

Brantford Public Library: Institution Card

What is it?

Institution cards are intended to provide staff members of local organizations with access to the Brantford Public Library's resources and collections, in support of their work.

An Institution Card is available for organizations within the City of Brantford, including:

- Licensed Day Cares and Preschools
- Elementary or Secondary Schools
- Rest Homes, Hospitals and Churches
- Non-profit Organizations.

Each staff member of an organization who submits a completed application will receive a card. At this time, we are not accepting applications from organizations outside the City of Brantford.

How does it work?

With this card, there is an extended loan period of 6 weeks and a check-out limit of 50 items at a time. Brantford Public Library no longer charges late fees but organizations will be charged replacement fees for unreturned or damaged items. When visiting the library, the card must be presented in order to borrow materials.

Items that cannot be checked out on this card include:

- Bestsellers
- Videogames
- Interlibrary loans

The card is intended to support organizations in their work; if it appears that a card is being used for personal use, rather than professional, borrowing privileges may be affected.

How to apply for a card?

The borrower fills out an application form, and has it approved by the organization's Designated Officer. A Designated Officer must be a Principal, Vice-Principal, Manager, Director, or equivalent. Completed application forms can then be submitted:

- in person at the Main Library (173 Colborne St.) or the St. Paul Avenue Branch (441 St. Paul Ave.)
- by email to vbaxandale@brantfordlibrary.ca; or,
- by fax to 519-756-4979, to the attention of Valeria Baxandale, Children's and Youth Library Technician

Approved applicants will be notified and must pick up their card in person at the Main Library.

All institution cards will expire annually at the end of August. Organizations will be reminded of the expiration and sent a renewal form. The renewal form can be submitted in person at one of BPL's locations, emailed to vbaxandale@brantfordlibrary.ca, or faxed to 519-756-4979, to the attention Valeria Baxandale.

Deposit Collections

Deposit Collections are a collection of library materials placed at non-library sites for the use of residents of that site. These collections could be used to supplement your classroom or school's library materials. BPL would offer each card holder up to 50 preselected items delivered and picked up from your institution or have a card holder pick them up at the Main Library. Upon registering the card holder will fill out a profile letting the library know areas of interest, including age ranges; currently, we are only offering books.

These collections will be rotated on a monthly basis (or predetermined time) and will include a list of all items in the delivery.

Card holders will be responsible for gathering materials and packaging them for return.

Questions about the Brantford Public Library's Institution Card or for more information?

If you have any questions, or need more information about the Institution Card, contact Danielle Baynes at 519-756-2220 ext. 3307 or dbaynes@brantfordlibrary.ca. For more information about the Brantford Public Library, its services and its programs, or to access our online catalogue, visit www.brantfordlibrary.ca.

Institution Membership Form

Staff will verify information before Memberships become active.

(Please print clearly)

Member Information (To be completed by Borrower)

Name of Organization: _____

Name of Borrower: _____

Name of Designated Officer: _____

Title of Designated Officer: _____

Organization's Address: _____ Apt: _____

City: _____ Postal Code: _____

Province: _____

Organization's Phone Number: _____ Cell Work

Borrower's Email Address: _____

Please create a four-digit PIN: ____ _

I consent to receive circulation notices by: Phone Email (choose one)

I consent to receive email messages from the Brantford Public Library for research, promotion, programming, and development purposes. I can withdraw consent at any time. Yes No

I prefer to Pick up the card at the Main Library Have card mailed to institution.

Membership Terms and Agreement (To be completed by Institution's Designated Officer)

On behalf of the organization named above, I agree, as the Designated Officer, to accept responsibility for all materials borrowed from the Brantford Public Library using the Institution Card, and for any charges that may accrue.

Lost and stolen cards must be reported to the Library immediately. Membership cards will expire annually and require renewal for continued borrowing privileges. A separate Membership Form must be completed and approved for each Borrower at the Institution.

Name: _____ Signature: _____ Date: _____

Staff Use Only

Check for prior card: YES NO Census Tract Number: _____

Verified by: _____ Barcode number: _____

Verified on: _____ Staff initials at time of registration: _____

The information provided on this form is collected under the authority of the *Public Libraries Act*, R.S.O. 1990, c.P.44, s23(4) and the *Municipal Freedom of Information and Protection of Privacy Act*. Information collected will be used only for the administration of the library and the promotion and provision of library services and programs. Questions related to the collection of personal information should be directed to the CEO, Brantford Public Library, 173 Colborne Street, Brantford, N3T 2G8