Organizational Library Card Policy

Purpose

The purpose of this policy is to establish guidelines for the issuance and use of library cards for organizations. Organizational library cards are intended to support institutions that serve residents of Monroe County and allow access to library materials for educational and recreational use. These cards are intended to support group service and are not a substitute for individual library cards.

Eligibility

An organizational library card may be issued to:

- Licensed childcare centers and preschools
- Group homes and residential facilities
- Senior living facilities
- Community-based organizations
- Nonprofit organizations

Organizations must be physically located within Monroe County, New York. The Library reserves the right to determine eligibility.

Application Requirements

Organizations must complete an Organizational Library Card Application and provide:

- Official organization name
- Documentation verifying the organization's physical address (e.g., utility bill, official letterhead, registration documents). P.O. Boxes are not accepted as sole address.
- Main phone number and email
- Name and title of authorized representative
- Photo identification of authorized representative

The authorized representative assumes responsibility for all materials borrowed on the account. The Library may require additional documentation to verify eligibility.

Cardholder Responsibility

- The organization is financially responsible for all materials checked out on the card.
- The organization must designate one primary contact person.
- The Library must be notified immediately of changes in contact information or authorized personnel.
- The Library must be notified of lost or stolen cards.
- The card must be presented at checkout unless otherwise authorized by the Library Director.
- Organizations must ensure that all authorized users follow Chili Public Library borrowing policies.

Borrowing Privileges

Organizational cards may:

- Borrow up to 10 items at one time.
- Borrow materials for standard loan periods.
- Renew materials in accordance with the Library's policy.
- Place holds in accordance with the Library's procedures.

The following restrictions may apply:

- Certain material types may be excluded.
- Digital access may require individual registration and may not be available to organizational accounts.

The Library reserves the right to adjust borrowing limits based on account history.

Fines and Fees

- The organization is responsible for all overdue fines, damaged materials, and lost item replacement costs.
- Accounts with outstanding balances exceeding the Library's established limit will have borrowing privileges suspended until resolved.

Term and Renewal

Organizational library cards are valid for one (1) year from the date of issue. To renew, the organization must:

- Confirm current contact information.
- Provide updated documentation if requested.
- Verify continued eligibility.

The Library reserves the right to deny renewal based on account history or failure to comply with Library policies.

Revocation of Privileges

The Library may suspend or revoke an organizational card for:

- Repeated overdue materials
- Excessive lost or damaged materials
- Failure to pay fines or fees
- Misuse of the card
- Violation of Library policies

ADOPTED: March 24, 2026