

**SPRINGDALE PUBLIC LIBRARY
Policies and Procedures**

INSTITUTION REGISTRATION

Affects: <p style="text-align: center;">All Functions</p>	Effective Date: Apr. 10, 2002 Revised: 12/16/09	Review Date:	Number
Signature: Name: Title: Board President			

A. Purpose

This policy allows service to groups of individuals living in care facilities without requiring individual registration. For the purpose of this policy, an institution is defined as an organization that houses persons in a controlled situation. (Examples are: Habberton House, Charter Vista, Springdale Nursing Center, Decision Point.)

B. Policy

Cards will be issued only to organizations within Washington County and the portion of the City of Springdale in Benton County.

To apply for an institution card or to apply for computer use for individuals living in the facility, an administrator must write a letter of application to the Library Director. The letter must be written on the institution's letterhead and should include a statement of the institution's responsibility for paying for lost or damaged materials, as well as a list of persons authorized to use the card or to use Library computers. The institution must promptly notify the library if any persons are to be added or deleted from its list.

The cards will be kept on file at the Library at all times, and must be updated annually. Temporary computer passes will be used for individuals while in the care facility and will remain on file in the Library; temporary computer passes will be updated every three months.

Abuse of these privileges can result in the card or computer privileges being revoked.

C. Applicability

D. Responsibility

Responsibility is with the Library Director

Appendices