signature)

Date: _____

Date: _____

Hamilton Lane Library
300 N. Third Street
Hamilton, Ohio 45011
513-894-7156
Fax: 513-894-2718

Bookmobile Services
1396 University Blvd
Hamilton, OH 45011
513-829-8370
Fax: 513-829-8372

Fairfield Lane Library
1485 Corydale Drive
Fairfield, Ohio 45014
513-858-3238
Fax: 513-858-3298

Oxford Lane Library
441 S. Locust Street
Oxford, Ohio 45056
513-523-7531
Fax: 513-523-6661