

Circulation Policy 205

**Agency Library Cards**

Approved: January, 1997

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The purpose of issuing this type of library card is to extend service to agencies in the community and to expand opportunities for the use of public library resources.

**POLICY:**

To be eligible for a Spring Lake District Library Agency card, an agency must be within the service area of the Spring Lake District Library.

For this purpose, an agency is an educational institution, non-profit organization, or extended-care facility.

The registration form must be signed by a person able to be financially responsible for the agency. This signature will acknowledge that they have read and agreed to accept the stated guidelines for use of Agency Library Cards.

The agency will receive written notification of the guidelines for use of this library card, and will be responsible for use and possession of the card.