

Agency/Business Borrowers

Many agencies (companies, businesses, and institutions) within the library district need library services. Warsaw Community Public Library will accommodate the needs of an agency and its employees by issuing a special borrower's card registered in the name of the agency. All businesses, companies, and institutions within the library taxing district are eligible for an agency card. Any professional person who is the principal lease holder or renter of a business property within the library taxing district is eligible for an agency card. Agencies must meet the qualifications for registration and complete the requirements of the policy.

The initial request for an agency/business card is to be submitted to the library in person - not through the mail - on agency/business letterhead stationery. The letter should state the person's name that will be responsible for the card at the agency/business and the letter must be signed by the person-in-charge at the agency or the owner/manager of the business. Only one person should be listed on the letter as the responsible person. Should the custody of the card be reassigned to another person, the agency is responsible for notifying the library of that change. This registration will allow full borrowing privileges for the agency.

The library will only issue more than one card to an agency/business when approved by one of the following people: circulation assistant, department head, or director. The registered agency is responsible for the controlled use of assigned cards. When more than one card is requested, each card must have a different responsible party. These people should be listed in the letter.

Agency/business card holders can choose to have all library notices sent to their email address or through SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

Agency/business cards are valid for one year from the date of receipt. The cards may be renewed in person or by mail. The agency/business is required to bring to the library or send a letter on letterhead listing the person who will be responsible for the card.