

Organizational Library Card (Audio-Visual Equipment)

Organizations, associations, non-profit businesses, county government agencies, city government agencies, day care centers and schools located in Madison County may obtain an organizational library card in order to check out A-V materials to be used on the premises for a program or meeting that the group is hosting in one of the HMCPL meeting rooms.

Rules & Regulations

Any organization that operates in Madison County is eligible to apply for a Huntsville-Madison County Public Library Organizational Library Card free of charge. The card is valid for one year. The card is only for the use of audio-visual equipment. The borrower will pay in advance the fee(s) for rental of the equipment and will attend training in the proper use of this equipment.

Cards of this type are available only to organizations located in Huntsville and Madison County.

In order to receive an Organizational Library Card, a brief letter of request (which includes a statement accepting financial responsibility for all fines and fees associated with lost or damaged A-V equipment) on organizational letterhead must be submitted along with the completed application form.

The Organizational Library Card expires a year from the date issued. A renewal can be obtained by sending in an updated request letter with any changes that need to be made.

Only one card will be issued to any organization. The authorized person who signs the application form is responsible for all audio-visual equipment borrowed against that Organizational Library Card. Should the authorized person who signs the application leave the organization the library must be notified immediately, however, the organization will continue to be responsible for all audio-visual equipment borrowed.

Anyone you wish to have access to use the card must know both the library card number and PIN.

If the organization has a change of address or phone number, or the card is lost, the library must be notified immediately. If the library is not notified the organization will be responsible for all fees and fines incurred on this card.

All regulations of the Huntsville-Madison County Public Library apply to the Organizational Library Card.

(Application on reverse)

Huntsville-Madison County Public Library
ORGANIZATIONAL LIBRARY CARD - AGREEMENT FOR A-V EQUIPMENT USE

Name of Organization: _____

Business Address: _____

Telephone: _____

E-Mail Address: _____

Name of Authorized Agent: _____

Title of Authorized Agent: _____

The _____ organization accepts responsibility for all materials and services charged on the library card issued and agrees to pay all fines, fees, or charges assessed by the Huntsville-Madison County Public Library for overdue, lost or damaged materials and services charged on this card. This card is non-transferable. A fee of \$10.00 will be charged for each card that is replaced. The organization will promptly report loss or theft of this card and will be responsible for all materials charged to it until the loss or theft is reported. The organization will notify the library when its status changes (e.g., new authorized agent, address, reorganization). This library card must be renewed every year. The organization understands that the public libraries shall loan any audio-visual materials to this organization on a first come first serve basis, when associated fees are prepaid. Organizational library cards are not valid for HMCPL computer use.

I attest that I am the authorized agent for this organization and will be responsible for any financial obligations due to the use of this card.

SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn before me, this

_____ day of _____ 20 _____

NOTARY PUBLIC,
STATE OF ALABAMA

My Commission Expires : _____

For Library Use Only

I have been provided with a copy of this Organizational Agreement for Library Use.

Library Card Number

Signature of person who picked up card, if different from above:

Date: _____