



PROCEDURE FOR OBTAINING AN ORGANIZATION CARD

Any organization, including businesses, non-profits, and government entities, located within the JCPL library district is eligible to apply for a complementary organization card.

HOW TO APPLY

- **An application form must be completed and signed by the organization's leader.**
- **The card will be issued in the organization's name.**
- **The card will be valid for one year from the date of issue and may be renewed upon reapplication.**

RESPONSIBILITY

In signing the application form, the organization's leader agrees that the organization will be responsible for all materials borrowed with the card. This includes abiding by due dates and paying for damaged or lost materials borrowed with the card.

USING THE CARD

The CORP-ORG card allows organizations to borrow library materials, access digital resources, and reserve meeting space.

To borrow materials, the user must present the library card.