

Business Account Application

Business Accounts are available for organizations in the Timberland Regional Library (TRL) Service Area that want to check out items for professional use. **Examples of eligible institutions:** *Businesses and non-profit organizations.*

Print Organization Name _____

Tax ID # _____

Administrator/Owner: _____
 First Middle Last

Phone # _____ **Email** _____

Mailing Address _____
 Street or P.O. Box Apt #

 City Zip Code

Organization Address _____
(If different from mailing address above)

 City Zip Code

Is your organization within the City Limits? Yes ___ No ___ If No, which County? _____

How would you like to receive Library Notices? (Check one) Email Phone

Who is authorized to check out materials on this account? (Attach additional names, if necessary)

Full name Email

Full name Email

Please allow the following additional individuals to pick up materials on hold for this account:

(Full name)

Would you check out materials in a language other than English? Yes No

If yes, list which languages: _____

The organization agrees to abide by the rules of the libraries from which we borrow materials and to pay any costs or fees that may be charged for materials lost or damaged. We understand that we are responsible for all use made of our library card (s), with or without our consent. The organization and any designated business card users understand this account is restricted to borrowing of materials related only to the organization. Personal items are to be checked out on personal library cards. The business card is a privilege that can be revoked if abused.

Date **Administrator/Owner Signature**

TRL Use Only: # _____ # _____

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Q&A: Business Library Cards

TRL provides business accounts to public and private schools and government offices **within** the TRL service area, excluding non-annexed, non-contracting cities.

- **What are the qualifications for a business account?** Any institution with a Tax ID number can qualify.
- **Why is this account different from regular individual library card accounts?** Business accounts enable your staff to access additional materials and information services for their work-related information needs without using their personal library accounts.
- **Who sets up the account?** The application must be filled out and signed by the owner, director, administrator, manager, principal or other person financially responsible for the institution.
- **When does the account become activated?** As soon as the paperwork is received, TRL staff will create the account and the requested number of cards will be issued to the institution. These may be given to the person submitting the form, or mailed to the institution.
- **How does the business account work?**
 - Business accounts require **annual renewal**.
 - Business administrators determine how many employees can access the business account, and whether they should be issued individual cards.
 - Business accounts can check out up to 50 items at a time and have up to 25 items on hold.
 - Most items have an **initial checkout period of 5 weeks**, with one additional 5-week renewal allowed if there are no holds.
 - Feature films check out for the standard 7-day period and may be renewed if there are no holds.
 - **Email notification of holds and overdue items** is sent to email addresses provided.
 - Account holders have the **same responsibilities as regular cardholders**. Items must be renewed or returned by their due dates. Institutional accounts will be billed for items considered lost or damaged. As long as fees stay below \$15, materials can still be checked out.
- **What restrictions are there?**
 - The following items are **not eligible for checkout** on the business account:
 - Materials for personal use.
 - Downloadables (music, eBooks, audiobooks) and databases. (TRL licenses databases for individual use by patrons.)
 - Business accounts **cannot log into our Internet computers**. An individual card is required.
 - Business accounts may print from the catalog or via Wi-Fi.
 - Business accounts **may not place Interlibrary Loans** (requests for materials outside of TRL). An individual card is required.
 - The business card is a special service and may be revoked if misused.
- **What are some other ways organizations can partner with TRL?** Contact any TRL library to participate in collaborative programs, events, school visits, library classes, tours or to sign up for meeting room space.

For more information call (360) 943-5001 or visit www.TRL.org to find your local branch. You can also email us at asklib@trl.org with any questions.