



## Corporate Application for Library Services

Name of Business: \_\_\_\_\_

Name and Title of Authorized Person: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Expiration Date: October 1

Please list employees you authorize to use this service (list additional names on back if necessary):

The borrowing of library materials naturally implies the responsibility to return them, on time and in good condition. If this does not happen, your organization will be responsible and billed for the items. All fines and fees must be paid by October 1 in order to re-activate all users on the account.

Your organization is eligible for Adrian District Library borrowing privileges because it is located within the boundaries of the library district, which is the City of Adrian. Please limit use of your account to organizational business, rather than personal use. Individuals residing, or owning property, within the City of Adrian are welcome to visit the library to obtain a personal use borrower's card. Your staff members living outside the library service area may obtain a personal borrower's card by paying the non-resident borrower fee, \$90 per family per year or \$45 per family for six months. For more information, please contact me at 517-265-2265 or [cboss@adrian.lib.mi.us](mailto:cboss@adrian.lib.mi.us).

We look forward to hearing from you with the names of those persons you are authorizing to borrow library materials to support the mission of your organization. Please return the updated letter in person, by mail to 143 E. Maumee St., Adrian, MI 49221, by fax to 517-759-3195, or by email to [cboss@adrian.lib.mi.us](mailto:cboss@adrian.lib.mi.us). All organizational applications not updated by October 1, will expire and borrowing privileges will be suspended. Please do not hesitate to contact me if I can provide additional assistance.

By signing this letter I accept responsibility for use of the library and for any damaged or unreturned materials and/or fines for all users on this account.

Sincerely,

Chelsey Boss  
Assistant Director

\_\_\_\_\_  
Signature of authorizing person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title