



JOHNSON COUNTY
PUBLIC LIBRARY

PROCEDURE FOR OBTAINING A CORPORATE JCPL LIBRARY CARD

Any business located within the JCPL library district is eligible to apply for a complementary CORPORATE card. Businesses outside the library district may apply for a CORPORATE card that carries an annual fee established by the JCPL Library Board.

HOW TO APPLY

- ◆ An application form should be completed and signed by the owner of the business. A letter of application using the business letterhead, and also signed by the owner, must accompany the form. The completed application, together with the letter of application, should be forwarded in person or by mail to:

Johnson County Public Library
401 State Street
Franklin, IN 46131-2545

RESPONSIBILITY

- ◆ In signing the application form and the library card, the owner of the business agrees that the business will be responsible for all materials and/or equipment taken on the card; to pay for damage to or loss of materials and/or equipment charged on the card; to pay all charges accrued on overdue materials and to report to the library if the card is missing or lost.

BORROWER'S CARD

- ◆ The completed Borrower's card will carry the name of the business and should be signed by the owner of the business. The card will be valid for one year from the date of issue and may be renewed upon re-application.

BORROWING MATERIALS

- ◆ The CORPORATE borrower's card must be used by the staff of the business for business purposes only when borrowing materials and/or equipment from the library. The usual loan periods and overdue fees will apply to all materials and /or equipment borrowed on the CORPORATE card.