

Agency--Social Service Agencies Digital Card Borrowers

Social service agencies can request an Agency digital card to accommodate the needs of their clients.

The initial request for the agency digital card must be submitted to the library in person – not through the mail – on the agency letterhead. The letter should state who would be responsible for the card at the agency. The agency director, manager or supervisor should sign the letter.

Once the agency digital card is issued, the card can act as a 'family' card; which means clientele of the agency will be able to apply for an individual digital library card that will be attached to the agency card. Each person from the agency must bring a letter acknowledging that they are receiving services from that agency.

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

The individual cards attached to the agency will need to be renewed after 3 months from the date of receipt. Each person will need to bring a letter acknowledging that they are still receiving services from that agency.

Agency digital cards will not receive notices since checkouts and renewals are handled by the various digital applications.

Issued 3.14.2022