



## **INSTITUTIONAL BORROWER'S INFORMATION SHEET**

- Institutional cards expire one (1) year from the date of issuance.
- The library allows a maximum of 50 items to be borrowed concurrently on an institutional card.
- Control of the card is the responsibility of the organization.

### **REPLACEMENT COSTS**

If items are lost, full replacement price is charged. If actual replacement price is known, that price will be used. If not, a default price will be charged. There is also a \$5.00 per item non-refundable processing fee for all lost items. Please note that any item which is 40 days overdue is automatically declared lost.