



JOHNSON COUNTY
PUBLIC LIBRARY

PROCEDURE FOR OBTAINING AN INSTITUTE JCPL LIBRARY CARD

Any institution located within the JCPL library district is eligible to apply for a complementary INSTITUTE card. Institutions 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 Director of the institution. A letter of application using the institution letterhead, and also signed by the director, 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 Director of the institution agrees that the institute will be responsible for all materials and/or equipment taken on the card and to pay for damage to or loss of materials and/or equipment charged on the card.

BORROWER'S CARD

- ◆ The completed borrower's card will carry the name of the institution and will be held by the library. The borrower's card will be valid for one year from the date of issue and may be renewed upon re-applicaiton.

BORROWING MATERIALS

- ◆ The INSTITUTE card will be used only for deposit collections.

Materials delivered to any institution by the JCPL library will be charged, with an extended loan period, against the INSTITUTE card issue for the institution.