

# Institutional Account Application

Institutional 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:** *Schools, childcare programs, literacy programs, and government offices.*

**Print Institution Name** \_\_\_\_\_

**Tax ID #** \_\_\_\_\_

**Administrator/Owner:** \_\_\_\_\_  
First Middle Last

**Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
Street or P.O. Box Apt #

\_\_\_\_\_  
City Zip Code

**Institution Address** \_\_\_\_\_  
 (If different from mailing address above)

\_\_\_\_\_  
City Zip Code

**Is your institution 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 institution 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 institution and any designated institutional card users understand this account is restricted to borrowing of materials related only to the institution. Personal items are to be checked out on personal library cards. The institutional card is a privilege that can be revoked if abused.

\_\_\_\_\_  
**Date** **Administrator/Owner Signature**

TRL Use Only:

# \_\_\_\_\_

# \_\_\_\_\_

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## Q&A: Institutional Library Cards

TRL provides institutional 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 an institutional account?** Any institution with a Tax ID number can qualify.
- **Why is this account different from regular individual library card accounts?** Institutional 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 institutional account work?**
  - Institutional accounts require **annual renewal**.
  - Institutional administrators determine how many staff members can access the institutional account, and whether they should be issued individual cards.
  - Institutional 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 \$10, materials can still be checked out.
- **What restrictions are there?**
  - The following items are **not eligible for checkout** on the homeschool account:
    - Materials for personal use.
    - Downloadables (music, eBooks, audiobooks) and databases. (TRL licenses databases for individual use by patrons.)
  - Institutional accounts **cannot log into our Internet computers**. An individual card is required.
  - Institutional accounts may print from the catalog or via Wi-Fi.
  - Institutional accounts **may not place Interlibrary Loans** (requests for materials outside of TRL). An individual card is required.
  - The institutional 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 roomspace.

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